



Brockville Police Service

Part-Time Special Constable

The Brockville Police Service is currently seeking applications for Part-Time Special Constables, who will be responsible primarily for prisoner control and court security functions. The Brockville Police serve the community of Brockville, Ontario, population of approximately 23,215.

The Brockville Police Service offers competitive total compensation packages including a pension plan (OMERS).

To be considered for this position the applicant must:

- Be a Canadian citizen or a permanent resident of Canada;
- Be at least 18 years of age;
- Possess a secondary school diploma or higher;
- Be physically and mentally able to perform the duties of the position;
- Successfully pass a security clearance and background investigation;
- Possess a valid Ontario Drivers Licence;
- Possess a valid First Aid and CPR certificate prior to commencement of employment;
- Be able to recognize priorities, multitask and work within deadlines;
- Must be able to meet the Ministry of the Solicitor General's requirements for a Special Constable including being of good moral character and habits and have no criminal convictions for which a pardon has not been granted; and

RESPONSIBILITIES

- Searching, guarding, controlling, caring for and transporting prisoners including youth within and outside the jurisdictions of the Brockville Police Service;
- On-call monitoring of police prisoner cells;
- Providing security and access screening to court facilities and courtrooms;
- Service of legal documents and execution of warrants and other court orders;
- Searching, evicting, arresting, or prohibiting entry to any persons deemed to be a threat public safety and/or the safety of the courts;
- Providing security at crime scenes;
- Obtaining DNA samples from persons as ordered by the Courts;
- Attending all related training as required; and
- Any other duties as assigned.

Experience working within police, corrections or court environments, and with Records Managements systems will be considered an asset.

Successful candidates will be subjected to a comprehensive background check.

Interested candidates are encouraged to submit their resume and cover letter to the following address on or before 12:00 PM EST, March 22, 2024.

Human Resources
Brockville Police Service
2269 Parkedale Avenue
Brockville, ON
K6V 3G9

Or email to hr@brockvillepolice.com

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.



Brockville Police Service

Job Description – Special Constable

Overall Purpose:

Under the supervision of the Sergeant/Court Liaison officer and working closely with uniformed sworn officers of the Brockville Police Service, and other municipal police services, the Special Constable will be responsible and accountable for preparation of 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.

Duties and Responsibilities:

- Understand and execute 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.
- Maintain the security of the Ontario Court of Justice and the Superior Court of justice, 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.
- Understanding and complying with the Brockville Police Service Court Security Plan
- Ensure that all personal property, such as belts, ties, shoelaces or any article with which a prisoner could do harm is removed and stored securely prior to the prisoner being placed in a cell.
- Assessing security risks and providing appropriate security measures; controlling and handcuffing prisoners who become violent.
- 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.
- Ensure a supervisor is apprised of all instances in which a prisoner is classified as high risk.
- Transport required evidence, exhibits and property to court; ensuring continuity.
- Maintain related administrative paperwork as required for court related functions.
- Searching and securing prisoners prior to transport and supervising them prior to and during court appearances.
- Transport prisoners to and from lock-up facilities and elsewhere in the Province of Ontario as required by the judicial process.
- Apply appropriate use of force techniques as required.
- Record daily prisoner statistics and preparing reports (number of prisoners, distance of travel, court times).
- Serve and process documents, summons/subpoenas as required.

Required Qualifications:

- Education and Experience
 - Completion of Secondary School
 - 1 - 2 years experience working with the public
 - Must pass security screening
- Language

- English required, oral, reading and writing
- Job Knowledge
 - General Knowledge of:
 - BPS Organization's Mission, Vision and Values
 - Court Files and Court Process
 - Investigative procedures
 - Geographical area of Brockville area
 - Ontario Provincial Court and Legal systems
 - Canadian Criminal Code and Highway Traffic Act (HTA)
- Certifications / Licenses / In-Service Training
 - Valid Driver's License
 - CPR and First Aid Certificate
 - Successful completion of the In-Service Use of Force Training
 - Maintain the training and certification required to perform the duties of Special Constable
 - Designation as required by Provincial Legislation and the Brockville Police Service to meet operational requirements
- Hours of Work
 - The member is required to work a day shift schedule and occasional nights/weekend in order to meet operation requirements
- Effort and Working Conditions
 - Medically able to perform the essential duties of the position
 - The Special Constable must be able to operate a police vehicle safely and within standards
 - The incumbent must be able to work dayshift as designated in the "Hours of work" section of the job description
 - Special Constables must be capable of working within a confined environment that is fast paced and both physically and emotionally demanding
 - Team player, trustworthy, respectful

Desired Qualifications:

- Oral, reading and writing fluency in French or other languages
- Post Secondary education
- Previous experience as a Special Constable overseeing the care and control of prisoners.
- Correctional institution experience
- Keyboarding and computer experience