

**HAMILTON POLICE SERVICE (HPS)  
CIVILIAN JOB DESCRIPTION**

**Job Title & No.:** Special Constable, Custody/Reception –  
JJR Job Code #107, PS Job Code #0469

**Reports to:** Custody Sergeant(s)

**Job Location:** Central Police Station, 155 King William Street,  
Hamilton, ON

**Hours of Work:** 12-hour rotating shifts, starting at 0700 or 1900 hours

**Salary:** Schedule 8E - \$71,896 to \$84,591 per annum  
(As of January 1, 2021)

**Updated:** January 2022

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**Job Summary**

Under the direction of the Custody Sergeant(s), the Special Constable, Custody/Reception will assist police personnel in physically searching and caring for prisoners in the holding cells, as well as process first level complaints and inquiries from the public, when performing reception duties.

**General Duties**

- 1.** Assist the Custody Officers with the preparation of arrest notices, as well as booking, searching, lodging and releasing prisoners.
- 2.** Conduct regular visual inspections of holding cells.
- 3.** Monitor security cameras and alarm panels. Issue keys and pass cards to authorized personnel.
- 4.** Log and maintain prisoner property.
- 5.** Respond to inquiries in person, by phone, or email and/or relay calls and messages to appropriate personnel.
- 6.** Prepare a variety of documents on Niche Records Management System (RMS; e.g. Missing Person, Elopee, Suspect Description, Occurrence Reports etc.).

7. Assist in prisoner movement to and from Custody, within the City of Hamilton, and the Province of Ontario.
8. Assist the Custody Officer in assessing prisoner injuries, and administer first aid and prescribed medication, when required. Arrange for ambulance service, as needed. Notate details on the Arrest Notice form.
9. Monitor and respond to Canadian Police Information Centre (CPIC) messages.
10. Maintain a daily notebook for Court purposes.
11. Attend and successfully complete Use of Force training on an annual basis.
12. Perform other duties, as assigned, which are related to the major responsibilities of the job.

**Supervisory Responsibilities:** Not applicable.

**Working Conditions:** Required to monitor cells and prisoner movement; contact with the general public and prisoner population may present a variety of health and/or personal safety issues to staff, such as exposure to contagious diseases (e.g. colds, influenza etc.), poor hygiene, aggressive or violent behaviour, declining mental health and/ or drug-induced states.

**Physical & Sensory Demands/Dexterity:** Typical assignments will involve activities such as talking, listening, sitting, standing, walking, cell extractions and prisoner searches, reading, writing, using a personal computer, bending and lifting.

**Training:** On-the-job training will be provided.

### **Required Competencies**

**Education:** Minimum grade 12, or the equivalent.

**Experience:** Minimum six (6) months of practical job related experience, such as law prevention or security related roles.

**Certificates/Licenses/Apprenticeships:** Valid Class G Driver's Licence, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges, as well as valid Standard First Aid and CPR (Basic Rescuer Level C) certification. Must be able to obtain/keep a Special Constable Appointment designation, throughout their time in this position.

- 1.** Must be in good physical and medical condition, and capable of handling difficult prisoners.
- 2.** No criminal record for which a pardon has not been received.
- 3.** Demonstrated ability to use a personal computer to enter data into a Records Management System.
- 4.** Effective verbal and written communication skills.
- 5.** Good interpersonal skills, including the ability to interact effectively with (sometimes abusive) prisoners, police personnel, judges and other members of the court system, government agencies, and members of the public, and establish and maintain effective working relationships, and work effectively as part of a team.
- 6.** Ability to learn and comply with established procedures.
- 7.** Self-control (including the ability to work with difficult prisoners).
- 8.** Good organizational skills, and the ability to be adaptable when performing assignments.
- 9.** Ability to maintain accurate records.
- 10.** Integrity.