

Chatham-Kent Police Service
Notice of Internal/External Posting
#002 - 2021

Position: Special Constable (Grade 7, Level 1)

Department: Administration Support Branch
Court Services Section

Supervisor: Sergeant, Court Services

Hours of Work: Monday – Friday (35 hour workweek) with some scheduled and unscheduled overtime as required.

Work Location: Chatham-Kent Court House
425 Grand Ave West, Chatham

Qualifications:

- Be of good moral character and habits.
- Possess a valid driver's license with no more than six accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.
- Must have no criminal convictions for which a pardon has not been granted.
- Completion of a post-secondary program at a Community College (Diploma or Certificate) and or up to six months related experience preferred.
- Professional appearance and deportment.
- Developed computer skills and excellent keyboarding skills.
- Demonstrate positive work attendance record.
- Ability to multi-task and work with minimal supervision.
- Ability to determine and act upon priorities.
- Good organization and time-management skills.
- Good customer service skills to respond effectively to people at all levels and in various situations.
- Ability to perform as a member of a team, while completing duties with minimal direct supervision.

General Responsibilities:

- Accountable to the Officer in Charge of Court Services.
- To assist in the efficient operation of the Court(s) for the accurate endorsement and orderly flow of files and documents between the Court and the Chatham-Kent Police Service, required detention facilities and other appropriate agencies as required.
- The control of specific Police documents required to assist prosecutors in the conduct of criminal, provincial and by-law matters before the Courts.
- Ensure the security of Judges and all persons taking part in or attending proceedings at court.
- Ensuring the security of the premises.
- Prisoner management and security including prisoner escort duties.
- Security screening, courtroom security, prisoner transfer / monitoring, court administrative duties.
- Liaison between Court Services and Court Administration.

- Perform any other authorized duties as assigned.

Specific Responsibilities:

- Swear to and prepare 810/Peace Bond informations.
- Provide evidence and testify under oath as required.
- Liaison with the Crown Attorney's office as required.
- Take control and search of new individuals who have been sentenced to incarceration.
- Front door weapons screening duties including search of persons for weapons, drugs.
- Arrest wanted persons attending court or others within the Court building as required due to security or criminal issues.
- Provide statements and notes to front line officers for Crown briefs.
- Assist Crowns with information requests.
- Ensure security of inner/outer perimeter.
- Direct general public to proper courtrooms, court administration, Crown's office delivery personnel, Duty Counsel, etc.
- Attend disputes within the hallways and court premises, evaluate course of action, arrest subjects/warn subjects, escort parties off property.
- Swear to information's for intake matters including Criminal and Provincial Offences Act matters by reading brief synopsis and establishing process for the charge.
- Monitor prisoners being held in cellblock awaiting court disposition.
- Transport prisoners from/to Chatham Courthouse, Police Headquarters and local correctional facilities, as necessary.
- Escort prisoners to/from court from holding cells.
- Escort prisoners to/from interview rooms for consultation.
- Provide meals to prisoners.
- Provide safety to prisoners from each other.
- Identify High Risk/Security prisoners.
- Deal with physical confrontations with volatile prisoners.
- Identify and classify prisoners based on charges, personal knowledge, Correctional Services information, criminal record information and general behavior.
- Prepare and update daily prisoner logs and submit to Officer in Charge of Courts.
- Take DNA and fingerprints of prisoners when sentenced from court.
- Escort prisoners to and from out of town holding facilities (Windsor, London and Youth Facilities).
- Test alarms in the court house to ensure they are in working condition.
- Respond to alarm calls through the CHUBB security system.
- Maintain Fleet vehicles including cleanliness and engine maintenance.
- Maintain security equipment including radios, batteries.
- Process serving for summons and subpoenas.
- Provide Statistics for Officer in Charge and Crime Reports.
- Arrange escorts on the weekends for prisoners remanded from weekend WASH court.
- Perform WASH court duties at Police headquarters with platoons which includes preparing 508 forms, laying information's, helping prepare Crown briefs and Show Cause reports.
- Escort prisoners from cells to video remand court at headquarters.

Provincial Offences Court:

- Handling Offence Notices and correspondence relating to Provincial Offences Court Cases.
- Liaison with the Provincial Prosecutor at POA court.
- Liaison with defense counsel.
- Liaison with public pertaining to provincial offences cases.
- Case management duties and out of court settlement related to provincial offence charges.
- Provide disclosure and disseminate to law firms and self-represented parties.
- Provide statistics pertaining to Provincial Offences.
- Cancellation of witnesses when instructed.
- Provide security of the court themselves and the public waiting areas.
- Arrest and take appropriate action to persons related to warrants, sentencing.
- Pick up and disseminate all paperwork between Police headquarters and Provincial Offences courts.
- Monitor and deal with all phone calls related to Provincial Statute investigations.
- Type all Subpoenas for witnesses required for court.
- Ensure officers are notified of upcoming court trials.

Beneficial:

- Trained in Fingerprinting
- Qualified to retrieve DNA

Start Date: July 2021 (possibly earlier for training)

Closing Date: April 30th 2021 at 09:00hrs

Compensation: Grade 7, Level 1 \$65,131.28

To apply, forward:

- Cover Letter
- Resume
- By EMAIL, to jasonc@chatham-kent.ca
- In PDF (Portable Document Format)

To:

Chatham-Kent Police Service
Attn: Staff Sergeant Jason Chickowski
Corporate Services Section
24 Third Street, P.O. Box 366
Chatham, Ontario N7M 5K5

ADMINISTRATION MAINTAINS THE RIGHT TO CANDIDATE SELECTION AND POSTING DURATION BASED UPON ORGANIZATIONAL OBJECTIVES, GOALS AND LONG TERM PLANNING INITIATIVES.