



South Simcoe Police Service

Property & Evidence Clerk

Hiring Range: \$57,383 – 71,109

Salary is subject to review and collective bargaining increases in 2026

Full-Time, 1 year contract with potential for full time permanent

1 vacant position - replacement

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, and inclusion, and work with a dedicated team of officers and professionals, who are compassionate, courageous, professional, and accountable.

ABOUT THE ROLE:

Reporting to the Detective – Criminal Investigative Services, and working closely with the Forensic Identification Services team, the Property and Evidence Clerk will receive, record and document that movement of seized/found property and evidence within the Police Service. The property and evidence clerk will liaise with Crown Attorney's, defence lawyers and other police agencies. The property and evidence clerk will also prepare continuity and destruction reports and other paperwork related to the processing of property and evidence.

WHAT YOU WILL DO:

- Attend court proceedings and give testimony as per continuity if required.
- Document continuity of all property/evidence
- Assist with drug destruction
- Handle, transport, store and retrieve firearms (upon successful completion of the Canadian Firearm Safety Course (CFSC) and Canadian Restricted Firearms Safety Course (CRFSC)
- Assist with firearms destruction
- Continuity of seized/found currency
- Submission and recording of counterfeit currency to RCMP
 - Submit suspected counterfeit currency to RCMP-NACB
- Collection and transporting of property from/to Divisions
- Create, update and maintain Niche RMS entries as required.

- Keep notes in relation to handling and continuity of property and evidence
- Respond to public inquiries regarding the release of property and facilitate returns as authorized by Police or courts.
- Maintain and organize the property room
- Assist with the destruction or sale of seized items as per the Community Safety and Policing Act (CSPA)
 - Prepare property for annual sale by Police Auctions Canada
- Assist with training on evidence submission procedures
- Scan property tags into Niche
- Data entry on Niche and Excel in relation to property
- Retrieve evidence for officers for court or further testing as requested.
- Maintain an up-to-date inventory of the property room.
- Maintain, and order Property and Evidence supplies and assist with proper budgeting of supplies as required service wide.
- Assist with updates and revisions to property policies and procedures in accordance with related laws and regulations.
- Any other duties as assigned that is related to Property & Evidence.

WHAT YOU BRING TO THE ROLE:

- High school diploma or equivalent.
- Knowledge of standardized procedures and processes, proficient keyboarding skills, data entry, file management and document organization are required.
- Strong interpersonal skills to work collaboratively in a team environment to complete assignments, problem solve, and recommend changes to current processes, systems, and procedures.
- High degree of resiliency to maintain productivity and quality, despite deadline pressures and time constraints.
- High degree of attention to detail to ensure accuracy when handling and documenting property and evidence.
- Excellent time management and organizational skills; ability to prioritize workload and balance competing priorities.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several variables.
- Ability to interact with people in a variety of situations.
- Ability to prioritize, and multi-task.
- Ability to stay up to date with professional and person skills development; maintain a commitment to self-improvement with the ability to receive and apply feedback.
- Ability to participate as an effective team member and to support and project values compatible with the organization.
- Ability to meet police security clearance requirements and to maintain confidentiality.
- Ability to read, analyse and interpret police, court documents, and other business documents.
- Ability to respond to common inquiries or complaints from the general public, regulatory agencies, or members of the service.
- Ability to write routine reports and correspondence.
- Ability to index, correlate, and file.
- Above-average organizational skills required.
- Knowledge and proficiency in using word processing equipment and related software. E.g. Microsoft Word and Microsoft Excel.

MUST HAVES

- High school diploma or equivalent.
- Two years related experience and/or training, or equivalent combination of education and experience.

NICE-TO-HAVES

- Community College or University program.
- Familiarity with firearms would be an asset.

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. Documents can be found on our website – [Civilian Recruitment](#).

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

Email your application to recruitment@southsimcoepolice.ca, indicate “Property & Evidence Clerk” in the subject line.

Resumes will be received until **Thursday April 2, 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. Accommodation will be provided in accordance to the Ontario Human Rights Code and the position requirements.