École nationale de police Québec

DIRECTIVE ON THE ROLES AND RESPONSIBILITIES OF COHORT OFFICERS	DIR- 09
Administrative Directive	January 2025

INTRODUCTION

Students must uphold the ENPQ's RIDER values, as well as the duties and standards of conduct reflecting the behaviours expected by the training program and the profession. They actively participate in maintaining the ENPQ's quality of life by contributing to initiatives designed to uphold the ENPQ's core RIDER values.

1. GENERAL PRINCIPLES

1.1. This directive applies to all students in basic training programs.

1.2. The ENPQ offers students the opportunity to hold positions of responsibility during their training. These positions allow students who take them on to assume genuine responsibilities—such as "cohort officer"—and distinct hierarchical roles in relation to their fellow students.

1.3. The cohort officer is under the responsibility of the head of the program concerned or their delegate during scheduled training hours and under the responsibility of the head of extracurricular activities or their delegate at all other times.

1.4. The cohort officer is supervised by instructors (mentors) and the head of extracurricular activities within a formative approach.

1.5. The role of the cohort officer is to facilitate the smooth running of operations and foster team spirit within the group. Furthermore, the presence of the cohort officer establishes an official line of communication between the students and the ENPQ authorities.

2. DESIGNATION OF COHORT OFFICER POSITIONS

2.1. The head and the coordinator of extracurricular activities are responsible for appointing cohort officers for the Basic Training Program in Police Patrolling. The public security coordinator or their delegate is responsible for appointing cohort officers for the public security training programs.

2.2. "Cohort officers" are designated following an interview process initiated by a call for applications. Subject to the applications received and to the extent possible, at least one person of each gender must be appointed as an officer for each group within the cohort concerned.

2.3. Ten officers are appointed for the Basic Training Program in Police Patrolling:

- A cohort captain
- Three group lieutenants – one per group

- Six sergeants – two per group

At the start of a cohort, the public security training coordinator or their delegate determines the number of officers and their ranks based on the size of the cohort. Typically, three officers are assigned per cohort.

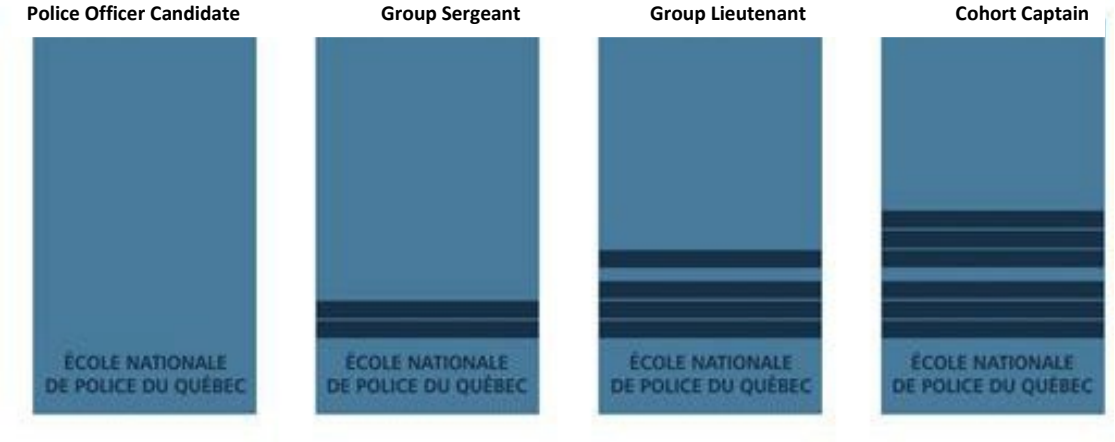
- One cohort captain
- Two group lieutenants – one per group

2.4. When justified by conduct incompatible with the role, the head of the program or the extracurricular activities coordinator may remove any student from the position of cohort officer if they fail to fulfill their responsibilities or violate the ENPQ's core values – RIDER.

3. STUDENT RANKS

The rank insignias are as follows:

Hierarchy of Police Officer Candidates



4. ROLES OF COHORT OFFICERS

4.1. Cohort Captain

a) Ensures that a connection is established between the groups and the students in the cohort;

b) Acts as a liaison between the cohort, the instructor-mentor or team leader, the people in charge (ENPQ police station – BTPPP/PSTD coordinator), and the head or the coordinator of extracurricular activities and relays any requests or complaints from the cohort's students;

c) Maintains constant communication with group lieutenants to stay well-informed of the groups' needs and expectations;

d) Oversees the cohort's extracurricular activities;

e) Ensures the quality of life, discipline and a climate conducive to learning for the entire cohort;

f) Is in constant contact with the instructor-mentors/team leader and the head of extracurricular activities;

g) Issues an inspection report or any other report at the request of an instructor, team leader, coordinator or supervisory staff member;

h) Oversees the implementation of the project to welcome a new cohort (BTPPP only);

i) Delivers a speech and leads their cohort during the end of internship ceremony.

4.2. Group Lieutenant

a) Ensures the establishment and maintenance of a positive atmosphere within their group and reports any requests or complaints raised by group members to the cohort captain, the extracurricular activities coordinator or their instructor-mentor/team leader;
b) Ensures the establishment and maintenance of a positive atmosphere within their group and reports any requests or complaints to the cohort captain and the extracurricular activities coordinator or to their instructor-mentor/team leader.
c) Performs the other tasks requested by the cohort captain, instructor-mentors, team leaders, head of extracurricular activities or their coordinator aimed at ensuring the group's quality of life and supporting its students;
d) Notifies the head of extracurricular activities or the coordinator and the cafeteria manager 48 hours in advance when more than five people or the entire group will be absent from lunch or dinner in the cafeteria;
e) May issue inspection reports or other reports at the request of an instructor, team leader, coordinator or member of the ENPQ management staff;
f) Is responsible for disciplinary matters within the group and for specific logistical activities (distributing items, recruiting volunteers for activities, etc.).

4.3. Group Sergeant (this role is generally assigned only to the BTPPP):

a) Reports attendance and absences to the duty sergeant during assemblies;
b) Ensures compliance with the police station's orders and directives and assists their group lieutenant in maintaining discipline;
c) Records any reported or observed irregularities in writing and informs their instructor-mentors and, as applicable, the head of extracurricular activities or their coordinator;
d) Provides administrative assistance at the request of instructors regarding training activities and the efficient management of the police station;
e) Oversees the raising and lowering of the flag on days when their group is assigned this responsibility;
f) Ensures orderliness after assemblies and at the end of the day in the venues used:
    - Chairs neatly arranged around tables;
    - Whiteboards/chalkboards cleaned;
    - Rooms clean;
g) Ensures that forms are neatly organized and sufficiently stocked in the patrol officers' room and informs their instructor-mentor or the report reviewer if restocking is required;
h) Oversees the distribution, return and storage of raincoats and ensures that the logbook is completed and signed when required;
i) May issue an inspection report at the request of the officer-inspector during morning assemblies;
j) Supports the head of extracurricular activities and their coordinator in organizing and carrying out guard duties.

5. POWERS OF COHORT OFFICERS

Within the scope of their assigned mandates and respective roles, cohort officers exercise full authority when interacting with students from their cohort or their respective groups. This authority is exercised in accordance with the core values – RIDER – when they act specifically pursuant to a delegation of authority from instructor-mentors, their team leader or coordinator (PSTD), the head of extracurricular activities, their coordinator or the person in charge of the ENPQ police station. They must demonstrate integrity and good judgment.

6. RECOGNITION OF COHORT OFFICERS

By accepting specific responsibilities that enable them to contribute to the well-being of their cohort, by helping to support fellow students and the training program and by assuming the responsibilities aimed at maintaining an environment conducive to learning, communication, discipline and respect, the cohort officer is an important link in group life at the École nationale de police du Québec.

The ENPQ recognizes the extra effort put forth by the cohort officer and their commitment to fellow students and the training program. For this reason, upon successful completion of their term, the ENPQ will award the cohort officer a special commendation highlighting their contribution regarding the responsibilities assumed within their cohort during their training at the ENPQ. To this end, an assessment of each cohort officer's contribution will be conducted. Although this assessment does not factor into the successful completion of the program, it will be attached to the student's transcript.

Through this commendation, the ENPQ wishes to specifically highlight the student's contribution and inform their future employer of the significant additional commitment demonstrated during their training.

The Director of the Basic Training Program in Police Patrolling,

Claude Desgagnés