



# Saskatoon Police Service

*Honour - Spirit - Vision*

## Telecommunications Special Constable

### Recruitment Information



The Saskatoon Police Service offers an exciting career, excellent benefits, and a competitive salary. Great care is taken to ensure the right people are selected to become Special Constables in the Communications section of the Police Service. Once selected you will receive training in department policy and procedure, civic bylaws, criminal law, civil law and provincial statutes. We will provide on-the-job instruction in receiving calls for service and operating the 9-1-1 system, the computer-aided dispatch system and the multi-channel trunked radio system. Your career will be one of diversity as you will screen emergency and non-emergency calls for service, assign priorities and coordinate response activities of multiple patrol units. You must often work under tremendous time pressure and provide emergency information in life threatening situations. You'll also learn to operate a multi-faceted computer system while making life-and-death decisions quickly and accurately. As a Special Constable, you will be granted a level of authority and responsibility unsurpassed by many other professions.

## Employment Equity

The Police Service is aware of the changing face of our community. To better reflect the cultural diversity of the citizens of Saskatoon, we are committed to increasing the number of women, individuals with disabilities, visible minorities and Aboriginal people within the organization.

## Application

You may either mail or hand deliver your application package to the following address:

**Saskatoon Police Service**  
**Attn: Recruiting**  
**Courier or drop off at: 76 25<sup>th</sup> Street East S7K 3P9**  
**Mail to: P.O. Box 1728**  
**Saskatoon, SK S7K 3R6**

**Phone: (306) 975-8282**  
***Or visit us on the web: [www.saskatoonpoliceservice.ca](http://www.saskatoonpoliceservice.ca)***

Application packages are only reviewed when positions are available. Information regarding vacancies is available on the employment inquiry line at 975-8282.

## Minimum Requirements

Candidates must have the basic qualifications outlined in this document. Your qualifications and abilities will be examined and measured against those of all other applicants in the process to judge your overall suitability for selection.

### Age

- Due to stipulations in the Saskatchewan Police Act, you must be at least 18 years of age.

### Education

- Grade 12
- Applicants with a General Equivalency Diploma (GED) for Grade 12 must also have a complete Grade 10 standing.
- If education is attained outside of Canada, the onus is on the applicant to prove his/her education is equivalent to Saskatchewan Grade 12 standards.
- Applicants should be aware that many candidates have some post-secondary education.

### Character

- Applicants are expected to have good moral character and be 3 years clear of criminal behaviour, either detected or undetected.
- Applicants should not have any criminal convictions for which a Pardon has not been granted (copy of Pardon required).
- Applicants should not have any criminal charges pending before the Courts.
- A proven history of volunteerism, community, and cultural involvement is preferred.
- Applicants should have an exemplary employment record.

### **Visual Acuity**

- Eyesight must be correctable to 20/20 or 20/30.
- Colour deficiency may exclude a candidate from the competition.

### **Citizenship**

- Applicants must be legally entitled to work in Canada at the time of application.

### **Other Requirements**

- Computer skills, including Windows application.
- Good command of the English language, both written and oral.
- Typing speed of 50 words per minute. Certificate from recognized business college required.
- Associate list of 15 friends and acquaintances complete with addresses and phone numbers.

## **Saskatoon Police Service Core Values**

### **Honesty**

We will be reputable, adhering to truthfulness and being free from deceit.

### **Integrity**

We will lead by example, being incorruptible and doing the right thing regardless of the pressures or personal risk we face.

### **Compassion**

We will be mindful of the distress of others and demonstrate a sympathetic understanding in our desire to assist them.

### **Fairness**

We will demonstrate impartiality, being free from self-interest, prejudice or favoritism.

### **Commitment**

We will show dedication to the goals of the Service and to our personal development and wellness as we persist in our endeavors to consult, work with and serve the community.

### **Respect**

We will recognize the right of all people, regardless of their personal situation, to live without ridicule, and as such we will display courteous regard for people in every situation.

### **Professionalism**

We will be above reproach and exhibit a proficient, conscientious, and business-like demeanor in dealing with those we serve.

## **Recruitment Information**

The Saskatoon Police Service selection process is an open competition which results in an offer of employment to the most suitable candidates. The following is an outline of the stages in this process:

**Stage 1**

⇒ Applicants who have never written a mental abilities examination for a police agency write the exam at the Saskatoon Police Service. Candidates must provide photo ID.

**Stage 2**

⇒ Applicants complete a psychological questionnaire.

**Stage 3**

⇒ Recruitment packages are completed and submitted. Applicants are required to complete a Personal Disclosure form. Recruitment packages are reviewed.

**Stage 4**

⇒ Selected applicants participate in a pre-employment interview.

**Stage 5**

⇒ Applicants are invited to take a Criticalll test at the Saskatoon Police Service to determine suitability in Communications. The Criticalll test evaluates comprehension, listening skills, multi-tasking and the ability to work under pressure.

**Stage 6**

⇒ Vision form is submitted after successful completion of the Criticalll test.

**Stage 7**

⇒ If selected, applicants will be required to take a polygraph exam.

**Stage 8**

⇒ Background checks are completed and select applicants are interviewed by the final selection committee.

**Stage 9**

⇒ Applicants may be offered employment with the Saskatoon Police Service on the condition they successfully complete a medical clearance.