



# NIAGARA REGIONAL POLICE SERVICE

Career Opportunity

**Position Title:** Temporary/Replacement Special Constables  
**Current Location(s):** Niagara Region  
**Association:** Niagara Regional Police Association  
**Posting Date:** January 8, 2017  
**Closing Date:** February 3, 2017

## POSITION SUMMARY

Special Constables are accountable for searching, guarding, and controlling prisoners; providing security at premises or places occupied or utilized to house prisoners or operate as Courts; providing assistance with court administrative duties and coordinating court documentation and activities; servicing summons, subpoenas, court orders, and probation orders, and executing Warrants of Committal within Niagara; and transporting prisoners within Ontario.

## JOB SPECIFICATIONS

- Secondary school diploma plus completion of up to one year of post-secondary courses (eg. Police Foundations)
- 1-2 years of work experience in a related field
- Valid ATS Special Constable Test Result Profile (including vision and hearing) OR Valid OACP Certificate of Results
- Valid CPR Level C and Standard First Aid certification
- Valid Class G Driver's license in good standing
- Good interpersonal skills and the ability to exercise good judgment and discretion in dealing with the public
- Ability to work effectively in a team environment
- Ability to maintain sensitive and confidential information
- Demonstrated written and oral communication skills
- Basic computer familiarity including use of Microsoft Office applications, data entry and keyboarding
- Knowledge of Versadex, Comnetix, and Intellibook is an asset
- Ability to work in all weather conditions and at various locations in the Niagara Region
- Ability to work both 8 and 12 hour shifts, including nights, weekends and holidays as required

## RECRUITMENT PROCESS

The recruitment process for candidates will include, but is not limited to, the successful completion (and achievement of standard minimums) of the following:

- Personal Interview
- Successful psychological assessment
- Successful pre-employment medical assessment
- Comprehensive police records and background investigation for the purposes of obtaining Special Constable status
- Successful completion of the NRPS Special Constable training program

As a Temporary Special Constable you will be assigned as required to provide vacation/other absence relief. There is no guarantee in the availability or continuity of hours.

Qualified applicants are invited to submit their cover letter, resume and supporting documentation through the [Workopolis](#) website by **Friday February 3, 2017**.

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

We are an equal opportunity employer which values diversity in the workplace. We can provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 5136 or [humanresources@niagarapolice.ca](mailto:humanresources@niagarapolice.ca) if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.