



South Simcoe Police Service

Special Constable

Hiring Range: \$38.79 per hour to start

Part-Time, 1 year contract with possible extension

2 vacant positions

ABOUT SSPS

The South Simcoe Police Service (SSPS) is committed to the safety and well-being of our community in the Towns of Innisfil and Bradford West Gwillimbury. Our vision is to make a difference in the lives of others every day. We value integrity, respect, inclusion, and work with a dedicated team of Officers and professionals, who are compassionate, courageous, professional, and accountable.

ABOUT THE ROLE:

Special Constables are civilian members appointed by the Police Services Board. This position is responsible for court and building security, court documents, managing prisoners and liaises on behalf of the service among other duties. Special Constables have responsibilities as outlined in Section 92 of the *Community Safety and Policing Act (CSPA)* including general duties, qualifications, and competencies covered below.

WHAT YOU WILL DO:

- Responsible for providing security at all court facilities within SSPS jurisdiction.
- Ensure safety and well-being of all prisoners in police custody.
- Act as a liaison with crown attorneys, defence counsel, prosecutor, the judiciary, victim services, as well as other government agencies and the public.
- Facilitate Weekend and Statutory Holiday (WASH) court;
- Accountable for assisting with preparation, issuance and reviewing of court documentation including managing and maintaining briefs for POA, Criminal and YCJA courts; facilitate disclosure requests; send trial notices to officers; serve and track documents including summonses, subpoenas, disclosure, motions, appeals and Provincial Offence Notices for SSPS and other police services, and execute warrants; ensure all documents meet the regulations and compliance as needed;
- Assist officers in physically searching and caring for prisoners in the holding cells.
- Responsible for managing prisoners including ensuring they are presented at court in a timely manner.
- Participate in prisoner transportation including walking escorts, secure placements in detention facilities for young persons, arrange judges orders and transfers.

- Responsible for collection of DNA samples and assisting with fingerprinting prisoners;
- Responsible to participate in and complete all required training;
- The duties and responsibilities outlined above are representative, but not all-inclusive as additional duties may be assigned as per organizational needs.

WHAT YOU BRING TO THE ROLE:

- Must be a Canadian citizen or permanent resident
- Must be at least 18 years of age
- Successful completion of a Secondary School Diploma or the equivalent experience
- Meets all requirements listed under section 92 of the Community Safety and Policing Act (CSPA).
- Must have a valid Ontario G-class driver's license (or higher)
- Appointed Special Constable(s), must successfully complete requisite training as prescribed by the CSPA
- Must be certified in CPR/First Aid at the time of hire
- Successful completion of a physical fitness evaluation

Please note that a detailed background investigation is required for the successful individual.

If you are ready for this challenge and opportunity:

How to Apply:

It is very important that your application contains the following documents, incomplete files will not be accepted.

1. A one-page cover letter
2. A resume
3. Special Constable Application Survey Form
4. Consent Form

Email your application to recruitment@southsimcoepolice.ca, indicate "Special Constable" in the subject line.

Resumes will be received until **January 28, 2026 at 04:00 p.m.** for this position.

We value a fair and personal hiring experience. Decisions regarding your application are made by people, not machines. We do not use AI in candidate selection.

The South Simcoe Police Service is an equal opportunity employer and strives to ensure that it represents the diverse community it serves. The South Simcoe Police Service is committed to equitable treatment of all individuals in accordance with the Ontario Human Rights Code. If contacted for this opportunity, please advise the HR representative of the accommodation measures you may require during our selection process.