

## **SMITHS FALLS POLICE SERVICE**

### **JOB DESCRIPTION**

**JOB TITLE:**                      **UNIFORM CONSTABLE**

**SUPERVISOR:**                      **SERGEANT**

#### **POSITION SUMMARY:**

Patrols to maintain public order and to optimize public safety in the Town of Smiths Falls. Enforce Federal, Provincial and Municipal laws fairly and impartially. Answer citizen's complaints and dispatched calls for service. Apprehend and arrest violators when required. Maintain a consistent focus on pro-active, community based policing and crime prevention initiatives, traffic and road safety. Training in Use of Force and Firearms. Application of appropriate levels of force when required including lethal and less lethal force options. Physical and mental resilience. Alert and cognitive thinking and critical decision making. Adhere to the Community Safety and Policing Act as well as our Police Services' policies and procedures while discharging their duties and being accountable to the discipline process as well as outside authorities such as LECA (Law Enforcement Complaints Agency) and the Provincial Special Investigation Unit (SIU).

#### **MAJOR TASKS:**

1. Attend at briefings at the beginning of their tour of duty. Familiarize themselves with, and record information regarding criminal activity, wanted persons, missing persons, officer safety issues, stolen vehicles, etc.
2. Working shift work (12 hours shifts) rotating dayshifts and nightshifts, mandatory overtime and extended shifts due to unforeseen circumstances. Being called in on rest days for additional duty.
3. Ensure that all issued articles of police equipment are maintained in good order and report any deficiencies or damage immediately to their supervisor.
4. Conduct checks of assigned vehicles prior to their use at beginning of shift to check for damage, ensure emergency equipment is operational and ensure no weapons or articles are in the rear seat compartment. Repeat this interior check after any person other than another officer has been in the vehicle.



5. Maintain detailed legible notes regarding events, investigations, interviews and other pertinent information during their tour of duty in their duty books. Place their duty books in the proper receptacle at the end of their tour of duty.
6. Knowledge of all computer systems, video recording systems and other electronic equipment within the police facility and police vehicles.
7. Maintain a current telephone voice mailbox and reply to messages left on the voice mail in a timely manner.
8. Check Records Management System regularly to remain current on force broadcasts. Check email messages and respond to email requests in a timely manner. Ensure follow up assignments are completed by assigned due date.
9. Give evidence and testify in court as required. Assist with ensuring witnesses and victims are present for court and prepared.
10. Attend training courses as required (both In-Service Training and Formal Training). Training such as Annual Use of Force, Firearms Requalification, First Aid, CPR, Vehicle Pursuits, Domestic Violence and other investigative training. Attending off site training at approved training facilities.
11. Prepare for and write re-qualification exams for specialized areas of expertise (e.g. Breathalyzer, Forensic Identification, Suspect Apprehension Pursuit, First Aid, CPR, etc.).
12. Proactive patrols within the Town in a cruiser, on bicycle or on foot patrol. Often exposed to adverse weather conditions for extended periods of time. Attending community functions, schools, seniors' residences and other local service clubs to provide assistance, education and awareness.
13. Respond to citizen complaints and dispatched calls. Proceed directly to the scene of the disturbance, accident, crime or call. Provide emergency response to large scale disasters both natural and otherwise.
14. Observe for unusual or suspicious persons, vehicle or activity and take action to investigate such situations.
15. Investigate and report on criminal offences, provincial offences and municipal bylaw offences. Arrest of offenders when appropriate and laying of proper charges. Taking of statements from victims, witnesses and accused persons along with completion of follow-up in a timely manner. Complete and submit detailed reports, copies of notes and related court documents when required. Preparing Crown Briefs and submitting them for approval prior to court.



16. Enforcement of traffic laws and municipal bylaws pertaining to traffic, issuing of relevant tickets for offences committed. Participation in road safety initiatives (RIDE programs, STEP, etc.).
17. Conduct CPIC and Records Management (RMS) checks on suspicious persons and vehicles when appropriate and authorized by statute.
18. Operation of speed detection devices and roadside screening devices.
19. Assist and act as backup for other officers when called upon to do so.
20. Issue parking tickets to vehicles in contravention of municipal parking laws.
21. Direct and maintain orderly flow of traffic at scenes of accidents, parades, etc., and other times as required.
22. Investigate and report on motor vehicle collisions.
23. Arrest of persons for whom arrest warrants exist.
24. Conduct thorough searches of all persons arrested to secure evidence, weapons, and items used to cause damage or assist in escape. Ensure the security, well-being and safe transport of persons in custody.
25. Mediate quarrels and disputes affecting public peace.
26. Conduct property checks of premises during nightshifts and at other times as required.
27. Receive found or seized property and ensure it is tagged and handled according to Police Service policy.
28. Secure and protect evidence at crime scenes or accidents, etc.
29. Fulfill dispatch duties when required.
30. Perform first aid and/or CPR on victims of accidents, crime, medical emergencies, etc., and ensure ambulances are dispatched to transport such persons to a medical facility when required.
31. Assist victims of crime and victims of other traumatic situations with referrals to appropriate agencies that may assist them (e.g. Victim Crisis and Referral Services, Mental Health Services or other support groups).
32. Any other duties as may be directed from time to time.

