

## **STRATFORD POLICE SERVICE**

### **POSTING**

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

### **Experienced Police Constable**

This position offers the successful candidate the opportunity for a rewarding career in law enforcement with an opportunity for advancement while receiving police training and performing a variety of functions within the Service. The Stratford Police Service recognizes the value in hiring experienced officers who are wishing to continue their career for our community. The Stratford Police Service is a proud equal opportunity employer.

#### **Job Description:**

#### **PURPOSE OF POSITION**

Report directly to his/her Platoon Staff Sergeant 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, 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. Experience and training gained as a patrol officer is fundamental to virtually every other police position or rank within the Stratford Police Service.

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,
- Maintain public order and provide assistance

- Enforce laws, investigate and when appropriate, arrest offenders, 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
- Carry out duties in accordance with the applicable provisions of the *Community Safety and Policing 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, policies and practices within the Service, as they pertain to duties performed

### **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
- Ability to multi-task and 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

In addition, you must:

- Have no criminal convictions for which a pardon has not been granted
- Possess a valid driver's licence with no more than six accumulated demerit points
- Have current certification in CPR and first aid by the time the offer of employment is given
- Be able to pass a security clearance as well as a background investigation, credit and reference checks
- Be able to pass the Fitness PIN Test

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.

Please email [recruitment@stratfordpolice.com](mailto:recruitment@stratfordpolice.com) or attend Stratford Police Administrative Centre located at 789 Erie St., Stratford, Ontario to obtain a Police Office Application Form.

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). Applications will be considered upon receipt and interviews may result. 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.

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Paul Landers  
Chief of Police