South Simcoe Police Service

Special Constable Supervisor, Court Services

Hiring Range: $96,041 - $99,628 per annum

(subject to increases pending Collective Agreement ratification)

1 vacant position

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:

Under the direction of the Staff Sergeant – Support Services, the Special Constable Supervisor, will co-ordinate, and evaluate the activities of Special Constables, ensuring the effective and efficient utilization of available personnel and resources. This position is also responsible for the maintenance of safety, security and decorum in court facilities in the Town of Bradford. Also, the Supervisor, Courts will undertake the daily duties of a Special Constable as described in the South Simcoe Police Service position profile.

WHAT YOU WILL DO:

- Supervise and provide leadership to Special Constables, ensuring effective court security, prisoner management and compliance with applicable legislation, Service policies and procedures.

- Coordinate daily operations, including staff scheduling, deployment, prisoner transportation, cell management and court security to maintain appropriate staffing and

security levels.

- Oversee the safe custody, care and transportation of prisoners, including assessing security risks, identifying medical concerns and coordinating appropriate responses.
- Monitor employee performance, provide coaching and feedback, conduct performance evaluations and support staff development.
- Ensure compliance with the Court Security Plan, operational procedures, health and safety requirements and training standards, including annual use-of-force requalification.
- Oversee the accuracy and completion of prisoner custody records, court documentation, training records and operational reports.
- Collaborate with the Court Services Sergeant to address operational priorities, staffing requirements, training needs and high-risk security situations.
- Liaise with judicial officials, court administration, law enforcement agencies and other stakeholders to support safe and efficient court operations.
- Prepare operational reports, identify opportunities for improvement and recommend changes to policies, procedures and resource allocation.
- Perform the operational duties of a Special Constable in accordance with the *Community Safety and Policing Act, 2019*, and undertake other duties as assigned.

When applying for the position of Special Constable Supervisor with South Simcoe Police, you must meet the following mandatory minimum requirements:

- Currently working as an appointed,1st Class Special Constable, in the Province of Ontario
- Be a Canadian Citizen or permanent resident of Canada and at least 18-years old
- Be physically and mentally able to perform the duties of the position
- Have proof of successful completion of four years of secondary school education or equivalency
- Where education has been completed outside Canada, official proof of equivalency must be obtained by contacting the Ontario Ministry of Education and Training
- Possess a valid Ontario driver’s licence class G, with no more than six demerit points
- Possess valid Standard First Aid and CPR level C certification, at minimum

- Meet the minimum vision and hearing standards as defined by the Ontario Association of Chiefs of Police
- Be able to pass a security clearance as well as background investigation, credit and reference checks
- Have no criminal record for which you have not received a pardon and be of good character and habits

Internal Applicants: Mandatory Documents, while applying:

1. A one-page cover letter addressed to: uniform.recruiting@southsimcoepolice.ca
2. An updated resume

Submit your application to uniform.recruiting@southsimcoepolice.ca , by 4:00pm on **November 13, 2026.** Subject line of your email: **SPC Supervisor Application**

External Applicants: Mandatory Documents, while applying:

It is very important that your application contains the following documents. **Please scan them into one single attachment**:

1. Proof of Special Constable appointment in Ontario
2. Proof of completion of prescribed training under the Community Safety and Policing Act
3. Cover letter
4. Resume
5. Police-Officer-Application-Form.pdf (OACP form applicable to Special Constables)
6. Applicant Survey Form (voluntary completion)
7. Complete Authorization Form for Release of Information
8. Copy of Standard First Aid and CPR Level "C" certificate, at minimum
9. Proof that you meet the minimum vision and hearing standards as defined by the Ontario Association of Chiefs of Police
10. Complete – Police Services Applications

Submit your application to uniform.recruiting@southsimcoepolice.ca. Applications will be received until **4pm on November 13, 2026**.

Subject line of your email: **SPC Supervisor Application**

Please contact us at **uniform.recruiting@southsimcoepolice.ca,** if you need clarification.

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 Recruitment representative of the accommodation measures you may require during our selection process.