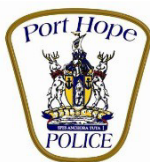


# PORT HOPE POLICE SERVICE



## JOB DESCRIPTION

Position: Police Constable – New Recruit (2 Vacancies)

Department: Police Service

Purpose of Position: Policing is about working and building relationships with people from many different backgrounds to ensure public safety through crime prevention and law enforcement. We believe in community policing which involves building relationships in our community to make a difference in the lives of people.

The Port Hope Police Service offers Police Constables a rewarding career in law enforcement with an opportunity for training and advancement within the Police Service.

Our recruitment process consists of several steps, including testing, interviews, psychological testing, medical examination, and background checks. Candidates must successfully pass all steps of the recruitment process to proceed to each consecutive step.

Reports to: Sergeant

Supervises: None

### To apply Candidates must submit the following:

- Detailed Covering Letter and Resume
- OACP Police Constable Application
- Proof of Canadian Citizenship or Permanent Resident
- Proof of current successful completion of OACP Certificate (<https://oacpcertificate.ca>)
- A copy of all school transcripts including your secondary school and any post secondary school transcripts
- Preference will be given to candidates that have demonstrated continuous learning beyond high school and are committed and involved within the community.
- Current First Aid Certificate and CPR Level “C” Certificate
- OACP Medical for Hearing/Vision Testing Results

**Once candidates proceed to the Background Investigation Stage, they must provide:**

- Proof a valid driver's license
- Background information and pass a security clearance/investigation, credit and reference checks

Note: Candidates must be prepared to work shifts including nights, weekends and holidays.

As a condition of employment with the Port Hope Police Service, new recruits are required to successfully pass the Basic Constable Training Course at the Ontario Police College (OPC). The 12-week OPC training program is designed to prepare newly hired police officers to perform their duties safely and effectively, while meeting the needs of Ontario's diverse communities.

**Application Process:**

Candidates must successfully pass each step to continue to be considered in the process.

**(1) APPLICATION**

Applicants must submit a complete application package including:

- OACP Police Constable Application
- OACP Police Constable Consent and Release Form
- OACP Police Survey

Further information and forms can be found at: <https://oacpcertificate.ca/constable-selection-process-checklist/>

**(2) APPLICATION REVIEW AND PRE-BACKGROUND QUESTIONNAIRE**

The Port Hope Police Service will review all applications, the selected candidates will be contacted to complete the OACP Pre-Background Questionnaire.

**(3) LOCAL FOCUS INTERVIEW**

Successful candidates will be invited to complete a written Local Focus Interview (LFI). A local focus interview is used to learn more about the candidate and to assess the candidate's knowledge of the service and the community we serve. This interview will also give the candidate the opportunity to express why they are interested in a career in Policing.

**(4) PSYCHOLOGICAL TEST/PSYCHOLOGICAL INTERVIEW**

Applicants will be required to complete a written psychological test that is administered at the Police Service, and subsequently required to participate in an interview with a designated psychologist to determine if they are acceptable for a position as a police constable.

**(5) PHYSICAL TESTING – POLICE FITNESS TESTING (Shuttle Run Assessment @ application stage)**

Recruits must demonstrate and successful pass the Level 7 of the Shuttle Run.

For further information: <https://www.youtube.com/watch?v=iN8NXwm9mhg>

**(6) BACKGROUND INVESTIGATION**

This stage involves an in-depth investigation into the applicant and all information that has been provided throughout the entire application process.

## CONDITIONAL OFFER OF EMPLOYMENT

Subject to satisfactory results, candidates may be offered employment conditional to receiving medical clearance.

Appropriate accommodations will be provided upon request throughout the hiring process in accordance with the Port Hope Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

To apply, please submit your application to [hr@phps.on.ca](mailto:hr@phps.on.ca) by Friday May 17, 2024 at 4:00pm.