



**CHATHAM-KENT POLICE SERVICE
NOTICE OF INTERNAL/EXTERNAL POSTING
#005 - 2024**

- POSITION / RANK:** Special Constable
- REPORTS TO:** Community Patrol Branch – Platoon Staff Sergeant, or as determined by Organizational needs
- WORK LOCATION:** Chatham-Kent Police Service Headquarters, or as determined by Organizational needs
- HOURS OF WORK:** Compressed work week (Platoon Rotation), working days and nights, or as determined by Organizational needs
- WAGE:** Pay Grade 7 Level 1 – 4, (starting - \$70,500.19, progressing to \$81,282.49).
- PRINCIPLE TASKS:**
- Serve as the initial point of contact for Headquarters and outlying Service Stations.
 - Court security, paperwork, prisoner transport, lodge prisoners.
 - Perform any other authorized duties assigned by the Chief of Police or designate.
- QUALIFICATIONS:** The qualifications for this position require but are not limited to:
- Completed Post-secondary education
 - Self-motivated individual
 - Organizational skills
 - Multi-tasking ability
 - Professional deportment
 - Recognized people skills
 - Ability to work under minimum supervision
 - Ability to set and evaluate priorities, objectives & goals
 - Working knowledge of various computer programs and software
 - Abundance of patience working with members of the public under extreme circumstances
 - Ability to assist with prisoner lock-up and monitoring duties
 - Flexibility – ability to work various hours and shifts

- Submit to a panel interview process which may include preparation and presentation of selected materials
- Ability to successfully complete Defensive Tactics/Use of Force Training
- Successfully complete and obtain a minimum score of 7.0 on the Chatham-Kent Police Service shuttle run. Internal applicants or direct hires may complete the shuttle run or provide proof of the current years' police fitness pin

BENEFICIAL

- Sound judgement and the ability to handle conflict in a constructive manner
- Proven effective communication skills (verbal and written)
- Willingness and ability to adjust shift schedule, or hours worked in order to accommodate Organizational needs
- Proven proficiency in report writing and record keeping
- Self-motivated, enthusiastic and possesses a positive outlook
- Strong leadership and organizational skills
- Demonstrated commitment to Organizational core value of life-long learning
- Fit for full duty

START DATE: To be determined pending Organizational needs

CLOSING DATE: **Tuesday March 12, 2024 at 08:00 hours**

FORWARD COVER LETTER AND RESUMES BY EMAIL OR IN PERSON TO:

Staff Sergeant Matt Stezycki
matthews@chatham-kent.ca
Professional Standards Branch
Chatham-Kent Police Service

NOTE: ADMINISTRATION MAINTAINS THE RIGHT TO CANDIDATE SELECTION BASED UPON ORGANIZATIONAL OBJECTIVES, GOALS AND LONG-TERM PLANNING INITIATIVES.