

# SAULT STE. MARIE POLICE SERVICE

## SUMMARY OF APPLICATION PROCESS FOR THE POSITION OF SPECIAL CONSTABLE

- STEP 1 Each applicant applying for the position of Special Constable is required to obtain an "*Application Form*" from the Service.
- STEP 2 Upon receipt of all applications the Service will put in place a preliminary ranking process. This process involves an initial review of each application to ensure completeness and that all necessary documents have been included. Each applicant will then be assessed and weighted on his or her education, work experience and community involvement. Points will be awarded in each of these three areas and a preliminary rank order established.
- STEP 3 From this preliminary ranking a percentage of the applicants, determined by the anticipated number of new special constables required to meet existing and future staffing needs, will be afforded the opportunity to complete a fitness test. If successful they will then be invited to participate in a *Structured Interview*. Applicants participating in the interview will be selected from the preliminary ranking established in Step 2 and will be called upon in descending order. Each applicant will then again be ranked based on the results of their interview and a new rank order will be established that combines both the results of the interview and the score obtained in the education, work and community involvement categories.
- STEP 4 From this new rank order, established in Step 3, and dependent again upon the number of new special constables required to meet staffing needs and before any "*Conditional Offer of Employment*" is made a structured *Background Check* of each applicant will be completed. This will be done as well in descending order of the new ranking established in Step 3.
- STEP 5 Upon meeting the standards set by the *Background Check* a *Conditional Offer of Employment* will be made to the applicant, contingent upon staffing requirements, and will be subject to:
- meeting the medical and psychological standards set by the Service based on an assessment by qualified practitioners;
  - final approval by the Sault Ste. Marie Police Services Board.
- STEP 6 As the identified need to hire special constable arises applicants, who have received a *Conditional Offer of Employment* and who have satisfied the standards set by the medical and psychological examinations, will have their name put before the Police Services Board. The Police Services Board will make all final selections and will announce their decision after having given consideration to the recommendations of the Chief of Police.
- STEP 7 At the discretion of the Sault Ste. Marie Police Services Board, appointment to the Service.

**THE SAULT STE. MARIE POLICE SERVICE RESERVES THE RIGHT TO MAKE CHANGES  
TO THE SELECTION PROCESS WITHOUT PRIOR NOTICE TO THE APPLICANT**