



Job Posting

CASUAL SPECIAL CONSTABLE

Starting hourly rate \$32.97
(as of January 1, 2021)

The Barrie Police Services Board is seeking qualified applicants for the position of Casual Special Constable. The incumbent will work as an effective member of a team to provide security for all courtrooms and buildings, and to ensure the safety and well-being of prisoners (Adult and Young Offenders). The Special Constable will provide a high level of customer service and act as a liaison with members of other police agencies, legal counsel, courthouse support staff, courthouse partners and judiciary, as well as fellow members of the Barrie Police Service.

Reports to: Special Constable Supervisor

Principle Duties and Responsibilities

- Provide security and maintain courtroom decorum; mediate any potential breaches and notify supervisors and/or Court Constables when required.
- Provide perimeter security as assigned; monitor courthouse entrances via electronic searches; search court rooms pre and post sittings.
- Search public within the courthouse in accordance with the Public Works Protection Act and Barrie Police Service Policies and Procedures; may request identification and remove those not in compliance.
- Provide Family Court supervision in hallways; defuse emotional situations, provide liaison to available services.
- Receive and book persons in custody for court appearance purposes and record pertinent information, such as court/prisoner logs, property logs and other paperwork as required.
- Responsible for the CARE and CONTROL of prisoners including, but limited to searches, supervision, transfers to and from courtrooms.
- Monitor Court Services radio transmissions and facilitate prisoner movement to the courts, requesting additional resources if required.
- Monitor video surveillance of holding cells to prevent incidents.
- Perform cell extractions when dealing with non-complaint, combative or mentally unstable prisoners in a safe and effective manner.
- Assist in the safe and orderly emergency evacuation of the courthouse (public and prisoners) in conjunction with other emergency service personnel.
- Assist and respond to inquiries from the general public.
- Other duties as assigned.

The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:

Desired Knowledge, Skills and Abilities

- General knowledge of standardized office procedures and processes, basic keyboarding, and data entry skills
- Working knowledge of MS Office, Internet Explorer, NICHE RMS, CPIC, and OSL
- Operational knowledge of the basic rules of arrest, search and seizure protocol, court etiquette, judicial and court procedures, 10 codes, and radio etiquette
- Awareness and understanding of all occupational hazards and safety procedures, utilized in a police environment
- Communication and interpersonal skills using tact and diplomacy to respond to and take control of emergency situations in a sensitive manner, while dealing with uncooperative and highly volatile prisoners, individuals with mental health disorders, language barriers, and sexual assault victims
- Customer service skills that demonstrate tact and diplomacy dealing with co-workers, the judiciary, courthouse support staff, courthouse users and other outside partners
- Must be mentally and emotionally flexible and able to adapt quickly to high-stress situations
- Ability to diffuse/deescalate tense situations by using tactical communication
- Ability to manage pressure, change and stress effectively
- Ability to read, interpret and remain current on policies, procedures, and standards established by the Barrie Police Service, as well as Provincial and Federal legislation
- Ability to work independently as well as a member of an effective team, to support and project the Vision, Mission and Values of the Barrie Police Service
- Ability to use basic problem solving and observation skills to collect information needed to assess high risk prisoners and possible volatile situations
- Be physically and mentally able to perform the duties of the position and maintain all Use of Force (UOF) Options

Working Conditions

The incumbent will be required to work varied shifts as scheduled and as agreed upon in the Civilian Working Agreement. The incumbent must be able to multitask between diversified functions throughout the day. The incumbent will be exposed to persons accused of criminal offences, with communicable diseases, hygienic, mental health, and behavioural issues. The incumbent will be exposed to physical interaction with persons in custody, which may require various levels of control and/or force to be exercised. The incumbent will be exposed to a variety of physical requirements including, but not limited to standing for lengthy periods, climbing stairs, physical control of prisoners, and sitting for extended periods.

How to Apply

Closing Date: April 30, 2021 at 3:00 pm

Qualified candidates must submit a **COMPLETE Special Constable application package**. Minimum requirements, how to apply and application forms are available on our website at www.barriepolice.ca under the link [Special Constable / Court Security | Barrie Police](#)

All complete submissions must be received by the Human Resources/Employment Unit prior to 3:00 p.m. on the closing date.

Complete applications will be accepted via:

Email to: recruiting@barriepolice.ca

Mail, courier, or hand deliver to:

Barrie Police Service Headquarters
ATTN: Human Resources/Employment Unit
110 Fairview Road
Barrie, ON L4N 8X8

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 regard to this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the Police Services Act to determine eligibility for employment.

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Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity, Diversity, and Excellence.