



EXPERIENCED POLICE CONSTABLE

PURPOSE OF POSITION

Report directly to his/her Platoon Duty NCO and to interact formally and informally with the community to provide information, advice and education, which will be of assistance and promote public safety.

By responding to assigned calls for service and providing victim assistance, community policing, and performing routine patrol duties, the incumbent shall confront and resolve emergency and non-emergency situations in a manner that protects lives and property, maintains public order and provides assistance. Constables shall enforce laws, investigate offences and when appropriate, arrest offenders, lay information and prepare cases for court. Incumbents shall also prepare and submit timely and complete verbal and written reports concerning investigations and police service activities.

The duties of this position are extremely varied and unpredictable and require interaction with the entire spectrum of our community. It has the largest authorized complement of this organization. In fact, patrol officers deliver the majority of services we provide. Experience and training gained as a patrol officer is fundamental to virtually every other police position or rank within this organization.

Constables shall, in the performance of duties, respect and protect human dignity and maintain and uphold the human rights of all persons.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Respond to assigned calls for service
- Confront and resolve emergency and non-emergency situations in a manner that protects lives and property,
- Maintains public order and provides assistance
- Enforce laws, investigate and when appropriate, arrest offenders, lay information and prepare cases for court
- Prepare and submit timely and complete verbal and written reports concerning investigations and police service activities
- Actively identify problems in the community and take an active role in resolving these problems

- Submit regular progress reports
- Remain within the boundaries of their assigned patrol area, unless authorized to leave by the supervisor or the communicators
- Carry out duties in accordance with the applicable provisions of the *Police Services Act* and other lawful assignments
- Be accountable to supervision
- Perform such other duties as are lawfully assigned

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

- Working understanding of relevant legislation
- A thorough understanding and good working knowledge of the organizational structure, Written Directives, General Orders and practices within the Service, as they pertain to duties performed

Desirable Courses

- Basic Recruit Training
- Advanced Patrol Training
- General Investigative Techniques
- Domestic Violence Investigator Course

Skills

- Strong oral and written communication and interpersonal skills
- Computer literate in C.A.D., RMS, Niche, and Microsoft Office applications
- Demonstrated communication skills
- Time-management and organizational skills
- Demonstrated proficiency in the operation of any assigned special vehicles

Abilities

- Ability to exercise good judgment and make good creative decisions
- Ability to problem solve
- Must also be flexible, tolerant
- 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
- Ability to work in a team setting with minimal supervision

- Must be capable of handling multi-tasks, produce work under strict and definitive deadlines
- All other qualifications the position justifies

Requirements:

- Be a Canadian citizen or permanent resident of Canada
- Be at least 18 years of age
- Be physically and mentally able to perform the duties of the position, having regard to your own safety and the safety of members of the public
- Have obtained a secondary school diploma or its equivalent
- Be of good moral character and habits, meaning that you are an individual other people would look upon as being trustworthy and having integrity

Applicants must include:

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

It is the applicant's responsibility to ensure that his/her application package is received by the Office of the Chief of Police by 1400 hours on May 25, 2022. Applications received after this date will not be considered. Only those chosen 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.