



## **JOB DESCRIPTION**

**POSITION:** Special Constable (Both Permanent Full and Part Time)

**SALARY:** Category 4 – Current Civilian Collective Agreement  
(\$62,008 - \$82,677)

The Sarnia Police Service has openings for the position of Full and Part Time Special Constables.

The position will require the successful applicant to be available to work up to 12 hours per shift following the Uniform 12-hour shift schedule and/or available Monday through Friday on an 8 hour schedule.

### **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 – testing will be completed after application received.
- 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 Class G Driver's Licence.
- Must have 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**

- The primary role of this position is to continuously monitor prisoners in the custody of the Sarnia Police Service located within the Sarnia Police Headquarters with having due regard for the procedures defined by the Arrest, Detention, Transportation, Searching and Care of Prisoners Policy
- Will be responsible for custody and transportation of prisoners including persons in custody awaiting medical treatment at a medical facility and attending arrest scenes to transport prisoners to the Sarnia Police Service
- Assist with the booking procedure of prisoners brought into custody of the Sarnia Police Service, including proper search procedures, facilitating phone calls to counsel, and assisting with security of the breath technician or drug recognition expert after an impaired driving arrest
- May be responding to lower priority, non-investigative calls for service, conducting follow-ups with certain occurrences and monitoring of the Alternative Reporting Unit and "Cop Logic" (online reporting) task list
- Assisting sworn officers in witness canvassing, statement taking, missing person searches, blocking roads, out of town prisoner escorts and crime scene protection when operationally required

- Provide Court Security as required including transporting all prisoners within the Provincial Court buildings, to and from Court, perform proper search procedures and ensure the safety of all persons
- Proper and efficient service of summonses and subpoenas for the Sarnia Police Service and from out of town agencies
- Arrest with or without warrant and prepare the proper paperwork, including note taking, involved in the arrest
- All other duties as required.