



HAMILTON POLICE SERVICE (HPS)  
NOTICE OF A TEMPORARY CAREER OPPORTUNITY

POLICE CADET

***HPS provides policing to over 540,000 residents in the City of Hamilton. In 2013, HPS responded to over 80,000 calls for assistance from our community. We have over 1,100 employees and our mission is to serve and protect in partnership with our communities.***

***Join us as we work toward making Hamilton the safest place to raise a child.***

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Job Title: Police Cadet

Department: Hamilton Police Service

Job Location: Will be rotated through different areas of the Service

Union/Non-Union: Hamilton Police Association

Hours of Work: Average of 40 hours per week (e.g. may work 36 hours one week, 48 hours the next week); must be willing to work up to twelve (12) hour rotating shifts in a 24 hour/day, 365 day/year operation, including days, evenings, nights, weekends, and statutory holidays.

Salary: \$39,534 per annum (As of January 1, 2015)

Status/Length: Temporary full-time two (2) year contract, with the possibility of a one (1) year extension, up to a maximum of three (3) years in total.

Please note: Nothing in this posting should be construed as an offer of permanent full-time employment with the Hamilton Police Service. Moreover, employment with the Hamilton Police Service as part of the Cadet Program does not guarantee employment (in any capacity) after the term expires.

Updated: July 2015

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## Job Summary

The primary purpose of the Hamilton Police Service Cadet Program is to provide a bridge for youth, ages 18-25, between the completion of their education and their readiness for a career in policing by developing the competencies, skills, and abilities of future Police Constable Candidates.

As an organization we are committed to reflecting the demographic we serve. We encourage applications from our diverse community, including, but not limited to, Aboriginal Persons, Persons with Disabilities, Women, Visibly Racialized Persons, LGBTQ Members, and all others committed to the calling of policing as a life-changing career.

## General Duties

- Assist Police Officers, Special Constables, and Civilian personnel with a variety of tasks within the organization.
- Participate in training and community events.
- Assist a variety of departments with operational issues, as assigned, such as: the processing and handling of prisoners and members of the public; assisting the Records Business Centre with fingerprinting in the Forensic Identification Unit, and performing a variety of customer service and administrative duties; and performing other positions and duties deemed to be learning opportunities by the HPS, as directed.

Supervisory Responsibilities: Not applicable.

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 monitoring cells and prisoner movement, having physical contact with members of the public (e.g. fingerprinting) and the prisoner population (e.g. cell extractions and prisoner searches). Contact with the general public and prisoner population may present a variety of health and/or personal safety issues, such as exposure to contagious diseases (e.g. colds, influenza, Hep C, HIV, etc.), poor hygiene, aggressive or violent behaviour.

Physical & Sensory Demands/Dexterity: Typical assignments will involve activities such as talking, listening, writing, reading, keyboarding, sitting or standing for extended periods of time, walking, bending, lifting, driving, cell extractions, and prisoner searches.

## Required Qualifications

To be considered for a Police Cadet position candidates must:

- Be a Canadian Citizen or Permanent Resident of Canada
- Be between the ages of 18-25 years of age, as of the start date
- Have successfully completed secondary school or the approved equivalent
- Possess a valid Driver's Licence (minimum Class 'G2'), permitting you to drive an automobile in Ontario, with no more than six accumulated demerit points
- Possess a current Standard First Aid certificate and current CPR certificate (Basic Rescuer Level C), or be able to obtain this within 12 months of starting with HPS
- Possess a valid OACP Certificate of Results, including valid/current PREP, or be able to obtain this within 12 months of starting with HPS (visit the ATS website at [www.applicanttesting.com](http://www.applicanttesting.com) for further details). Those without a valid OACP PREP test must pass a PREP test, without shuttle run, during the recruitment process (see OACP PREP Test on YouTube for further details).
- Meet medical, vision, and hearing standards outlined by the Constable Selection System (review the Medical Requirements for Candidates on the Ministry of Community Safety Correctional Services website at [www.mcscs.jus.gov.on.ca](http://www.mcscs.jus.gov.on.ca))
- Vision standards are as follows:
  - uncorrected visual acuity of at least 20/40 (6/12) binocularly (both eyes open); or
  - corrected visual acuity of at least 20/20 (6/6) binocularly; and
  - there are minimum requirements regarding refractive surgery, farsightedness (hyperopia), colour vision, depth perception and peripheral vision. With regards to laser surgery and Intra-Ocular lenses, acceptable, but applicants must meet specific standards.
- Hearing standards are as follows:
  - hearing is acceptable if the applicant is able to hear tones at the following frequencies and related decibel levels:
    - four-frequency average (500, 1000, 2000, 3000 Hz) of 25 dB HL;
    - thresholds at none of these single frequencies shall exceed 35 dB HL and thresholds at 4000 Hz shall not exceed 45 dB HL.
  - candidates may also be required to undergo a speech recognition test as part of their hearing assessment.
- No criminal record for which a pardon has not been received
- Be of good moral character and habits, meaning that you are an individual other people would look upon as being trustworthy and having integrity
- Be mentally able to perform the job
- Maintain a good level of physical fitness, and be capable of handling difficult prisoners

- Strong English communication and comprehension skills; additional languages are an asset

Desirable Qualifications (not mandatory):

- Current resident of the City of Hamilton or live within a 45 minute drive of downtown Hamilton, or have knowledge of Hamilton by virtue of having lived, attended school, or have family living in Hamilton
- Post-secondary College or University graduate

Must also be able to demonstrate the following competencies:

- Self-control (including ability to work with difficult members of the public and the prisoner population)
- Effective verbal and written communication skills
- Good organizational skills, with high attention to detail
- Adaptability
- Ability to learn and comply with established procedures and maintain accurate records
- Work co-operatively with others

Candidates will be subject to:

- Application/Resume Review
- Background Questionnaire and Written Local Focus Interview
- PREP Test, if necessary (see above)
- Security Checks
- One-on-one Local Focus Interview and Psychological Testing
- Behavioural Panel Interview
- Psychological Interview
- Background Investigation
- Medical Examination

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

Terms

Applications (i.e. cover letter and resume – all one document) are to be submitted via the City of Hamilton's Careers website when a posting becomes available.

IMPORTANT - You are advised to compile the below-noted documentation, which will be required for the first step of the recruiting process, should you be short-listed:

- Resume and Cover Letter
- Transcript(s): High School, College, University, Other
- Diploma/Certificate/Degree(s): High School, College, University, Other - (if your Diploma/Degree is a large size, feel free to bring in your frame, wrapped, etc.; your recruiting officer must see the original document)
- CPR & First Aid Certification (if applicable)
- Birth Certificate
- Passport
- Health Card
- Social Insurance Card
- Driver's Licence
- Possession and Acquisition Licence (PAL) for Firearms - if applicable; this is not required - candidates will not be asked to obtain one)
- Military Documents (if applicable)
- If applicable, please compile a list of other Police Services you have applied to, indicating date of applications, current status of application, and if you completed psych tests (i.e. MMPI-2 and 16PF) within the last 12 months.

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](#) webpage to obtain further information on the Service, or visit our [Careers webpage](#) to obtain further information on other exciting career opportunities with our Police Service (e.g. Police Constable, Civilian, Auxiliary, and Volunteer opportunities).

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