

ST.THOMAS POLICE SERVICE

SPECIAL CONSTABLE RECRUITMENT

APPLICANT REFERENCE GUIDE

This guide may answer many of your questions about the hiring process at the St. Thomas Police Service. Please retain for guidance throughout the recruitment period.

Human Resources Administrator
St. Thomas Police Service
30 St. Catharine Street
St. Thomas, Ontario
N5P 2V8

(519) 631-1224 Fax (519) 633-9028

ST. THOMAS POLICE SERVICE

Announces Opening for the Position of

SPECIAL CONSTABLE

The St. Thomas Police Service is seeking qualified individuals for the position of Court Security, Prisoner Escort, Special Constable.

Applicants must have obtained a minimum of four years of secondary school education or its equivalent, which is recognized by the Ministry of Education for the Province of Ontario. Preference will be given to candidates with college and/or university education and a demonstrated commitment to community service. The selection process will reflect the dedication of the St. Thomas Police Service to the principles of Equal Opportunity Employment.

Interested candidates must submit a resume with a valid Ontario Association of Chiefs of Police (OACP) Certificate of Results attached. Interested parties can contact **APPLICANT TESTING SERVICES** at **1-800-429-7728** or **(519)659-8686** for information regarding the application process and the test battery.

**DIRECT CONTACT WITH THE ST. THOMAS POLICE SERVICE PRIOR TO
OBTAINING AN OACP CERIFICATE OF RESULTS
WILL NOT BE ACKNOWLEDGED.**

Persons with previous Police or Special Constable experience are **not** required to submit an OACP Certificate of Results with their resume

Dear Applicant:

Thank you for your interest in a career with the St. Thomas Police Service. We will be commencing our selection process in the near future. At this time, we have been authorized to hire One (1) Special Constable.

The St. Thomas Police Service has engaged a firm, APPLICANT TESTING SERVICE (ATS) to conduct the initial testing. It should be noted that you will be required to pay a fee to ATS for this portion of the selection process. After successful completion of ATS testing candidates will submit their resume (with their ATS Certificate of Results attached) to the St. Thomas Police Service. The St. Thomas Police Service will review the potential candidates and choose a short list for the interviewing stage. The St. Thomas Police Service will personally notify those selected for the interview process, which will consist of a structured interview. The successful candidates will be subjected to a comprehensive background investigation, psychological testing, and medical fitness. A conditional offer of employment may be made at this time (dependant on successful appointment by the Solicitor General of Ontario as a Special Constable)

Applicants must have obtained a minimum of four years of secondary school education or its equivalent, which is recognized by the Ministry of Education for the Province of Ontario. Preference will be given to candidates with related college and/or university education and a demonstrated commitment to community service. The selection process will reflect the ideals of the St. Thomas Police Service's commitment to equal opportunity employment.

Persons with previous Police or Special Constable experience are **not** required to submit an OACP Certificate of Results with their resume

If you are interested in a position with the St. Thomas Police Service, please read the attached documentation and contact ATS at their toll free number 1-800-429-7728 for further information.

Direct contact with the St. Thomas Police Service (prior to obtaining an ATS Certificate) will not be acknowledged.

Chief of Police

Duties Of Special Constables

The duties of a Special Constable include:

1. Transporting prisoners to and from various courts and institutions. Maintain security and wellbeing of prisoners during transportation and in court.
2. Maintain security of court rooms and buildings
3. Effect arrests, search and seizure as required. Physically capable of restraining and subduing prisoners.
4. Related clerical/administrative duties as assigned.
5. Report writing as required.
6. Act as a witness during statement taking of accused persons or prisoners and recording witness statements if required.
7. Fingerprint and photograph accused persons.
8. Assist Police Officers in court and related duties as required
9. Testify in court when required.
10. Maintain detailed legible notes regarding events, investigations, interviews and other pertinent information during their tour of duty in their duty books. Place their duty books in the proper receptacle at the end of their tour of duty.
11. Assist the Officer-in-Charge of the lock-up in monitoring and caring for prisoners.

12. Required to use police equipment such as ASP Baton, handcuffs, pepper spray, computer, or any other related items.
13. Must successfully complete Use of Force Training (on the Use of Force options issued) on a yearly basis.
14. Any other duties as may be assigned from time to time.

Essential Employment Qualifications

No person should be appointed as a Special Constable unless he or she:

1. Is a Canadian citizen or permanent resident of Canada;
2. Is at least eighteen (18) years of age;
3. Is physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of the public.
4. Is of good moral character and habits;
5. Is a secondary school graduate from any province of Canada (Ontario Secondary school diploma or its equivalent). Applicants educated outside Canada, but now living in Ontario, may obtain an equivalency assessment by sending copies of all pertinent academic documentation to: Teacher and Student Information Services, Ministry of Education and Training, 12th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario M7A 1L2;
6. Must meet entry level standards – normal colour vision is required. Visual acuity standards are as follows: without visual aids and without squinting, 20/40 correctable to 20/20 with the aid of eyeglasses or contact lenses;
7. Must obtain a pardon if you have been convicted of a criminal offence. Documentary proof of pardons may be required for applicants advancing to the

- final selection phase. Information concerning pardons is available from any office of the National Parole Board in Canada;
8. If you have ever been discharged absolutely or on conditions in relation to a finding of guilt for the commission of a criminal offence, the record must have been sealed by the R.C.M.P. If the discharge was ordered prior to July 24, 1992, and a pardon has not been granted, you will have to apply to the R.C.M.P. to have the records sealed. If ordered after July 24, 1992, records are sealed automatically after one year in the case of an absolute discharge, and after three years in the case of a conditional discharge;
 9. The nature of the Special Constable position requires that you possess a valid driver's licence prior to commencing duties and that your driving records shows a past respect for the laws. Do not submit your application until your driving demerit point accumulation is six or less for permanent drivers, three or less for probationary drivers. Ontario applicants may determine their current demerit point accumulation by submitting a fee payable to the Minister of Finance, to Ministry of Transportation, Data Management Section, East Building, Main Floor, Downsview, Ontario M3M 3E6. Indicate "employment" as the reason for your request;
 10. Must possess a valid First Aid certificate;
 11. Must possess a valid Cardio Pulmonary Resuscitation (CPR) certificate;
 12. Must pass the minimum physical fitness requirements of the Ontario Police College;
 13. Must meet the minimum standards required in the testing administered by Applicant Testing Service (ATS);
 14. Must pass any other written tests, written or oral psychological tests and interviews as deemed necessary by the St. Thomas Police Services Board;

Essential Competencies

In addition to the criteria for hiring and to reasonably assure the safe, efficient and economical performance of the position of a Special Constable, it is necessary for the candidate to demonstrate the required level of skill and knowledge in the following essential competencies:

- Analytical thinking
- Communication
- Self Control
- Achievement Orientation
- Self Confidence
- Flexibility/dealing with diversity
- Relationship building
- Medical/physical skills

Other Competencies

In addition to the criteria for hiring and the essential competencies to reasonably assure the safe, efficient and economical performance of the position of a Special Constable, it is necessary for the candidate to demonstrate the required level of skill and knowledge in some or all of the following other competencies:

- Developing others
- Concerns for safety
- Cooperation
- Negotiation/facilitation
- Commitment to learn
- Organizational Awareness
- Information seeking
- Assertiveness
- Initiative (self motivation)
- Work organization
- Community Service orientation