



RE: Internal/External Posting – Part-time Special Constable Court Security / Temporary Custody – Available Immediately

If you are interested in joining the Brockville Police Court Bureau, please submit a letter of interest and resume to Deputy Chief Lee MacArthur prior to May 17th, 2017 at 4:00 pm.

Previous experience in court security, policing or auxiliary police programs will be an asset.

Copy of Special Constable classification position description attached.

Salary – Civilian Collective Agreement Pay Schedule

Note: Applicants will be considered based on the documents submitted. The onus is on the candidate to clearly relate his / her qualifications to the requirements of the position. Only those selected for an interview will be contacted.

Scott Fraser
Chief of Police

POSITION DESCRIPTION**POSITION:** Special Constable**Affiliation:** Civilian**UNIT:** Operational

GENERAL PURPOSE Under the supervision of Court Liaison Officer and working closely with uniformed sworn officers of the Brockville Police Service, O.P.P., and other municipal Police Services, the Special Constable will be responsible and accountable for preparation of all Court documents and shall function as the Court Officer. He/she shall further be responsible and accountable for all prisoners under the care and control of the Brockville Police Service. He/she shall also be responsible for other duties as specified in and consistent with the provincial appointment order.

QUALIFICATIONS

- 1) Completion of Secondary School
- 2) Possession of "Class G" drivers license at minimum
- 3) Medically able to perform the essential duties of this position
- 4) Between the ages of 18 and 65 and legally able to work in Canada
- 5) Successfully complete in-service training for this position
- 6) Be of good moral character and habits.

**ASSETS TO
POSITION**

An aid to the incumbent would include computer proficiency; prior education in the policing field; an ability to effectively communicate both orally and in writing; and a knowledge of office and court processes.

**REPRESENTATIVE
DUTIES**

1. Understanding and executing emergency procedures, including fire evacuation, medical response, high risk movement and care of prisoners, including persons who are emotionally disturbed or have a mental illness.

2. Maintaining the security of the Ontario Court of Justice and the Superior Court of Justices, Young Offender, Family and Immigration Courts and for public areas within court buildings; searching court facilities and liaising with Brockville Police Service Officers as required.
3. Understanding and complying with the Brockville Police Service Court Security Plan.
4. Ensuring that all personal property, such as belts, ties, shoelaces or any article with which a prisoner could harm himself/herself, is removed and stored securely prior to the prisoner being placed in a cell.
5. Assessing security risks and providing appropriate security measures; controlling and handcuffing prisoners who become violent.
6. Ensuring that prisoners detained in custody for extended periods of time are provided meals in accordance with policy and procedure of the Brockville Police Service.
7. Ensuring a supervisor is apprised of all instances in which a prisoner is classified as a high risk.
8. Transporting of required evidence, exhibits and property to court; ensuring continuity.
9. Maintaining related administrative paperwork as required for court related functions.
10. Searching and securing prisoners prior to transport and supervising them prior to and during court appearances.
11. Transporting prisoners to and from lock-up facilities and elsewhere in the Province of Ontario as required by the judicial process.
12. Applying of appropriate use-of-force restraint techniques.
13. Recording daily prisoners statistics and preparing reports (number of prisoners, distance of travel, court times).
14. Serving and processing documents, summons/subpoenas as required.