



HAMILTON POLICE SERVICE (HPS)  
NOTICE OF A VOLUNTEER/CAREER DEVELOPMENT  
OPPORTUNITY

PLEASE NOTE: THIS IS AN UNPAID POSITION

**SAMPLE JOB POSTING FOR  
VOLUNTEER AUXILIARY POLICE CONSTABLES**

City of Hamilton PeopleSoft Posting Job ID #11584

Posting Date: April 1, 2016

Job Title: Auxiliary Police Constable

Department: Community Mobilization Division

Reports to: Auxiliary Unit and Mounted Volunteer Coordinator

Job Location: Will be based out of the Central Police Station, 155 King William St, Hamilton, ON, but will need to attend a variety of locations throughout the City of Hamilton, including public places, personal residences, and police stations.

Hours of Work:

- Auxiliary Members are required to volunteer a minimum of twelve (12) hours of duty per month.
- Typical shifts range anywhere from four (4) to twelve (12) hours, including weekends and statutory holidays.
- Attendance at professional development training is mandatory.
- Evening and weekend training events will begin in Fall 2016, including mandatory training on November 20-22 from 0800 to 1800 hours.
- There will also be a mandatory Badge Presentation Event which you will be able to invite family and friends to attend.

Commitment:

- Must be prepared to make a two (2) year commitment from the time training ends (Note: You are permitted to enter into the application process for Police Constable during this time).

Number of Vacancies: 16 positions for the Fall 2016 intake

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### Job Summary

The Hamilton Police Service Auxiliary Unit is part of an International Award-Winning Branch of the Hamilton Police Service, and is made up of Civilian Volunteers who assist Police Constables in the course of their duties. As an Auxiliary Member of the Hamilton Police Service (HPS), you will serve in uniform and will be called upon to perform tasks such as community-based crime prevention, traffic control, or patrol duties in community events like parades and fairs, while working towards achieving your professional goals (28 members have achieved their professional goals of becoming a Police Constable/Cadet since 2013).

### General Duties

1. Assist Paid Duty Officers at Tiger-Cat Games, and on McMaster University/Westdale (MAC 91/92) and Hess Village Patrols, etc.
2. Assist Sworn Officers on Patrol Ride-Alongs, Bail Compliance Ride-Alongs, ACTION Team Ride-Alongs, RIDE Lanes, etc.
3. Assist Sworn Officers with Immediate Rapid Deployment (IRD) and Public Order Unit (POU) training.
4. Direct traffic and pedestrians at a wide range of community events.
5. Provide Station Tours, perform Residential and Business Audits, and conduct Safety Presentations for the community.
6. Monitor CCTV cameras located throughout the City of Hamilton.
7. Attend Police Service Recruiting Events to raise awareness and answer questions regarding the Auxiliary Unit.
8. Assist with the maintenance of the Service's Bike Fleet and Mobile Command Van.
9. Assist the Mounted Patrol Unit with training, tack and barn maintenance, and group support.
10. Participate in Marching Team events at ceremonial events (e.g. New Hire Badge Ceremony, Police Memorials, Remembrance Day Events, etc.).
11. Provide photographic support to the Service for special events (e.g. ceremonial and community events, etc.).

**Working Conditions:** The duties of this position may involve many physical and mental challenges, while maintaining a respectful and professional demeanor. Some of the challenges include having physical contact with

members of the public, which may present a variety of health and/or personal safety issues, such as exposure to contagious diseases (e.g. head lice, colds, influenza, Hep C, HIV, etc.) poor hygiene, and aggressive or violent behavior, e.g. intoxication.

**Physical & Sensory Demands / Dexterity:** Assignments will involve activities such as walking, standing, talking, listening, driving, prisoner searches/transport, reading, writing, using a personal computer, bending, lifting, and standing or sitting for extended periods of time.

### Rewards

- Gain experience and skills in a policing environment
- Make a valuable contribution to our community and its members
- Invitation to the Annual HPS Volunteer Appreciation event and National Police Memorial

### Orientation/Training

- Those candidates that are made an offer of appointment as an Auxiliary Recruit will begin a seven (7) week training program which may include the following topics:
  - Code of Conduct & Auxiliary Policing
  - Dress & Decorum
  - Quality Service Standards
  - Supervision/Expectations
  - Crime Prevention & Central Station Tour
  - Health and Safety
  - Charter of Rights & Freedoms
  - Harassment & Discrimination
  - Powers of Arrest
  - Risk Management
  - Notebooks
  - Radio/911 Communications
  - Social Media
  - CCTV
  - Traffic Direction
  - Crime Scene Management & Protection
  - Introduction to Auxiliary Units - Supervisors of each specialized unit (e.g. ACTION Team, Bike Fleet, Command Van Maintenance, Photography Unit, Marching Team, etc.) will provide an overview of their roles and what their unit does
  - SafeTALK Training

- 30 hours of Use of Force Training
  - Target Hardening Level 1
  - Marching Practice
- At the end of the training program, there is an exam which requires a minimum passing grade of 70% in order to continue in the Auxiliary Program
  - During the first six (6) months, mandatory events/hours are required, in order to pass probation and attend certain events
  - Five (5) months of every year there will be professional development training night which all Auxiliary Members must attend
  - Members are also required to pass annual Use of Force Recertification
  - Auxiliary Police Officers who are on the ACTION Teams and some Bike Fleet Leads complete the HPS Bike Training Course

Auxiliary Police Constable Applicants MUST:

- Be a Canadian Citizen or Permanent Resident of Canada
- Be at least 18 years of age or older
- Have no criminal convictions for which a pardon has not been granted (applicants must obtain a pardon if they have any criminal convictions under a federal statute)
- Be of good moral character
- Possess a 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
- Have a valid Standard First Aid certificate and valid CPR certificate (Basic Rescuer Level C) before starting in the position
- Possess a valid Ontario Association of Chiefs of Police (OACP) Physical Readiness Evaluation for Police (PREP) Certificate from Applicant Testing Services (ATS) **OR** be able to pass a Physical Readiness Evaluation for Police (PREP) test via HPS as part of the selection process. Test information can be found at [www.applicanttesting.com](http://www.applicanttesting.com).
- Be mentally and physically capable of performing the duties of an Auxiliary Police Constable (e.g. handling prisoners, breaking up fights, dealing with difficult and/or injured or intoxicated persons, etc.), having regard for their own safety, and the safety of the public where applicable
- Have an email account and internet access
- Pass a Police Information Check and annual background checks
- Be compassionate and empathetic, care about others well-being, and have excellent problem solving, listening, and communication skills

- Possess self-motivation, enthusiasm, sound judgment, and exceptional interpersonal skills.
- Have the ability to initiate, promote, and facilitate positive policing initiatives within the Service, demonstrated through networking and team building skills.
- Have the ability to work with minimal supervision, while being flexible and adaptable regarding hours of work.
- Have a willingness to give back to the community

Candidates will be subject to the following tests and assessments

- Application/Resume Review
- PREP Test (for those without OACP PREP certification)
- Written Composition Exercise and Background Questionnaire; will need to bring copies of Driver's Licence, First Aid/CPR (if the applicant already has it), and OACP PREP certification (if the applicant already has it), and completed Security Background Waivers, which will be supplied to short-listed candidates in advance
- Security Checks
- Panel Interview
- Background Investigation

Subsequent tests and assessments are dependent upon successful completion of the previous tests and assessments.

Posting Deadline and Instructions

If you think you have what it takes "To be the best" and are interested in this challenging opportunity, please send us a cover letter and resume (all one document, cover letter first, with name at the top) indicating why you are interested in this role, and provide clear evidence as to why we should consider you for one of these highly sought after positions.

Applications are to be submitted via the City of Hamilton's Careers website before 11:59 pm on Thursday, April 14, 2016. Before submitting an application, ensure you have carefully read the job posting and followed the application instructions outlined below. Failure to follow the instructions will be an indication of poor attention to detail and may result in your application being rejected.

To apply for the position you will need to:

- Have/create a user name and password for the City of Hamilton Careers website

- Upload an application to the City of Hamilton Careers website
- Complete a questionnaire as part of the online application process

Please provide a response to the following in your cover letter:

- Why are you interested in volunteering your services to the community as an Auxiliary Police Constable?
- Provide an example from your life experiences that demonstrates your ability to effectively handle a difficult person or a difficult situation.
- Are you currently employed fulltime or part-time?
- Are you currently attending school fulltime or part-time?

Email correspondence is an essential part of the recruitment process. Ensure you have included your email address, as well as your business/day phone number, your home/evening number, and/or your cell phone numbers when you apply via the City of Hamilton website and on your application, to facilitate our ability to contact you. Failure to provide an e-mail address will result in your application being rejected.

We thank all applicants, however, only those candidates selected for testing and/or an interview will be contacted. No phone calls or emails please. We are unable to respond to all applicants.

Please note that the Hamilton Police Service is committed to the principles of equal opportunity and reflecting the diverse community that we serve. Fluency in a second language is an asset; please indicate if you are able to speak another language on your application.

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 invite you to visit the [Hamilton Police Service](#) website to obtain further information on the Service, or visit our [Careers](#) webpage to obtain further information on career opportunities with our Police Service (e.g. Police Constable, Police Cadet, Civilian, Volunteer, and Auxiliary opportunities). Information on the Constable Selection System (CSS) can be found on the [Ministry of Community Safety and Correctional Services](#) website.

If hired, the incumbent shall comply with all Health and Safety Policies and Practices for their position and the workplace.

By applying, you agree that the statements made by you are true, complete, and correct to the best of your knowledge. Further, you understand that any falsification of statements, misrepresentations, and/or deliberate omission or concealment of information may be considered just cause for dismissal.

SAMPLE