



HAMILTON POLICE SERVICE

Career Opportunity:

POLICY DEVELOPMENT & RISK MANAGEMENT SPECIALIST (1 position)

Posting #	#2026-064	JJR#	211
Job Title	Policy Development & Risk Management Specialist	Civilian/Sworn	Civilian
Status	Full Time	Department/Unit	Strategic Initiatives
Salary Grade	Schedule 8E	Hiring Rate	\$38.982 per hour
Salary Range	\$81,301 to \$95,657 per annum (January 2025 rates)		
Posting Date	September 8, 2026	Closing Date	September 22, 2026
Primary Job Location	Central Police Station, 155 King William Street, Hamilton, ON		
Hours of Work	Monday to Friday, from 8:00 am to 4:00 pm; some flexibility may be required to support operational needs.		

SUMMARY

About HPS

Hamilton Police Service (HPS) patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as Professional Development, Emergency Response, Crime Prevention, Fleet and Facilities, IT, Records and Human Resources. HPS is committed to the highest standards of integrity and professionalism in all its Divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative Police Service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary

Reporting to the Staff Sergeant, Strategic Initiatives, the Policy Development & Risk Management Specialist is responsible for developing, maintaining, and implementing the Service's policy library, including a comprehensive inventory with regular monitoring and review. The role monitors and analyzes

legislation, court decisions, provincial adequacy standards, and policing best practices to ensure required changes are reflected in HPS policy. The Specialist also supports risk-mitigation activities such as inquest follow-up, audits, and compliance reviews.

Duties include, but not limited to;

- Research, develop, and maintain Policies and Procedures within the Police Orders System to meet operational and legislative requirements.
- Assess directives, bulletins, standards, legislative updates, and HPS policies, processes, and standards to determine implementation requirements and identify the need for new or amended policies, practices, or forms.
- Liaise with external stakeholders (e.g., service partners, provincial and federal agencies) on policing-related issues.
- Participate as a member of the Forms Committee.
- Analyze potential risks across all areas of the Police Service to ensure organizational compliance with legislation, adequacy standards, regulations, and organizational mandates/direction.
- Maintain an inventory of all Policies and Procedures, ensuring consistency with the Adequacy and Effectiveness Regulation and Policing Standards Guidelines.
- Ensure Policies and Procedures are published in an electronic, centralized, and searchable designated location for Members.
- Respond to requests from Members and police services regarding policy development matters.
- Develop and disseminate communications to raise awareness of legislation, regulatory changes, and updates to policies.
- Assist with mandated audits and Jury Recommendations from the Office of the Chief Coroner, ensuring all requirements and recommendations are reviewed, fulfilled, and reported. Liaise with Ministry staff to prepare for onsite inspections, including compiling documentation and maintaining records.
- Develop standardized templates, processes, and language to maintain consistency across policy and procedural documents throughout the Service.
- Review, analyze, and summarize policies and related documentation to assess and communicate findings such as impacts, risks, and gaps.
- Prepare a policy review report for each policy, outlining justification for changes and referencing applicable legislation and case law, as appropriate.
- Perform other duties, as assigned, related to the major responsibilities of the job.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Regular office environment. Duties involve exposure to highly confidential and sensitive information, which cannot be shared unless directed.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, and standing.

Education:

Minimum three (3) year post-secondary diploma/degree in Business Administration, Public Policy, Communication or a related field.



Experience:

Minimum of two (2) years of experience in business administration, research and analysis, information gathering, and report writing, with demonstrated experience in policy development.

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Skills & Competencies:

- Exceptional interpersonal, communication, training, and presentation skills.
- Demonstrated knowledge and experience in policy development, review, and analysis.
- Ability to work independently with minimal supervision.
- Computer proficiency, including Microsoft Office (Word, Excel, and PowerPoint).
- Demonstrated high level of initiative and the ability to be self-directed, applying problem-solving and critical-thinking skills with strong attention to detail.
- Ability to reference, interpret, and incorporate applicable legislation into new and existing Policies and Procedures.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number #2026-064 in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **September 22, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.