



HAMILTON POLICE SERVICE

Career Opportunity: PART TIME SPECIAL CONSTABLE - Courts (up to 4 positions)

Posting #	#2026-002	JJR#	219
Job Title	Special Constable	Civilian/Sworn	Civilian
Status	Part Time	Department/Unit	Field Support
Salary Grade	Schedule 9E	Hiring Rate	\$41.615 to \$48.959 per hour
Salary Range	\$86,793 to \$ 102,109 (as of January 1, 2025)		
Posting Date	January 19, 2025	Closing Date	February 2, 2025
Primary Job Location	155 King William Street, Hamilton, ON		
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

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 HR. 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:

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 include, 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.
- Other duties as assigned.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

May be exposed to excessive noise, aggressive, hostile behaviour including the need to intervene physically for safety. Exposure to bodily fluids that may present as a health and/or personal safety concern, including exposure to contagious diseases. Exposure to hazards associated with seasonal weather. Driving and escorting in a marked HPS vehicle in poor weather and for extended periods.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, bending, lifting, driving, and monitoring prisoner movement.

Education & Experience:

Minimum Ontario Secondary School Diploma (OSSD), 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 & Licences:

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.

Required Skills and 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.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **February 2, 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.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

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.