



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Special Constable - General
BRANCH: Operational Support or Primary Response
UNIT: Upon assignment
REPORTS TO: Upon assignment
PAY SCALE: Level 7C to 12C

CORE COMPETENCIES

The **Special Constable - General** is responsible for the orderly operation of general duties within their assigned unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	• Align behaviours to organizational values of partnerships, integrity, public service, excellence, equity, diversity and human rights. • Address others whose behaviours are contrary to TBPS values. • Demonstrate required level of job-related skill. • Focus efforts on achieving standards of excellence through continuous improvement and ongoing development. • Comply with all relevant codes of conduct, policies, and procedures. • Exercise self control, adaptability, and flexibility in stressful or difficult situations. • Accept responsibility for own actions regardless of consequences. • Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	• Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	• Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	• Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnic, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnic, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnic, cultural, and social groups.

Attention to Detail	• Pay close attention to details that are important to make ensure they are correct. • Ensure accuracy and completeness of work. • Spot inconsistencies or discrepancies that indicate problems with quality of work. • Verify that work has been done according to applicable policies, procedures and standards.
Information Management	• Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information. • Demonstrate awareness of key types and sources of information needed to perform duties. • Effectively uses technology and/or systems to manage information pertinent to the position. • Ensure appropriate security protection, storage, and maintenance of information. • Respects confidentiality of information. • Knowledge of computer applications pertinent to position.
Health & Safety Awareness	• Report unsafe conditions and/or health and safety risks to a supervisor. • Follow health and safety policies and procedures for self and others. • Avoid shortcuts that increase health and safety risk to self and others. • Is aware of and avoids safety complacency. • Work in a manner that prevents injury to self and others. • Follow safety and other regulations when handling prisoners and operating vehicles and/or equipment. • Use and/or wear all required protective equipment and devices.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Special Constable - General** is responsible and accountable to the **Staff Sergeant, Sergeant or Supervisor** of their assigned unit for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

As a Special Constable, you may be assigned to one or more of the following functional areas:

General Duties and Enforcement

- Enforce designated provincial statutes and municipal by-laws within the limits of your appointment (e.g., Liquor Licence and Control Act, Trespass to Property Act, Criminal Code).

- Conduct lawful arrests and detentions where authorized.
- Patrol assigned areas (e.g., city facilities, TBDSSAB housing properties or other institutions) on foot or by vehicle.
- Respond to non-emergency calls for service and disturbances.
- Prepare detailed occurrence and incident reports and provide written statements.

Court Services Functions

- Provide security in courtrooms, courthouses, holding cells, and related areas.
- Escort prisoners to and from court, detention facilities, and police custody.
- Serve court documents and support court operations in coordination with judiciary staff.
- Maintain courtroom decorum and intervene in disruptive situations when necessary.
- Ensure the secure handling and transfer of evidence, exhibits, and legal documents.
- Provide testimony in court proceedings as a witness.

Custodial and/or Jailer Duties

- Supervise, book, and monitor persons in custody at the TBPS headquarters.
- Ensure the safety, security, and welfare of detainees, including conducting wellness checks.
- Complete custody records, risk assessments, and maintain secure logbooks.
- Conduct searches of persons and cells according to lawful procedures.
- Administer meals, property handling, and medication as directed and documented.
- Respond to medical or behavioral incidents involving detainees in accordance with policy.

Hospital Safety Unit (HSU) – TBRHSC Functions

- Respond to Code White incidents involving violent, aggressive, or high-risk patient behaviour in accordance with TBRHSC protocols.
- Accept custody of persons apprehended under the *Mental Health Act* and coordinate with clinical and crisis support teams.
- Conduct routine patrols and maintain a visible, professional presence throughout hospital facilities.
- Enforce applicable statutes within hospital property, including the *Criminal Code*, *Trespass to Property Act*, *Liquor Licence and Control Act*, and authorized provisions of the *Mental Health Act*.

- Support hospital security operations and collaborate with clinical staff, EMS, and crisis intervention teams.
- Apply trauma-informed, compassionate, and culturally safe de-escalation techniques when engaging with vulnerable persons in a clinical setting.
- Facilitate referrals to appropriate clinical or community support services as needed.
- Maintain accurate documentation, occurrence reports, and incident records in accordance with TBPS policies and procedures.
- Shall not provide medical treatment or interfere with clinical decision-making.

Primary Response Police Headquarters Duties

- Takes reports from the public from walk-in traffic or over the telephone and enters the reports on the Records Management System or creates Calls for Service on the C.A.D.
- Responds to routine internal and external inquiries and provides accurate information.
- Checks the Resource Centre ghost number each shift for any tasks assigned and conducts follow-ups.
- Maintains the UTA books, ensures CPIC checks are conducted and institute charges when appropriate.
- Verifies that requirements are met or appropriate documents are produced by the public regarding Traffic Caution Tickets and Towed Vehicle releases.
- Assists Court officers with escorting prisoners from cell block to and from WASH Court and assists jailer with fingerprinting and the release from custody of non-violent prisoners.
- Performs clerical support duties (e.g. maintains and mails files/reports, photocopies, prints computer reports, restocks/orders forms, etc.).

Additional Duties

- Educate the public on safety, community awareness, and crime prevention
- Monitor security systems and conduct proactive surveillance
- Assist police officers during investigations, search warrants, or emergencies
- Participate in crowd management, traffic control and event security assignments
- Handle and report lost/found property and sensitive information securely

QUALIFICATIONS

- Secondary school diploma.

- Must successfully complete the PIN test and achieve a minimum score of 75% to pass
- Excellent interpersonal skills with the ability to deal with the public, persons in custody and with individuals who may be verbally abusive in a professional, courteous, and tactful manner.
- Demonstrated ability to communication in a clear and concise manner.
- Observational and organizational skills with the ability to meet priorities and timelines.
- Must possess a valid driver's license permitting full driving privileges in Ontario and no more than six (6) demerit points.
- Must possess a valid First Aid/CPR certificate.
- Must be able to meet the requirements of a Special Constable under the Community Safety and Policing Act.
- Must successfully complete a vision and hearing test as per the OACP standard.

WORKING CONDITIONS

- Work location could include, in the Community, Courthouse or Police Station, as this position is required to rotate based on operational needs.
- Shift work, including evenings, nights, weekends, and holidays
- Work performed indoors and outdoors, in courts, jails, transit systems, and public areas
- Wearing a uniform and use of authorized equipment required
- May involve exposure to emotional, high-risk, or physically demanding situations
- Regular contact with the public, persons in custody, and the justice system

APPOINTMENT AND OVERSIGHT

- Appointed under the *Community Safety and Policing Act, 2019* (CSPA).
- Designated by the Thunder Bay Police Services Board.
- Subject to applicable use-of-force and training standards, including annual recertification.
- Reports to and operates under the supervision of a sworn police officer or designated authority.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Psychological and PIN testing
- Hearing and Vision Test
- Panel Interview

APPROVAL:

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