



POLICY & PROCEDURE SPECIALIST

Hiring Range: \$75,000 to 95,000

Full-Time, 1 year contract with possible extension

1 vacant position - new

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 Sergeant – Professional Standards, the Policy & Procedure Specialist will work as an effective member of a team to ensure the South Simcoe Police Service's policies and procedures are compliant with applicable laws and consistent with legislation, Ministry guidelines and organizational best practices. The Policy & Procedure Specialist will also provide support and assistance in monitoring, analyzing and interpreting environmental trends as well as assist with the coordination of the procedure process including development, adherence to the review cycle, and collaborate with both internal and external stakeholders and contacts.

WHAT YOU WILL DO:

- Perform duties in a manner that reflects the Service's Vision, Mission, and Values.
- Operate within the regulations, policies, and procedures established by the *Community Safety and Policing Act*, the South Simcoe Police Service Board, and the Chief of Police.
- Develop standardized templates, processes, and language to maintain consistency among policy and procedure documents across the Service.
- Conduct related research to ensure policy compliance with legislation, Provincial Adequacy Standards, SSPSB By-laws and best practices and prepare recommendations on any Service impact.
- Research, develop, maintain and revise Policy and Procedures within the Police Service to meet operational and legislative requirements
- Collect and provide information to key internal and external stakeholders
- Draft procedures/policies and send for approval
- Prepare Policy Review Reports for each revised policy to provide justification for the changes and referencing legislation, case law and Provincial Adequacy Standards.
- Monitor review dates of all policies and procedures to ensure all documents meet review deadlines, where applicable.
- Utilize tracking system to send out notifications for policies that are up for review and for late policies.
- Act as a resource and provide information to all members, as required, by assisting with revisions of policies, researching, corresponding with other services across Canada, providing clarification, etc.

- Update and maintain electronic and hard copy files for current and archived policies.
- Maintain master copies of approved policies and procedures and ensure that the most up-to-date version is posted.
- Responsible for the accuracy of policy and procedure content to ensure information is current with applicable legislation, regulations, and/or external factors that may impact policy content.
- Disseminate new and revised policies to the South Simcoe Police Association and Police Services Board.
- Collaborate with Executive Leaders and internal Subject Matter Experts to assist with revising policies and procedures
- Liaise with outside agencies and other levels of the government on a variety of policing and policy and procedure issues
- Assist with the research and preparation of topical projects, studies and reports
- Assist with the drafting of Police Service Board Policy as it relates to the Adequacy Standard Regulations and Guidelines
- Assist with the research and preparation of the annual report and business plan
- Collect and prepare materials, as requested, for audits and special projects.
- Supervise coop student (when applicable)
- Perform other duties as assigned

WHAT YOU BRING TO THE ROLE:

- Proficient in MS Office, SharePoint, Publisher, Adobe, and willingness to learn and implement new technologies (Previous experience with CPIC and Niche is considered an asset).
- Demonstrated ability to read and interpret policies and procedures
- Class G licence (to attend SSPS locations, conferences, meetings within Ontario)
- Demonstrated strong attention to detail.
- Ability to work independently with minimal supervision as well as be a member of an effective team
- Strong communication skills including listening, speaking, keyboarding, reading, writing and editing ability.
- Well-developed time management, planning, organizational and prioritization skills in order to work effectively.
- High level of organizational and time management skills with the ability to prioritize
- High level of proficiency in reading and writing complex, technical and formal material
- Able to research, correlate and annotate information from numerous sources
- Ability to work in a fast-paced environment, coupled with multi-tasking and organizational skills to meet prescribed deadlines.
- Ability to reference, interpret, and incorporate all applicable legislation into new and existing policies and procedures.
- Ability to interact diplomatically, tactfully and confidentially with people.
- Excellent decision-making skills and ability to exercise sound judgment.
- Knowledge of the strategic planning process, data gathering techniques and statistical analysis
- Knowledge of police operations, structure, legislation, policies and collective agreements is considered an asset.

MUST HAVES

- Must possess a post-secondary diploma in a related field.
- 2-3 years in previously related experience.

NICE-TO-HAVES

- Relevant experience in a municipal/policing environment

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

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 “Policy & Procedure Specialist” in the subject line.

Resumes will be received until **Tuesday June 30, 2026 at 4:00 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 with the Ontario Human Rights Code and the position requirements.