

**GANANOQUE POLICE SERVICE  
IS ACCEPTING APPLICATIONS FOR THE POSITION OF  
SPECIAL CONSTABLE – PART-TIME**

The Gananoque Police Service is currently seeking applications for a Part-Time Special Constable. This position offers a rewarding career in law enforcement while enjoying the benefits of the 1,000 Islands.

Special Constables work closely with the uniformed sworn officers of the Gananoque Police Service, Brockville Police Service and other Police Services within the Jurisdiction. Special Constables will be responsible and accountable for the preparation of all Court documents and shall function as a Court Officer.

Selected Candidates will be interviewed, subjected to a background check and must be successful with in-house training.

Cover Letter, Resume, Pre-background Questionnaire, Consent and Release of Liability and supporting documentation to be forwarded to:

Rhonda Robeson

Administrative Assistant

Gananoque Police Service

340 Herbert Street, Gananoque, Ontario K7G 1R1  
or

[rrobeson@gananoquepolice.com](mailto:rrobeson@gananoquepolice.com)  
On or before

Sunday September 28th, 2025 @ 2:00PM

 

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# **Special Constable – Part-Time**

The Gananoque Police Service recruitment process reflects and demonstrates a commitment to our core values of Respect, Integrity, Professionalism, Partnership, Leadership and Excellence. We are committed to ensuring an equitable process with the goal of achieving a representative workforce of the diverse community we serve.

Gananoque Police Service is proud to serve the it’s community of 5,200 residents. We have a dedicated workforce of sworn officers and civilian staff. Our members are guided by the mission and values of the Gananoque Police Service. We are committed to achieving our vision of being among the most progressive, efficient and effective community-oriented police services by developing, supporting and engaging our members.

**Position Overview**

Special Constables serve a vital role within the Gananoque Police Service. Under the supervision of a Supervisor or Sergeant, the Special Constables work closely with the uniformed officers providing support in a variety of ways. Special Constables assist with the custody, care and control and transportation of prisoners, crime scene management, canvassing, executing court documents and court security.

**Responsibilities**

* Searching, guarding, controlling, caring for and transporting prisoners including youth within and outside the jurisdiction of the Gananoque Police Service;
* On-call monitoring of police prisoner cells;
* Process prisoners, and prepare and maintain records of prisoner bookings;
* Notify witnesses and victims of court proceedings;
* High visibility crime prevention patrol duties, including community engagement;
* Report writing, executing court documents and completing DNA warrants;
* Maintain a clear and chronological list of daily activities in a duty book;
* Scene Management including crime scene security;
* Attend all related training as required;
* Carry out duties in compliance with applicable legislation and procedures and;
* Perform such other duties as assigned.

\*Please note these duties represent a typical position and are not to be construed as all-inclusive. This position may be modified at any time and also after regular evaluation periods\*

**Qualifications – Special Constable**

* A minimum of Grade 12 or equivalent
* Be minimum of 18 years old
* Possession of “Class G” drivers licence at minimum
* Possess valid First Aid and CPR level “C” certificates
* Canadian citizen or a permanent resident of Canada
* Successfully complete in-service training for this position
* Medically able to perform the essential duties of this position
* Must pass an investigative background check

**Employment Equity**

The Gananoque Police Service hire on the basis of merit and are committed to reflecting the diversity of the Town of Gananoque and Canada. We are committed to non-discriminatory, barrier-free and accessible employment practices in compliance with human rights legislation and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please indicate this in your cover letter or contact Rhonda Robeson at 613-382-4422, ext. 2224.

**Although we appreciate all applications, only those selected to participate in the selection process will be contacted.**