



Internal JOB POSTING



Posting Date:	October 13, 2026
Closing Date:	October 26, 2026
Requisition ID:	1988
Title:	Special Constable, Courts
Branch:	Support
Service:	Information Services
Bureau:	Court Operations & Administration
Salary:	\$103,038 – \$108,963 (Band 6)
Status:	Regular, Full-Time
Openings:	6
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Locations managed by Court Operations & Administration

Position Purpose

The purpose of this position is to ensure the safety and security of persons in custody along with all persons attending in or at Court Facilities in the Region of York. Provide prisoner transportation as required. This position is also responsible for documenting the identification and particulars of accused arrested by York Regional Police as required by the Identification of Criminals Act.

Major Duties & Responsibilities

Prisoner Management:

Provide security supporting the Ministry of the Attorney General and/or Region of York entrance regulations using metal detectors, x-ray machines, inspecting and searching people and property entering the court facility.

Administer Narcan when required. Refuse all property identified as a concern.

Identify criminal offences and effecting arrests when necessary.

Provide information and assistance to the public and liaise with other police agencies and stakeholders as required.

Attend courtrooms as assigned, ensuring safety and security of all participants. Complete courtroom sweep and inspections.

Thoroughly search all prisoners and provide pertinent information relating to prisoners directly to the cellblock Supervisor or Sergeant.

Complete regular cell checks for prisoner wellbeing and safety and record details in Versadex.

Responsible for the movement of prisoners to and from the courtroom, and the security of prisoners at all times.

Provide media crowd control during high profile court matters.

Maintain overall vehicle cleanliness, ensuring vehicles are kept up to Ministry of Transportation safety standards, monitoring damage and fluid levels daily and transport vehicles for repair. Complete submissions for all new arrests and assist the Crown as required for surety checks in compliance with RCMP regulations.

Completion of daily log, necessary updates for electronic calendar and Versadex as required. Complete CPIC check for accused prior to release to ensure there are no outstanding charges, warrants, or holds.

Respond to situations in which prisoners are a potential threat to themselves or others. Secure and monitor prisoners in a restraint chair when required.

Complete lockdown procedures for disasters or threats when required.

Monitor cameras of prisoner cells and dispatch Special Constables when required. Monitor all cameras in the building including judicial and public entrances.
Complete victim notifications on WASH court weekends.

Identification Processing:

Fingerprint all offenders charged with dual or indictable offences. Photographing individuals for identification purposes.

Identify parties using aliases or refusing to identify through fingerprints.

Execute and extract DNA orders received from the court for all convicted parties, review paperwork to ensure validity and accuracy.

Manage the schedule and ensure timely submission of the samples to the DNA Databank to ensure retention of profiles.

Manage supplies for processing individuals and DNA collection kits.

Required to follow safety and security procedures in performing duties of the job.

Required to report unsafe public behavior or any unusual conduct.

Responsible for the collection of personal information about the accused which is stored in confidential databases.

Additionally, the incumbents are responsible for the collection of confidential DNA information and its disclosure to the National DNA Data Bank.

Conduct daily checks through CPIC, CNI and locals of parties in/out of custody to be printed.

Run individual checks (local, CPIC, CNI) for all parties scheduled for prints. Ensure outstanding warrants, identifying markers, aliases and cautions are verified.

Education, Licensing & Certifications

High School Diploma.

Two (2) Year College Diploma in Police Foundations or a related field.

Class G Ontario Driver's License.

Currently designated as a Special Constable with use of force.

An Ontario Police Constable Certificate – Special Constable Course

Experience

One (1) Year in Police/Law Enforcement or related experience.

Skills

Several years of progressive experience in the policing or security industry is preferred.

Authorized and qualified to carry use of force in the course of their duties.

Communication and interpersonal skills conflict resolution skills.

Computer skills including word processing applications and other YRP applications.

Current CPR/First Aid certification required.

Ability to monitor, assess and circumvent potential security or safety issues, coupled with the physical ability to subdue prisoners and/or public when required.

Knowledge of the Youth Criminal Justice Act and relevant sections of the Criminal Code.

Knowledge of safety precautions regarding bodily fluids and contagious diseases.

Knowledge of the following Provincial Offences Act as stipulated in Special Constable Certificate of Appointment:

- Cannabis Control Act, 2017.
- Courts of Justice Act.
- Liquor Licence and Control Act, 2019.
- Provincial Offences Act.
- Smoke-Free Ontario Act, 2017.
- Trespass to Property Act.

Additional Comments

This position may require the successful candidate to work flexible shifts, including weekends, based on operational needs.

Please note these opportunities will focus primarily on the scope within Prisoner Management, and will be subject to the duties of Identification Processing on a rotating basis. This position can be based out of any of the locations managed by Court Operations & Administration.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.

Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.

Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN

