



NORTH BAY POLICE SERVICE
SPECIAL CONSTABLE RECRUITMENT PROCEDURES

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SPECIAL CONSTABLE RECRUITMENT PROCEDURES

The North Bay Police Service is committed to recruitment and selection practices that will enhance the effectiveness of the Service and contribute to its goal of community policing. It is the intent of the North Bay Police Service to hire qualified candidates in a manner consistent with its commitment to providing fair and equitable opportunity to all candidates in accordance with the Ontario Human Rights Code, Policing Standards on Equal Opportunity, and the North Bay Police Services Board Equal Opportunity By-Law.

In order to be considered, applicants for the position of Special Constable must meet the following minimum requirements:

- a. A Canadian Citizen, a permanent resident of Canada, or lawfully able to work in Canada.
- b. At least eighteen years of age.
- c. 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.
- d. Of good moral character with no criminal record for which a pardon has not been granted.
- e. Be able to provide proof of a valid driver's license with a good driving record.
- f. Be able to provide proof of educational minimum of a secondary school diploma or its official equivalent.
- g. Provide proof of a valid OACP Certificate.
- h. Provide proof of a valid standard First Aid certificate.
- i. *Exception:* retired Police Officer within five years of retirement in good standing, as determined by the Chief of Police, may not be required to provide an OACP Certificate and First Aid certificate but will be required to submit a Fitness Log and pass Use of Force and Fit Pin assessment.

Applicants for the position of Special Constable shall be required to provide a valid OACP Certificate ([OACP Certificate](#)), valid standard First Aid certificate, [Fitness Log](#) along with a résumé, cover letter, and completed application form to the North Bay Police Service Human Resources Section for processing.

An exception may be made in the consideration of retired Police Officer applicants who are within five years of retirement in good standing, as determined by the Chief of Police. Retired Police Officer applicants may not be required to provide an ATS Special Constable TRP or first aid certificate but will be required to successfully pass Use of Force and Fit Pin testing conducted through the North Bay Police Service.

All application packages will be reviewed to ensure the candidate has met pre-interview testing standards, minimum requirements and all other qualifications, and the organizational needs of the Service.

If a candidate is successful at the interview stage, the Service may consider the applicant further. If so, the candidate will be contacted and advised that the North Bay Police Service will be proceeding further with the application, including a detailed background investigation. The applicant must sign a waiver for the Release of Personal Information.

At this time, the applicant will be scheduled to attend a pre-employment driving test. The applicant must successfully complete the driving test in order to proceed further in the recruitment process.

Upon successful completion of the background investigation and pre-employment driving test successful candidates may receive a written offer of employment from the Chief of Police conditional on a medical examination and Use of Force training.

If a candidate is provided a conditional offer of employment, a medical evaluation from the Service's medical practitioner must certify that the candidate is fit to perform the duties of the position and successful completion of Use of Force training shall be required.

APPOINTMENT

The Selection Systems and Appointments Unit of the Policing Services Division of the Ministry of Public Safety and Security administer special constable appointments in accordance with Section 53 of the Police Services Act. Once the application is approved by the Ministry the applicant swears an oath before a commissioner of oaths.

EMPLOYMENT

After a candidate has successfully completed all stages of the recruitment process and has commenced employment he or she must also successfully complete Use of Force Training. A probationary period of 1820 hours begins upon appointment as a part-time Special Constable and 2080 hours as a full-time Special Constable and full-time Court Coordinator.

SALARY (Jan. 1, 2018)

<u>Full-Time</u>	<u>Salary</u>	<u>Part-Time</u>	<u>Hourly</u>
1 st Year	\$53, 176	1 st Year	\$27.83
2 nd Year	\$56, 379	2 nd Year	\$29.50
3 rd Year	\$59, 587	3 rd Year	\$31.18
4 th Year	\$62, 791	4 th Year	\$32.86

UNIFORM

Uniforms, coats, hats, boots, equipment and dry cleaning are supplied.

WORKING CONDITIONS

The full-time Court Coordinator and full-time Special Constables work a 40 hour work week, including a one hour paid lunch. During such a lunch period the Special Constable and Court Coordinator shall remain in the building unless permission to do otherwise has been granted by the Chief or designate.

Part-time Special Constable's hours will be both scheduled and on a "call-in as required" basis with no guarantee of hours. You could be contacted any time of the day or night to guard a crime scene / fire scene or to go out of town on a prisoner escort. This position occasionally requires weekend and holiday work. Special Constables conduct regular runs to Cecil Facer Detention Centre in Sudbury departing at 0530 hours in the morning and sometimes requires you to drive in all kinds of weather. Special Constables must be willing and able to work in an environment that changes quickly and continually. In addition, you must be willing to work with prisoners, some of whom may have communicable diseases.

EMPLOYEE BENEFITS

The full-time Court Coordinator and full-time Special Constables receive a full health benefit package, including; group life insurance, supplementary medical, prescription drugs, hospital, dental plan coverage, and a sick leave plan. Members will join the Ontario Municipal Employees Retirement System (OMERS) Pension Plan with supplementary benefits.

Part-time Special Constables receive 8% in lieu of benefits and 5.4% vacation pay. OMERS membership will be offered to part-time employees if in two immediately preceding calendar years, the employee has either:

- 1) Worked at least 700 hours in each of two consecutive calendar years, or
- 2) Earned at least 35% of the YMPE in each of two consecutive calendar years

Overtime hours/earnings included.