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4th Class Special Constables – University of Toronto Campus Community Police Services

St. George Campus – 6 positions available

Job Opportunity #1602033

The University of Toronto Campus Community Police Services is accepting applications for motivated, dedicated and community-oriented individuals for the position of 4th Class Special Constable, part of the Ontario Public Service Employees Union, Local 519.

What it means to be a Member of the University of Toronto Campus Community Police Services:

U of T Campus Community Police Services is a Special Constable service operating under agreement with Toronto Police Services and the Peel Regional Police Services. We are committed to delivering policing and security services that are sensitive to the needs of our community, through collaborative partnerships and team work. We are seeking talented individuals who can meet the challenges of community-based policing in Canada's most diverse university environment and who represent its population.

What it Takes to Become a Special Constable:

Minimum Education: You have successfully graduated from an accredited university or college, or have the equivalent combination of education and experience. For those applicants who do not possess a recognized community college diploma or university degree, consideration may be given to those who have three (3) years of related experience in policing, loss prevention or security and can demonstrate a satisfactory knowledge of the laws of Canada and the Province of Ontario.

Minimum Experience: One (1) year of related work experience is desirable; education may be substituted for experience.

Clearances: Must have no criminal convictions without pardon and be able to qualify for, be appointed to and maintain Special Constable status through background checks conducted by the Toronto Police Service and receive clearance from the Ontario Provincial Police, the Royal Canadian Mounted Police and/or other jurisdictional authorities for access to CPIC and other restricted databases. **Please note: these clearances are a condition of employment and must be maintained.**

Testing: Must be able to pass interviews, a medical examination and psychological testing.

Driver's License & Required Certifications: Must possess a non-probationary, valid Ontario Class G driver's license with a satisfactory driving record (Driver Abstract must be submitted with your application) and a valid Standard First-Aid and Level "C" CPR Certificate. We welcome applications from university or college graduates who have not completed an O.A.C.P. Certificate. All other candidates must possess O.A.C.P. Certificate of Results for Police Constable from Applicant Testing Services Inc. which must be submitted with your application.

Communication Skills: Must demonstrate excellent communication skills and have the ability to deal tactfully and effectively with all members of the University community. Must be able to exercise discretion and confidentiality.

Typical Duties of a Special Constable: A campus Special Constable performs foot and mobile patrols, traffic and crowd control, escorts University personnel or visitors, staffs the communications desk (when required), receiving and appropriately responding to telephone calls and other requests for information and assistance, under supervision investigates crime-related occurrences on U of T property, checks the security of University property, reports hazardous conditions, assists the public on University property advising on U of T policies and general information, maintains police notebook, prepares reports, provides security for visiting dignitaries, assists with crime prevention programs and other related duties as required.

Hours of Work & Compensation: Full-time, average 40 hours per week, 8, 10 and 12-hour shifts in a 24/7 operation, 365 days/year. Starting Hourly Rate: \$24.85.

How to Apply and What to Submit with Your Application:

For confidential consideration, we invite interested applicants to submit their cover letter, resume, O.A.C.P. Certificate of Results for Police Constable (please note requirements above concerning O.A.C.P.), current Driver Abstract and criminal background clearance (pdf or word file) via the University's career website at <http://careers.hrandequity.utoronto.ca/>, no later than January 17, 2017, 11:59 p.m. If you have any difficulty with submitting your application, please contact hfacilitiesjobs@utoronto.ca.

Please Note: the Driver Abstract (3 year uncertified) may be ordered on-line through the Service Ontario web site at: <http://www.ontario.ca/driving-and-roads/uncertified-drivers-record>. In addition, the criminal background clearance letter must be obtained from the police service in the jurisdiction in which you reside (if you are unable to obtain the clearance letter by the closing date, please enclose a copy of the receipt of payment).



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The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups and others who may contribute to the further diversification of ideas.