

**Posting Title:** District Special Constable  
**Job ID #:** 5132  
**Status:** Regular Full Time  
**Salary:** \$74,345 - \$85,131  
**Shift:** Rotational (7 days on and 7 days off, 11 hour shift schedule with various start times)  
**Hours:** 40.00  
**Location:** City of Toronto (Location TBA)  
**Vacancies:** Several  
**Job Code:** C62S1Z  
**Opening Date:** Friday February 14, 2020  
**Must Apply By:** Monday March 2, 2020

**The Toronto Police Service is looking for a candidate that shares our core values:**

***Service at our Core – Do the right thing – Connect with Compassion – Reflect and Grow***

*The Toronto Police Service is the fourth largest municipal police service in North America. With over 4,500 police officers and approximately 2,000 civilian employees, we are dedicated to delivering best in class police services, in partnership with our communities by being where the public needs the Service the most, by embracing partnerships to create safe communities and by focusing on the needs of the City.*

**The Opportunity:**

Do you have excellent customer service and problem solving skills? Do you enjoy working with the public? If this sounds like you, consider this excellent opportunity with the Toronto Police Service as a District Special Constable. As a key member of your assigned Division, you would be supporting frontline police officers by performing a variety of duties including protection of crime scenes, transporting prisoners, taking witness statements, enforcing parking by-laws, and assisting front desk staff at divisional police stations.

**Duties & Responsibilities:**

As a District Special Constable you will:

- Transport prisoners to and from detention centres, immigration facilities, medical facilities, hospitals, doctor's offices, police divisions, court houses, arrest locations or other detention locations
- Collect property identified as evidence and ensures it is properly protected, documented, and stored

- Conduct Crime Prevention through Environmental Design (CPTED) audits and meet with community members to provide advice in relation to personal safety when required
- Assist in canvassing for information and searching with respect to evidence or missing persons. Provide information to the community via lectures, pamphlets, displays, etc.
- Take control in emergency situations or at crime scenes until emergency staff or police officers arrive
- Attend and assist in protecting secured crime scenes, under the direction of on scene police constables or supervisors
- Manage prisoners including booking, lodging, feeding, security, safety and movement of persons brought into police custody in accordance with Service procedures
- Maintain the security of prisoners currently in custody and are awaiting treatment at a medical facility, or persons in our care who have been apprehended under the Mental Health Act and are awaiting assessment
- Serve court documents and notices and swears to Affidavits of Service before a Commissioner for Taking Affidavits
- Enforce parking by-laws by issuing parking tags and arranging to have cars towed
- Attend to parking complaints received from the public and take the appropriate action.
- Maintain the security of prisoners in the cell area of the police division and escorts prisoners to and from cells

### **How do I Qualify?**

#### **Mandatory Requirements:**

- Grade 12 or approved equivalent combination of education, training and experience. (Note: official transcripts and diplomas will be required. Where education has been completed outside of Ontario, official proof of equivalency must be obtained)
- Minimum of one year of experience working in a customer service environment or with the public.
- Good understanding of the administrative duties arising from an arrest would be considered an asset.
- Good computer skills. Working knowledge of CPIC, Versadex and MNI would be considered an asset.

#### **License and Certification Requirements:**

- A valid "G" driver's license (upon submission of application) with no more than six demerit points, permitting you to drive an automobile in Ontario with full driving privileges. A good driving record is essential
- Current certification in both "Standard First Aid" and "CPR Level C" and AED from an accredited agency by the time an offer of employment is given.
- A current and valid Ontario Association of Chiefs of Police (OACP) Certificate of Results, inclusive of vision and hearing.

**(OACP certificates issued prior to January 1, 2020 will still be accepted, as long as all components of the certificate are valid and/or have a valid OACP Certificate of**

**Equivalency. For more information please visit: <http://www.stps.on.ca/wp-content/uploads/2019/12/OACP-CSS-Certificate-Equivalency-Guide.pdf>).**

For further information on obtaining an OACP Certificate of Results and/or testing, visit: <https://oacpcertificate.ca/>

## **Key Competencies:**

### **Conflict Resolution Skills:**

- You are able to control hostile situations and dangerous behaviour with maturity and emotional stability.
- You are able to deal effectively with persons in crisis and work in a stressful environment that requires problem solving and conflict resolution abilities.
- You remain calm and collective in dealing with the matter at hand.
- You are able to deal with people in what could be difficult situations in a calm and tactful manner, exercising good judgement in order to handle outbursts with diplomacy.

### **Communication Skills:**

- You are able to communicate with stakeholders such as judges, crown attorneys, lawyers, court staff, public and prisoners in a tactful, professional and courteous manner
- You do not react when provoked aggressively and able to keep your composure in stressful situations; demonstrate self-control
- You are comfortable talking to people from different backgrounds, cultures and age groups; understand different perspectives and act accordingly
- You have strong written and verbal communication skills with the ability to deal effectively with persons in crisis; demonstrate compassion and empathy

### **Problem Solving Skills:**

- You will have strong situational assessment, analytical and problem solving skills
- You have good decision making skills and the ability to apply this skill in difficult and challenging situations
- You are flexible and adaptable to situations with the ability to quickly assess and determine the best course of action

### **Conditions of Employment:**

- Must successfully pass the required Toronto Police Service driving test to operate a police vehicle (TPS Blue Card)
- Deemed medically fit for the position through a medical assessment
- Meet all requirements to attain the status of a Special Constable as outlined by the Ministry
- Successfully complete the Special Constable Training Program that consists of:

- 10 week paid training program held at the Toronto Police College (70 Birmingham Street, Toronto)
- Monday to Friday 7am - 3pm (may also include evenings and weekends)
- Anticipated start of training program: June 2020

**Probation Period:**

- 6 months

**For more information, you can also visit [www.tps.hrassociates.ca](http://www.tps.hrassociates.ca) or contact:**

HR Associates – Recruitment Partner to the Toronto Police Service

Ph: 416-237-1500 x. 238

Em: [tps@hrassociates.ca](mailto:tps@hrassociates.ca)

**Notes:**

- All applicants who meet the qualifications of the position are invited to submit an on-line application for this vacancy
- We thank all applicants for their interest. Once your application has been successfully submitted, you will receive an e-mail confirmation within 24 hours
- Only those selected for further consideration will be contacted

*The Toronto Police Service is committed to reflecting the diverse communities we serve. We encourage applications from our diverse communities, including Indigenous Peoples, persons with disabilities, women, visible minorities, LGBTQ+ persons, those who are able to speak fluently in another language(s) and anyone committed to a rewarding career in public service.*

**THE TORONTO POLICE SERVICE SUPPORTS EQUAL OPPORTUNITY INITIATIVES**

Accommodation will be provided in all stages of the hiring process

Contact us for any accommodation requests, and we will work with you to meet your needs.

***YOUR CAREER...YOUR COMMUNITY...YOU CAN MAKE A DIFFERENCE!***

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