



## Brockville Police Service

### Police Recruit

The Brockville Police Service is seeking recruit police officers to join our team.

The Brockville Police Service was formed in 1832 and serves a community of approximately 22,000 citizens. We have 45 dedicated uniform officers who are supported by 18 full-time civilians and 17 part-time staff which include both civilian and sworn. The Brockville Police Service is a progressive; community oriented Police Service, which owes a great deal of its success to the guidance of our Police Services Board, the cooperation of the citizens of our City, the support of City Council and staff as well as the dedication of our officers and civilian employees.

### Overview of the Position

Under the direction of the Patrol Sergeant, the Police Constable - Patrol is responsible for:

- Conducting proactive police initiatives and enhancing the image of the Brockville Police Service.
- Providing support, assistance and leadership to other members within the Brockville Police and community
- Liaising with other agencies including Law Enforcement and Non-Law-Enforcement and as required and other duties as may be assigned.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws.

**Responsibilities** – (The following is not an exhaustive list but is a fair representation of expectations).

- Be knowledgeable of, and enforce, the Criminal Code, relevant Provincial statutes and Municipal by-laws
- Investigate criminal complaints, apprehend offenders, lay charges, participate in prosecutions, execute warrants
- Provide leadership and professional support to colleagues and the community
- Investigate allegations of unlawful activity consistent with the provisions of Adequate and Effective Policing regulation of the Police Services Act and the Core Values of the Brockville Police
- Notify witnesses and victims of proceedings and prepare them for court
- Record facts to prepare reports, documenting incidents and daily activities
- Testify in court to present evidence or act as witness in traffic and criminal cases
- Use good policing techniques to contribute positively to integrated justice system
- Patrol designated areas responding promptly to calls for assistance
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area

- Enforce traffic rules and respond to driving complaints issuing citations or warnings to violators; directing traffic and rerouting in case of emergencies
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process
- Perform daily administrative activities such as maintaining information files, processing paperwork, documenting activities
- Interact with the Community to build and strengthen working relationships between police and public
- Be cognizant of and make suggestions relating to directives and training relative to criminal investigations
- Prepare crown briefs for court presentation consistent with current legislation and case law
- Execute R.I.D.E. programs
- Resolve conflicts and negotiate with others
- Act as official escorts for parades, funeral processions or events
- Collect, tag and storage of seized and found property
- Obtain and store supplies
- Perform such other duties as assigned

### **Qualifications**

- Be a Canadian citizen or permanent resident of Canada and legally entitled to work in Canada.
- Be at least 18 years of age.
- Possess a Grade 12 graduation diploma or equivalent or post-secondary education at an accredited college or university as an adult student as a minimum.
- Post-secondary education is considered an asset.
- Possess a valid Class G driver's license and suitable driving record.
- Possess a valid standard or emergency First Aid and CPR Level C certificates.
- Possess a complete and valid Ontario Association of Chiefs of Police (OACP) Certificate.
- Be in good health (physically and mentally fit) and meet the physical, mental and medical requirements of the OACP and Brockville Police Service.
- Have no criminal record for which a pardon has not been received.
- Be of good moral character and habits meaning that you are an individual other people would look upon as being trustworthy and having integrity.

Interested candidates are required to submit the following on or before 12:00 p.m. (Noon EST), Friday, February 28, 2025:

- Completed OACP Application Form (found on the BPS Website)
- Cover letter and resume
- Completed OACP Consent and Release of Liability Form (found on the BPS Website)
- Copy of the OACP Certificate
- Completed OACP Fitness Log
- Completed OACP Vision and Hearing Assessment Forms
- Copy of Diploma and/or Degree(s) of educational achievements

- Copy of valid First Aid and CPR certificates

Deputy Chief Andrew Harvie  
Brockville Police Service  
2269 Parkedale Avenue  
Brockville, ON  
K6V 3G9

Email to [hr@brockvillepolice.com](mailto:hr@brockvillepolice.com)

**Applications submitted after the deadline will not be considered.**

**We would like to thank you for your interest in the Brockville Police Service and only those candidates selected for an interview will be contacted.**