

ST.THOMAS POLICE SERVICE

CADET 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. Catherine Street
St. Thomas, Ontario
N5P 2V8

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

Dear Applicant:

Thank you for your interest in a career with the St. Thomas Police Service. At this time, we have been authorized to hire Cadets and plan to establish a hiring list to address future needs for our Service.

The Selection Process consists of six phases:

Phase One (conducted by Applicant Testing Services)

- Testing by Applicant Testing Services;
- O.A.C.P. Certificate of Results.

Phase Two (conducted by St.Thomas Police Service)

- Initial screening (review of resumes) using essential and other competencies;
- Selection of candidates for informal interview.

Phase Three (conducted by St.Thomas Police Service)

- Informal interview by Senior officer(s);
- Interview dependent on behaviour and competency based questions;
- Waiver signed to authorize record check;
- Selection of candidates for formal interview.

Phase Four (conducted by St.Thomas Police Service)

Formal interview dependent on behaviour and competency based questions;
Selection of candidates for psychological testing and background investigation.

Phase Five (conducted by St.Thomas Police Service)

Psychological testing and background investigation;
Selection of candidates for conditional offer of appointment contingent upon funding and medical clearance by a physician.

Phase Six (conducted by St.Thomas Police Service)

Confirmation of appointment;
Police Services Board approval.

Applicants must meet the minimum requirements as outlined in the Police Services Act 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.

JOB DESCRIPTION

POSITION TITLE: POLICE CADET

SUPERVISOR: SERGEANT

POSITION SUMMARY: Records information, delivers messages, and performs other routine duties for members of the St. Thomas City Police Service. Receive instruction in law enforcement methods. Adheres to the Police Services policies and procedures while discharging his or her duties.

MAJOR TASKS:

1. Attend at inspection and briefings at the beginning of their tour of duty. Familiarize themselves with material covered in the briefing.
2. Check Records Management System regularly to remain current on force broadcasts and receive E-mail. Respond to E-mail requests in a timely fashion. Also, ensure all assignments are completed before due date.
3. Ensure that all issued articles of Police equipment are maintained in good order and report any deficiencies or damage immediately to their supervisor.
4. Interviews accident witnesses to confirm information for the preparation of accident reports.
5. Telephone hospitals or individuals to obtain current information on status of accident victims, missing persons and others.
6. Under the authority of Officer-in-Charge, prepare zone alerts listing required information.
7. Maintains report forms, computer files and other filing systems within our service.
8. Delivers messages between police officers and other agencies. Serves summons, subpoenas, notice to parents or other documents when required.

9. Attend lectures and other police training. Actively participates in watching training videos.
10. Answers walk-in inquiries and gives direction if required.
11. Answers the telephone and gives direction to callers if required.
12. Maintain a current telephone voice mailbox and reply to messages left on the voice mail in a timely fashion.
13. Under the direction of the Officer-in-Charge, complete the necessary reports for notebook only report incidents.
14. Perform the duties of a Civilian Radio Operator, when required.
15. Assist Constables in conducting follow-up investigations.
16. Act as a witness during statement taking of accused persons or prisoners and recording witness statements if required.
17. Patrol assigned areas as required. Issue parking tickets to vehicles in contravention of municipal parking laws.
18. Fingerprint and photograph accused persons.
19. Assist in the transportation of prisoners.
20. Testify in court when required.
21. 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.
22. Assist the Officer-in-Charge of the lock-up in monitoring and caring for prisoners.
23. Any other duties as may be assigned from time to time.

DUTIES OF POLICE OFFICERS

The duties of a police officer include:

1. Preserving the peace;
2. Preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;
3. Assisting victims of crime;
4. Apprehending criminals and other offenders and others who may lawfully be taken into custody;
5. Laying charges and participating in prosecutions;
6. Executing warrants that are to be executed by police officers and performing related duties;
7. Performing the lawful duties that the Chief of Police assigns;
8. In the case of municipal police services, enforcing municipal by-laws;
9. Completing the prescribed training.

ESSENTIAL EMPLOYMENT QUALIFICATIONS

No person shall be appointed as a police officer 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 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.
7. 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.
8. The nature of the cadet 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 you would be enforcing as a cadet. 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.
9. Must possess a valid First Aid certificate.

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

OATHS OF OFFICE AND SECRECY

A person appointed to be a police officer shall, before entering on the duties of his or her office, take oaths or affirmations of office and secrecy in the prescribed form.

UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will be advised within a reasonable time of the fact they were not selected. Applications will be kept for one (1) month after the completion of the selection process. A list of potential employees will be maintained for one (1) year after the completion of a selection process.