



## **Special Constable**

Salary as per the Civilian Working Agreement

### **Job Summary**

The incumbent will work as an effective member of a team to provide security to courthouse participants as well as prisoner care and control at both the courthouse and the Barrie Police Service holding cells.

The Special Constable must have strong communications skills and will be expected to interact respectfully and professionally with other police agencies, legal counsel, courthouse support staff, courthouse partners and judiciary and fellow members of the Barrie Police Service.

### **Essential Qualifications**

- Minimum Grade 12 or equivalent
- Current OACP Certificate of Results (Police or Special Constable)
- Class G driver's license and clean MTO abstract
- Current First Aid Certificate and Level "C" CPR
- Knowledge of MS Office and Internet Explorer
- An ability to read and interpret policies and procedures
- Strong organizational and time management skills with the ability to prioritize
- Ability to work independently as well as be a member of an effective team
- Displays strong problem solving skills
- Adapts and responds with a level of openness in changing situations
- Good physical condition to perform the essential duties of the position

### **Principle Duties and Responsibilities**

- Search, supervise and care of prisoners
- Fingerprinting, photographing and the collection of DNA from prisoners as required
- Operating police motor vehicles within the City and on out of town assignments
- Complete court/prisoner logs, property logs and other paperwork as assigned
- Use of CPIC, Niche, OSL and Icon
- Provide courtroom and perimeter security as assigned; maintain an appropriate level of competency in the operation of electronic equipment associated to these duties including, but not limited to: magnetometers, x-rays units and video monitors.
- Manage crown brief files for court through the tasking of outstanding crown follow – up requests and the handling of disclosure requests as required and as directed
- Notify victims of court of the status of court proceedings
- Notify police officers and civilian witnesses for court
- Prepare subpoenas as required; serve subpoenas as directed
- Request certified documents as required and as directed
- Swear to court documents as required and as directed
- Process bench warrants and warrants in the first instance
- Coordinate with other police agencies, crowns attorneys, legal counsel, provincial prosecutors, courthouse support staff and judiciary
- Assist with public inquires

- Will develop a knowledge of Barrie Police Service's policies and procedures
- Will be required to work a variety of shift schedules as agreed upon in the Barrie Police Service Collective Agreement.

## **Working Conditions**

The incumbent must be able to multitask between the diversified functions throughout the day. The Special Constable will be exposed to persons accused of criminal offences, as well as persons with communicable diseases, hygienic, mental health and behavioural issues.

Special Constables will be exposed to physical interaction with persons in custody which may require various levels of control and/or force to be exercised. Special Constables should be in good physical health as daily duties include, but are not limited to, a variety of physical requirements including, standing for lengthy periods of time, climbing of stairs, physical control of prisoners and sitting for extended periods.

Successful performance requires the incumbent to be mentally and emotionally flexible and adapt quickly to high-stress situations. The Special Constable must manage pressure, change and stress effectively.

The incumbent will be required to interact with co-workers, the judiciary, courthouse support staff, courthouse users and other outside partners during stressful times. It is expected that this interaction will occur in a professional, civil and ethical manner.

## **How to Apply**

Applicants must submit a complete application package including:

- Cover letter and resume (outlining education, training and experience)
- Copy of a valid First Aid /CPR C Certificate
- Copy of a valid OACP Certificate of Results
- Civilian Application Form (Original signed copy)
- Civilian Authorization for Release of Information Waiver (original signed copy)

All interested candidates should submit their **COMPLETE** application package by mail or hand-deliver to:

**The Barrie Police Service  
29 Sperling Drive  
Barrie, ON L4M 6K9  
Attention: Employment Unit**

The Barrie Police Service is committed to the principals of equal opportunity. We thank all applicants, however, only candidates selected to participate in the selection process will be contacted.

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted in regards to this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process.*