



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #008-2025

Position:	Special Constable
Rank/Level:	Special Constable – 7 or 7(b)
Department:	To be determined by organizational needs.
Work Location:	Headquarters, or as determined by organizational needs.
Hours of Work:	Monday – Friday 35hrs/week, overtime as required or platoon schedule (5-5-4) 12hr shifts or as determined by organizational needs.
Pay Grade:	7 – 7(b) \$71,910.20 – \$92,893.00

Essential Qualifications:

- Must possess a secondary school diploma or equivalent.
- Be a Canadian Citizen or Permanent Resident of Canada (within the last 3 years)
- Be at least 18 years old
- A valid First Aid/CPR certificate - Level C.
- Must have no criminal convictions for which a pardon has not been granted
- Possess a valid driver's license with no more than six accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges
- Vision requirements: uncorrected 20/40 correctable to 20/20 colour vision.
- Physically fit and able to discharge duties including the security of persons in custody, security duties and functions in dealing with the public, defensive tactics and fingerprinting tasks. Includes ability to successfully complete Defensive Tactics/Use of Force Training
- Successful completion of the Chatham-Kent Police Service physical testing, external applicants will be required to achieve level 7.0 on the 20-metre shuttle run.
- Internal civilian applicants and direct hires may complete the shuttle run or provide proof of the police fitness pin for the current year.
- Must be able to perform the essential duties of a Special Constable as per Section 10 of O. Reg. 396/23, Community Safety and Policing Act (CSPA).
- The selected applicant must successfully complete the Special Constable Training Program, as per the CSPA.

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Other Qualifications:

- Demonstrated ability to use judgement and initiative to make decisions and develop effective and constructive solutions to challenges and obstacles
- Ability to articulate thoughts and ideas clearly, presenting information in a straightforward and logical way
- Good customer service skills to respond effectively to people at all levels and in various situations
- Time management and organizational skills required to efficiently complete work with competing deadlines
- Multi-tasking capabilities
- Professional appearance and deportment
- Ability to perform as a member of a team, while completing duties with minimal direct supervision
- Abundance of patience working with members of the public under extreme circumstances
- Ability to assist with prisoner lock-up and monitoring duties
- Flexibility and ability to work various hours and shifts
- Submit to a panel interview process which may include preparation and presentation of selected materials

Beneficial:

- Completed post-secondary education at a Community College (Diploma or Certificate) and/or up to six months related experience preferred
- Developed computer skills and excellent keyboarding skills
- Proven effective communication skills (*verbal and written*)
- Proven proficiency in report writing and record keeping
- Self-motivated, enthusiastic and possesses a positive outlook
- Demonstrated commitment to Organizational core value of life-long learning

Specific Responsibilities:

- Ensure the security of all persons taking part in or attending proceedings at court.
- Ensure security of the premises
- Prisoner management and security including prisoner escort duties.
- The control of specific Police Documents required to assist prosecutors in the conduct of criminal, provincial and bylaw matters before the Courts.
- Security screening, courtroom security, prisoner transfer/monitoring, court administrative duties

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- Processing prisoners – Take DNA and fingerprinting
- Case management duties
- Liaison between Court Services and Court Administration
- Special Constable Duties allowed as per the C.S.P.A. (for greater clarity see position description)
- Serve as the initial point of contact for the Chatham-Kent Police Service at Headquarters and/or outlying Service stations including, without limitation, directing the public to the relevant departments and personnel.
- As a resource person assigned to the platoon, the primary duty will be dealing with reports not requiring police attendance, including directed patrols, telephone, walk-in complaints and online crime reporting and registry submissions as identified in the Service’s differential response process.
- Crime scene security
- Prisoner security, booking, fingerprinting, transportation.
- Wash Court
- Service of summonses and subpoenas.
- Execution of committal, bench and first instance warrants in the Municipality of Chatham- Kent
- Perform any other authorized duties assigned by the Chief of Police or designate.

NOTE: The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.

Please review requirements for the Position of Special Constable on the CKPS website.

Link: [Recruiting Special Constable - Chatham-Kent Police Service](#)

Closing Date: Friday, May 02, 2025, at 09:00 hours.

Start Date: To be determined.

Apply via email to: Larissa Jackson at larissaj@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as required.*

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