



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of

Part-Time – COURT SECURITY/SPECIAL CONSTABLE (Days, Afternoons and some Weekends required)

This position requires on the job training. Applicants are required to be available for full time hours during the training period.

Court Security/ Special Constables are responsible for ensuring the security of judges and of persons taking part in or attending proceedings at the Court Houses situated at 155 Elm Street and 159 Cedar Street Sudbury. Court Security/ Special Constables are also responsible for ensuring the security of the premises at 155 Elm Street and the Court House area situated at 159 Cedar Street. In addition, Court Security/ Special Constables shall ensure the safe and secure transportation of prisoners between detention facilities and court rooms, provide for the delivery of Subpoenas and Summonses throughout the City and assist sworn officers in the execution of Bench and Arrest Warrants.

Duties

Transportation

- Provide security services by transporting prisoners from detention facilities to court rooms, ensuring prisoner and public safety.
- Transport prisoners from Headquarters to Court, to other facilities or jurisdictions as required.
- Transport Young Offenders to various facilities throughout the Province.
- Drive in compliance with traffic laws and take responsibility for upkeep and maintenance of assigned vehicles, uniform, and personal equipment.

Court Security

- Execute Arrest warrants at the Courthouse.
- Provide execution services for court documents (subpoenas and summonses) to members of the public as required by the Courts.
- Attend at court rooms and facilities ensuring at all times, the safe custody of prisoners and overall security of court rooms, court personnel and the general public.
- Patrol public and private areas and corridors during the hours when courts are in session.
- Assist in the evacuation and security of the courthouse in emergency situations.

Officer Support

- Submit required reports per departmental policy and procedures.
- Complete forensic duties such as the execution of DNA Orders as well as the duties identified under the auspices of the Identifications of Criminal Act.
- Maintain up to date knowledge of Federal, Provincial and Municipal laws, including Greater Sudbury Police Service's procedures and policies.
- Obtain all required information; maintain a notebook with accurate and up to date notes.
- Protect confidential information.

Applicants must meet the following minimum requirements:

Qualifications:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Must possess valid First Aid and C.P.R. Certificates.
- Must possess a valid Ontario Class "G" Driver's License with a good driving abstract.
- Must meet the standard physical requirements of the Greater Sudbury Police Service's Police and Special Constable Fitness assessment in the areas of pushups, trunk forward flexion, core endurance and running.
- Must be medically and psychologically fit to perform the duties.
- Must meet required vision and hearing standards.

Assets:

- Post-Secondary education in related field
- Knowledge of Statutes (Criminal Code) relative to Powers of Arrest.
- Good knowledge of security procedures and prisoner handling and escort methods.
- Good knowledge of city and surrounding areas.
- Bilingualism (English/French) considered an asset.

Skills:

- Good interpersonal, oral, and written communications skills.
- Must possess high level of self-confidence and self-assurance.
- Must be goal and task oriented and strive for results.
- Demonstrated flexibility and ability to deal with diversity.
- Ability to make quick decisions, exercise good judgment, pay attention to details, and apply problem solving skills.
- Ability to form relationships and be part of a team.
- Ability to maintain composure in stressful confrontations and other situations.
- Ability to conform to general orders, procedures, rules, and regulations.
- Must be physically capable of lifting, carrying and placing heavy items.

Salary:

Training Wage:- \$24.28 per hour progressing to year 1- \$28.57 per hour following successful completion of the training period

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

We thank all Applicants; however only those selected for an interview will be contacted.

Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of an Application for the position of Court Security/Special Constable is required.

Submit applications by e-mail to GSPS.HR@gsp.ca or by mail to:

Greater Sudbury Police Service
Attention: Human Resources Branch
190 Brady St. Sudbury, Ontario P3E 1C7

Application Deadline: Friday, September 24TH, 2021 at 0800 hours.

