



HAMILTON POLICE SERVICE (HPS)  
JOB OPPORTUNITY

**PT SPECIAL CONSTABLE  
(Up to 15 Positions)**

**Posting #2025-001**

**Job Title:** Special Constable

**Status:** Part-time

**Number of Hires:** Up to fifteen (15)

**Department/Unit:** Field Support

**Salary:** Schedule 8E - \$37.511 to \$44.134 per hour (As of January 1, 2024)

**Posting Date:** February 5, 2025 and closing on February 15, 2025

**Primary Job Location:** Central Police Station, 155 King William Street. Hamilton, Ontario. Will be required to respond to other locations as required (e.g. other Divisions, Hospitals, Jails, John Sopinka Court House, etc.)

**Hours of Work:** Combination of four (4), six (6), eight (8), ten (10) and twelve (12) hour shifts, encompassing both days and nights. Must be flexible in adapting to revised schedules, as required, to cope with exigencies and unforeseen requirements of Court Services.

**SUMMARY**

**About HPS**

Hamilton Police Service is comprised of four divisions, plus a training facility, that provide frontline and investigative services to Hamilton's more than 620,063 residents.

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.

Under the direction of the Special Constable Supervisor(s) in Court Security, Staff Sergeant(s) of Courts and Custody, the part-time special constables will be tasked with the care, control and transportation of prisoners, ensuring the overall security of assigned court facilities and performing standard Special Constable Duties. The part-time Special Constables will also be responsible in assisting police personnel in various ways within the scope of the standard Special Constable duties including, but not limited to physically searching, fingerprinting and caring for prisoners,

**Duties, but not limited to:**

- Maintain visual and audible monitoring of cell areas, to ensure the security and control of prisoners, including the use of electronic monitoring equipment.
- Initiate and/or ensure appropriate documents accompany all prisoners.
- Search courtrooms, cells and all adjoining areas daily, prior to the commencement of proceedings, to ensure a safe and secure environment.
- Search persons entering the court facilities, utilizing the walk through metal detectors, x-ray machines, and handheld wands, when directed. May be required to effect an arrest, when necessary, and complete relevant reports.
- Transport prisoners between courts, detention centers holding areas and out-of-town and out-of-province escorts.
- Search and classify all prisoners. For all new prisoners, process and secure seized items, and maintain Record of Arrest.
- Assist all levels of the judicial system, as required (e.g. acquiring forms etc.).
- Notify related social services, and assist in coordinating contact with prisoners.
- Administer first aid, and accompany prisoners to medical treatment facilities, when necessary.
- Respond to inquiries in person, by phone, portable radio and email, and/or relay calls and messages to appropriate personnel.
- Maintain daily notebook for court purposes.
- Attend and successfully complete Use of Force Training on an annual basis.
- Prepare a variety of documents on the Niche Records Management System.

- Perform other duties, as assigned, which are related to the major responsibilities of the job.

### **Education & Experience**

- Minimum Secondary School Diploma or equivalent. Post-secondary education is an asset.
- Previous experience in a law enforcement/public safety environment (e.g. policing, military, customs, corrections etc.) would be considered an asset.

### **Certifications & Licenses**

Valid Class G Driver's License, 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.

### **Skills & Competencies**

- Must be able to physically complete annual Use of Force training with the HPS.
- Must be in good physical and medical condition, and capable of handling difficult prisoners.
- No criminal record for which a pardon has not been received.
- Effective verbal and written communication skills.
- Self-control (including the ability to work with difficult prisoners).
- 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.
- Ability to learn and comply with established procedures and applicable legislation
- Good organizational skills.
- Ability to be adaptable when performing assignments.
- Ability to maintain accurate records.
- Integrity.
- Perform to a standard that would support the on-going Special Constable designation as issued by the Hamilton Police Services Board.

### **Recruitment Process**

- Resume review
- Civilian Screening Package
- Assessments (Physical, Medical and Psychological)
- Interview

## **APPLICATION INSTRUCTIONS**

If you are interested in this position, please submit your application (i.e. cover letter and resume) via email by indicating the posting number in the subject line to [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca) before **11:59 PM on February 15, 2025**.

The Hamilton Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.

If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

We thank all applicants, however, only those candidates selected for testing and/or an interview will be contacted.