



JOB DESCRIPTION

POSITION: Court Security Officers (Casual Part Time)

SALARY: Category 4 – Current Civilian Collective Agreement

The Sarnia Police Service has opening(s) for the position of Part Time Court Security Officer.

The position will require the successful applicant(s) to be available to work up to 8 - 10.5 hours per day. This position will not be limited to a Monday - Friday schedule and will include nights, weekends and holidays.

Minimum Essential Qualifications

- A demonstrated ability to communicate effectively with members of the Police Service, the public, and other agencies.
- Must be physically fit and able to pass the Police Fitness Pin test.
- Must be able to meet OACP medical and psychological standards
- Must have successfully complete the OACP Certificate Testing or have successfully completed the Basic Constable Training or its equivalent as established by the Ontario Police College.
- Must be able to pass Use of Force Training annually.
- Must be able to maintain Special Constable status.
- Must possess valid Driver's Licence.
- Must possess a positive work and attendance record.

Desirable Qualifications

- Be dependable, resourceful and demonstrate a co-operative attitude and good interpersonal skills.
- Post-Secondary education and continued self-improvement.
- Previous experience in security or police fields will be considered.
- Familiar with the Sarnia Police Service policies and procedures that relate to the duties and responsibilities of a Court Security Officer.

Summary of Position

- Provide Court Security as required.
- Transport all prisoners within the Provincial Court buildings, to and from Court, receive all new prisoners from various courts, perform proper search procedures and ensure the safety of all persons.
- Proper and efficient service of summonses and subpoenas from out of town agencies.
- Arrest with or without warrant and prepare the proper paperwork involved.
- Assist sworn police officers with out of town prisoner escorts.
- Assist with prisoner care and transport at both the Sarnia Police Service and the Provincial Court buildings.
- All other duties as required.