

# **STRATFORD POLICE SERVICE**

## **POSTING**

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

### **PART-TIME SPECIAL CONSTABLE**

#### **PURPOSE OF POSITION**

Reporting to the Inspector i/c Uniform Division, but under the day-to-day supervision of the Records Manager, the incumbent will provide court security, transport prisoners and serve summonses, warrants and subpoenas.

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**

Routine duties include but are not limited to:

- Maintaining court security at all court levels by inspecting court rooms, cell areas and exercising control over prisoners
- Maintaining courtroom decorum as directed by the presiding Justice/Justice of the Peace
- Exercise control over prisoners while transporting to and from jails, mental facilities and correctional institutions
- Notifying a sworn police officer when potential breaches of security in court are present
- Assisting sworn police officer as appropriate (high risk prisoners are usually guarded or escorted by police officers)
- Serve summons, subpoenas and execute warrants as required
- Responsible for prisoners' property bags
- Responsible for receiving, serving, and delivering summons and subpoenas
- Ensuring appropriate court documentation available for Crown Attorney
- Ensuring warrants are confirmed
- Recording the dispositions of criminal cases
- Ensuring completion of dockets
- Seizing drivers' licences; serve notices of increased penalties
- Serving Notices of Intention for Certificates of Analysis
- Serving Notices of Duty to Register (Sex Offender Registry)
- Serving other notices as required
- 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**

- 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 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 deadlines
- Ability to sometimes work in disagreeable conditions (ie: guarding and transporting prisoners)
- 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

## **PHYSICAL REQUIREMENTS:**

- Must be able to meet government criteria for appointment to Special Constable.
- Be certified by family medical practitioner as physically able to perform the duties of the position.
- Be physically able to handle uncooperative individuals.

Applicants must include:

- Completed Application
- 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 by 1400 hours on March 26, 2024. 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.