

The Stratford Police Service is inviting written applications for the position(s) of:

**Special Constable**

**1-year full time contract position with extensions and permanency possible**

The Stratford Police Service provides policing services to the communities of Stratford, St. Marys and Perth South with a resident population of over 45,000. Agriculture, Tourism and Sports drive the local economy making the three communities great places to live, work and raise a family. Legislative changes have allowed the expansion of duties for Special Constables and allowing for a more fulsome policing experience. This position offers the successful candidate(s) with the opportunity for a diverse and rewarding start to their career in law enforcement with an opportunity for permanency or advancement as a sworn police officer.

**PURPOSE OF POSITION**

The incumbent(s) will be exposed to a wide variety of duties in support of frontline police officers and will receive extensive training consistent with the Community Safety and Policing Act. All employees of the Stratford Police Service shall respect and protect human dignity and maintain and uphold the human rights of all persons.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Routine duties include but are not limited to:

- Assigned to a uniform platoon to support frontline operations.
- Respond to inquiries from the public in person and by phone.
- Perform foot and vehicle patrols with sworn officers.
- Perform Court Security duties as required.
- Participate in community and special events as part of a visibility and engagement strategy.
- Perform traffic control, scene security and prisoner transportation as required.
- Assisting sworn police officer as appropriate (high risk prisoners are usually guarded or escorted by police officers)
- Service summons, subpoenas and execute warrants as required
- Maintain a daily notebook
- Be accountable to supervisors for the duties described
- Perform additional duties as required

*NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.*

## **Knowledge**

- A thorough understanding and good working knowledge of the organizational structure, General Orders, Written Directives and practices within the Service, as they pertain to duties performed
- A thorough understanding of use of force options
- Knowledge of the court system
- Working knowledge of standard office software on personal computers

## **Skills**

- Good oral and written communication skills
- Computer literate
- Maintain confidentiality
- Be team oriented
- Have a positive attitude

## **Abilities**

- Ability to work in stressful situations and demonstrate positive coping strategies
- Ability to exercise good judgment and make good decisions
- Ability to observe, retain and prepare clear, concise and accurate reports and operate general office equipment
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with courtesy and authority
- Must be capable of handling multi-tasks, produce work under strict and definitive timelines
- Ability to sometimes work in disagreeable conditions (i.e.: guarding and transporting prisoners)

All other qualifications the position justifies

Applicants should include:

- Cover letter
- Resume
- Current First Aid Certificate
- Current CPR Certificate
- Valid Ontario Driver's Licence

The Stratford Police Service is committed to building a culture where difference is valued. The more inclusive we are, the better our work will be on behalf of the community we serve. We are committed to continuously improving our systems, policies and practices to remove barriers, promote respect and ensure our employees, in all their diversity, can succeed. We encourage and welcome qualified applicants with a diverse range of perspectives, skills and lived experiences to apply.

It is the applicant's responsibility to ensure that his/her application package is received by the Office of the Chief of Police (via email [recruitment@stratfordpolice.com](mailto:recruitment@stratfordpolice.com), mail or in person to Stratford Police Service, 17 George St West, Stratford, Ontario N5A 1A6) by September 22, 2025. We thank all applications for their interest; however, only those selected for an interview will be contacted.

Prior to a conditional offer of employment, potential candidates will be required to undergo a background check along with medical and psychological evaluations to determine their suitability for the position.