Sault Ste. Marie POLICE

Auxiliary Constable

Summary of Functions

The Auxiliary Constable is responsible for accompanying and assisting members on patrol. Additional duties may include, but are not limited to, collaborating with the Community Mobilization Unit on crime prevention initiatives, assisting officers in bike and snow machine patrols and participating in community events.

Core Values

Commitment to Mission/Vision/Values

- Remains current and knowledgeable in applicable Business Plan goals and community strategies. Understands how these organizational strategies affect role and takes actions to meet goals accordingly.
- Utilize a community mobilization approach and participate in pro-active activities.
- Exhibit confidence and pride in the Sault Ste. Marie Police Service's mission, vision, and values.
- Promote public awareness by educating and engaging the public.
- Effectively and professionally liaise with the public.
- Follow the Service's policies and procedures and support the Service's Core Values.

Professional Work Ethics

- Work with integrity and uphold the Code of Conduct.
- Be punctual for meetings and appointments.
- Appropriately display professional behaviour and decorum.
- Complete required tasks during stressful situations.
- Maintain professional appearance in compliance with policies and procedures.
- Respect authority, accept and follow directions and orders, follow the chain of command, and accept constructive criticism.

Professional Development

- Attend required courses, read related material, interact with experts, and pursue other research or learning activities to obtain and maintain expertise in the policing profession.
- Engage in continuing education programs for personal professional development.
- Address personal weaknesses by seeking out assistance.
- Complete regular schedule performance appraisals and evaluations as required.

Health and Wellness

- Maintain work and personal life balance on and off duty.
- Participate in programs designed to enhance and maintain a high level of personal wellness.
- Contribute to positive attitude and morale in the workplace.

Health and Safety

- Inspect worksite and equipment before starting to work.
- Use/wear safety equipment, protective devices, and/or clothing properly.
- Exercise appropriate caution and personal safety considerations.
- Comply with and promote Health and Safety practices in the workplace.
- Immediately report any injury, illness, and/or unsafe working condition to a supervisor.

Behavioural/Core Competency Overview

Exhibit the following behaviours in all tasks completed as a Coordinator - Corporate Communications, Planning, and Research. These core competencies have been identified by the Sault Ste. Marie Police Service as key behaviours that describe the job-related expectations of all members and facilitate overall organizational excellence:

- Leadership
- Initiative and Engagement
- Empowerment
- Directiveness
- Coaching and Mentoring
- Achievement Orientation
- Relationship Building
- Analytical Problem Solving
- Conflict Resolution
- Communication
- Teamwork
- Flexibility and Diversity
- Stress Tolerance
- Organizational Awareness

Functional Duties

Information Management/Report Writing

- Maintain a notebook with accurate and up to date notes.
- Prepare and dictate appropriate reports with good writing skills.
- Submit required reports within required time frame.
- Protect confidential information.

Vehicle and Equipment Usage

- Successfully complete any driver training courses.
- Drive in compliance with traffic laws and defensive driving techniques.
- Take responsibility for upkeep and maintenance of assigned vehicles, uniforms, and personal equipment.
- Appropriately operate policing equipment, policing software, communications equipment, transportation equipment, etc.
- Monitor the condition of vehicles and equipment and address foreseeable problems.
- Report any damaged equipment.
- Maintain and carry appropriate use of force equipment as per Sault Ste. Marie Police Service policies and procedures.

Legal/Policy Understanding

- Remain current and knowledgeable in all applicable Sault Ste. Marie Police Service's procedures and policies.

Emergent Situations

- Effectively apply First Aid /CPR, Use of Force, Verbal Tactics, Crisis Intervention
- Knowledge of appropriate laws, emergency disaster procedures.

- An Auxiliary Member has the authority of a police officer if he or she is accompanied or supervised by a police officer and is authorized to perform police duties by the Chief of Police, as per section 52(4) of the Police Services Act.
- The Chief of Police may authorize an auxiliary member of the police force to perform police duties only in special circumstances, including an emergency, that the police officers of the police force are not sufficiently numerous to deal with, as per Section 52(5) of the Police Services Act.
- Keep composure and assert confident presence to calm such situations.
- Act quickly and decisively to obtain emergency support (fire, ambulance etc.).
- Effectively take action to preserve life, provide safety to those present, protect property and preserve evidence.

Specific Duties

SSMPS Community Representative

- Initiate police-community interaction.
- Provide police visibility at local community events (i.e. parades, fairs, etc.).
- Perform crowd management and ensure public safety at large community events, such as the Santa Claus Parade, Community Days Parade, etc.
- In conjunction with the Community Mobilization Unit, assist with crime prevention and community mobilization activities.
- Deliver the "Robbery Prevention" Program to small businesses, under the direction of the Community Mobilization Sergeant.
- Perform Traffic Safety initiatives (i.e. observations for caution letters, child safety seats, etc.).
- Participate in the Notification of Community Crime (NOCC) Program.
- Assist the Sault Ste. Marie Police Service at information booths for public events.
- Assist in recruiting candidates for the SSMPS Auxiliary Program.
- Provide a visible presence in parks, cycling paths, ravines, walkways and other public spaces.
- Participate in ride-alongs with police officers.
- Actively and effectively participate in meetings, including attending monthly meetings.
- Willingly attend and participate in call out events regardless of nature of event.
- Return calls in a timely fashion.
- Participate in assignments proportionately (special events and administrative assignments vs. ride-alongs).

Other Duties

- Participate in Tactical Unit and hostage rescue training scenarios.
- Assist officers with marine, bike, and snow machine patrols.
- Participate in a supportive role during missing persons searches (providing transportation for members to and from search area, transporting equipment or food, etc.).
- Maintain perimeters at emergency incidents.
- Provide transportation for members and/or transport equipment or food during emergencies.
- Perform traffic control in emergency situations.
- Assist other members of the Sault Ste. Marie Police Service and Auxiliary Unit.
- Perform other duties, as assigned, that do not conflict with the Police Services Act or the Sault Ste. Marie Police Service.

Hours of Work: Generally, Monday to Friday dayshift - some evenings, weekends as required

Rate of pay: Volunteer Position

Qualifications

- Initially meet all qualifications and competencies of the Auxiliary Selection System Process:
- Must possess valid First Aid and C.P.R. Certificates.
- Must possess a valid Ontario Driver's License.
- Must meet required vision and hearing standards.
- Must meet physical requirement standards for an Auxiliary Officer as defined by the Sault Ste. Marie Police Service Fitness Test.
- Must be medically and mentally fit to perform Auxiliary duties.
- Successfully complete the Sault Ste. Marie Police Service Auxiliary Training Program.
- Meet criteria established for fitness, knowledge of law, use of weapons, and other equipment.
- Experience operating snow machines considered an asset.

Skills

- Strong interpersonal, oral, and written communication skills.
- Able to make quick decisions, exercise good judgment, pay attention to details, and apply problem solving skills.
- Possess high level of self-confidence and self-assurance.
- Able to form relationships and be part of a team.
- Demonstrate flexibility and ability to deal with diversity.
- Able to maintain composure in stressful confrontations and other situations.
- Must be goal and task oriented and strive for results.
- Able to conform to general orders, procedures, rules, and regulations.

The Sault Ste. Marie Police Service is committed to providing a supportive work environment. There are policies and practices in place for accommodating Employees with disabilities. Should you require a specific accommodation during your employment please advise Human Resources.

Branch: Training Services
Supervisor: Training Sergeant