



PART-TIME POLICE CONSTABLE – POLICE SERVICES

NATURE OF WORK: Under the Direction of the Chief of Police and Deputy Chief of Police, this position requires considerable initiative, accuracy, and judgment. Personnel hired in the capacity of Police Constables for the City of Charlottetown shall be tasked with a number of policing responsibilities.

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the NCO (Corporal and Sergeant responsible for duty assignment).
- Reports indirectly to Deputy and Chief of Police.
- Develops and maintains relationships within the community.
- Develops and maintains relationships with community groups, service providers, and external agencies.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Ensures the protection of life and property, providing 24-hour emergency aid and services.
- Enforces of the Criminal Code of Canada and other Federal Statutes, Provincial Statutes and Municipal Bylaws.
- Investigations of occurrences and taking appropriate actions.
- Apprehends suspects and initiating Law Enforcement action as necessary.
- Investigates hazardous and suspicious circumstances.
- Ensures the free flow of traffic and enforcement of Traffic Laws.
- Provides a police presence and directs efforts to detect, correct, or suppress crime, and deals with other community policing needs.
- Ensures that the Policies and Procedures as brought forward by the Charlottetown Police Services are adhered to.
- Ensures that the confidentiality of City affairs is respected and practiced at all times.

- As a committed member of the City of Charlottetown team, the Police Constable will act as a positive role model for all employees throughout the organization.
- Performs other duties as may be assigned dependent upon the level of experience and expertise of the individual.

REQUIRED COMPETENCIES:

- Communication Skills - Verbal and Written.
- Interpersonal Sensitivity.
- Knowledge of Human Behaviour.
- Ability to Accept and Work with Community Diversity.
- Ability to Serve Victims.
- Ability to Promote and Facilitate Community Policing.
- Ability to Use Police Related Technology.
- Analytical Skills.
- Personal and Organizational Development Skills.
- Knowledge of Internal and External Resources.
- Team Building Skills.
- Ability to Use Crime Trend Information.
- Ability to Apply Basic Police Authorities in Case Preparation.
- Ability to Act Professionally and Ethically.
- Reasonable Level of Physical Fitness and Well Being.
- Use Force Appropriately.
- Officer Safety Skills.
- Conflict, Avoidance, Resolution, and Mediation Skills.

REQUIRED QUALIFICATIONS:

- Grade XII or equivalent.
- A graduate, within the past five (5) years of the Atlantic Police Academy Police Technology Training Program or a graduate of a comparable training institute recognized by the Attorney General of P.E.I., OR

Has served a minimum of three (3) years of satisfactory, full-time service as a sworn member of any police force in Canada, provided such service was terminated not more than two (2) years prior to the date of appointment. Applicant must supply certificate confirming completion of a Technology Training Course or letter confirming previous employment with former policing agency.

- Must be at least nineteen years of age.
- Must be a Canadian citizen or have landed immigrant status.
- Must not have been found guilty or convicted of an offence under the Criminal Code of Canada, the Narcotic Control Act, the Food and Drugs Act, or the Controlled Drug & Substances Act, or if found guilty or convicted shall have received a pardon.
- Proof of a Valid Driver's License.
- Must be able to provide Physician's documentation to verify that health does not impair performance of job duties.
- Certification that the applicant has successfully completed PARE or COOPER fitness testing within the preceding twelve months.
- Must pass security screening and provide two-character references.
- Subject to training and certification requirements as per the Police Act.

Salary assigned: \$23.20 per hour as per Collective Agreement (APA Local 301)

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca. Your application must be clearly marked **“Application for Dispatch – Charlottetown Police Services.”**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4110 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.

APPENDIX A:

REQUIRED COMPETENCIES

COMMUNICATION SKILLS - WRITTEN & VERBAL

The ability to write, speak, listen, comprehend, and provide feedback clearly, concisely, and accurately is vital to the job of an officer. Constables must understand the public at large, victims, crime, and the law.

They must listen to the public at large, victims, peers, other agencies, and their supervisors. As a facilitator in the community, the officer must work effectively with groups and individuals to promote community policing. This requires clear expression for positive interaction with peers, supervisors, and the community. Crime prevention techniques and safety information for the community is relayed by the constable. The officer must write clear, concise, and accurate notes, reports, statements, and documents required for court and other purposes. As a protector, a constable must often control activities, making serious decisions quickly. These decisions must be communicated clearly to those involved in the situation.

INTERPERSONAL SENSITIVITY

Constables must establish partnerships in the community. They must maintain and strengthen these positive relationships and network with other agencies to coordinate efforts and provide a contact base for the flow of information. They must demonstrate genuine feeling and sensitivity in their interaction with people.

A genuine interest in the community, compassion and sensitivity to victims, and tolerance will facilitate the development of a partnership with the community and other agencies. Interviewing and interrogation is enhanced when the officer can establish and maintain a flow of information. Within the police service, officers must work as partners with peers and supervisors and the court system.

KNOWLEDGE OF HUMAN BEHAVIOUR

Knowledge and understanding of the dynamics of human and social interaction will provide a base for problem solving, allow for appropriate action, and equip an officer with the ability to understand and deal with violence and crime. This knowledge will facilitate the development of accurate strategies to focus on solutions.

Officers must adapt to different situations and work effectively with a wide cross section of people. They must promote safety using a cooperative approach. Anticipating crime and violence or safety needs encourages the officer to use a more proactive approach to community well being.

ABILITY TO ACCEPT AND WORK WITH COMMUNITY DIVERSITY

Constables must understand the great diversity of society to obtain more suitable resolutions. A sincere cooperative approach will result in alternative solutions and improve relationship building tasks such as developing a network or contact base. The awareness and appreciation of other cultures and customs enhances officers' abilities to more accurately interpret actions and words in the multicultural environment.

ABILITY TO SERVE VICTIMS

Officers must communicate support, understanding and a sensitivity toward victims while maintaining impartiality. These traits must be evident in demeanor and written and verbal interaction. It extends beyond the initial concern for prosecution and requires good interpersonal skills and an awareness of human needs.

ABILITY TO PROMOTE AND FACILITATE COMMUNITY POLICING

Officers must understand the principals of community policing and the interpretation of those principals within the community and police service. Constables must promote this while performing their duties, facilitating information flow both to and from the police service to improve the concept.

Constables require good interpersonal skills, self-confidence, initiative, and self-motivation to build a relationship with the diverse community. They need to provide assistance and encouragement to other people in crime prevention and to plan their activities within an assigned area.

ABILITY TO USE POLICE RELATED TECHNOLOGY

Computer literacy, analytical thinking, and a commitment to learning will provide officers with the tools necessary to work in a technically advancing workplace. Basic math, keyboarding skills, and self-motivation will help set the groundwork for using various computer systems.

ANALYTICAL SKILLS

Logical thinking and the ability to identify problems, analyze options, and decide on the most viable solution is required to perform the necessary tasks of a constable.

PERSONAL AND ORGANIZATIONAL DEVELOPMENT SKILLS

Constables must display knowledge of the organization, the community, and other related agencies to perform their duties. Flexibility and a willingness to adapt, reflects a cooperative approach to self and organizational development. Constables must expedite case file work, prioritize their workload, process arrests, and conduct interviews, interrogations, and investigations. They must plan daily activities and assess future needs within their assigned areas. Self-development brings additional knowledge, widening the base for solution development and self-confidence.

KNOWLEDGE OF INTERNAL AND EXTERNAL RESOURCES

A working knowledge of the various police service sections is necessary to efficiently deliver the most beneficial and cost-effective service to the community. It reduces duplication of services and promotes a team approach where everyone has a part to play.

Knowledge of other community agencies/organizations, their mandates and scope allows officers to provide accurate information, display a cooperative approach to situation resolution and utilize maximum resources. This requires a commitment to learning and demonstrating an awareness of organizations and their benefit to the process.

TEAM BUILDING SKILLS

Constables require self-confidence, good communication and interpersonal skills and flexibility to promote a community service orientation and cooperative spirit with both the public and other staff. These skills address the job requirements to provide quick assistance to other officers, exchange information with co-workers and co-ordinate effort at major calls.

ABILITY TO USE CRIME TREND INFORMATION

The ability to read, write and comprehend data and then utilize analytical skills to interpret this information will assist the constable in developing solutions to safety problems within the community. This involves a commitment to learning and a sincere commitment to the well being of the community. Observation skills and information retention are required to successfully provide protection for the officer and the public.

ABILITY TO APPLY BASIC POLICE AUTHORITIES INCASE PREPARATION

Each constable is required to have a working knowledge of laws, statutes, and case law to accurately initiate arrests, process suspects, interview and interrogate, and assess complaints. This requires communication skills, a commitment to learning, and an awareness of available resources.

ABILITY TO ACT PROFESSIONALLY/ETHICALLY

Constables require self-control, self-confidence, good communication skills, initiative, and the ability to negotiate or facilitate a good relationship with the community. Objectivity in report writing and investigations will reflect an impartial and fair image to the public, court systems and within the organization.

MAINTAIN A REASONABLE LEVEL OF PHYSICAL FITNESS AND WELL BEING

The level of physical fitness required is directly related to the job function. Being well informed about health issues, stress manifestations and overall wellness, will assist constables in maintaining fitness and continue to provide them with tools to improve their sense of well being.

USE FORCE APPROPRIATELY

The constable is required at times to use force. The level of training and fitness must be high to ensure the safety of the officer, security of the members of the community, and the rights of suspected offenders. Proper use of force and the relevance of alternate methods such as conflict resolution, negotiation and facilitation are necessary. Safe driving skills, adequate self-control and discipline will be evident in the most appropriate resolution to the situation.

Constables must apprehend offenders in a manner that demonstrates awareness of limitations and a concern for the safety of all involved.

PRACTICE OFFICER SAFETY SKILLS

Each constable has a responsibility for their own safety, and at times the safety of other officers on the job. Common sense, self-confidence, initiative, assertiveness, and training are required to assist victims, self, and community safety.

CONFLICT AVOIDANCE, RESOLUTION, MEDIATION SKILLS

To resolve problems, conflict avoidance, resolution and mediation skills are necessary. Good interpersonal and communication skills convey this approach to conflict resolution. It requires flexibility, analytical skills, and a cooperative approach. It reflects a concern for safety in the community.