



POLICE CONSTABLE

NATURE OF WORK: Police Constables working with Charlottetown Police Services shall be tasked with several policing responsibilities. This position requires self-control, self-confidence, good communication skills, initiative, and the ability to negotiate or facilitate a good relationship with the community. Objectivity in report writing and investigations will reflect an impartial and fair image to the public, court systems and within the organization. Police Constables are required to have a working knowledge of laws, statutes, and case law to accurately initiate arrests, process suspects, interview and interrogate, and assess complaints. This requires a commitment to learning and an awareness of available resources.

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the NCO (Corporal and Sergeant responsible for duty assignment).
- Reports indirectly to Deputy and Chief of Police.
- Works closely with all members of Charlottetown Police Services and employees from all areas across the organization.
- Develops and maintains relationships within the community.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- As a committed member of the City of Charlottetown team, the Police Constable will act as a positive role model for all employees throughout the organization.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Protects life and property, provides 24-hour emergency aid and services.
- Enforces the Criminal Code of Canada and other Federal Statutes, Provincial Statutes and Municipal Bylaws.
- Investigates occurrences and takes appropriate actions.
- Promotes safety using a cooperative approach while understanding the dynamics of human and social interaction.

- Apprehends suspects and initiates Law Enforcement action as necessary.
- Apprehends offenders in a manner that demonstrates awareness of limitations and a concern for the safety of all involved.
- Investigates hazardous and suspicious circumstances.
- Uses conflict, avoidance, resolution, and mediation skills.
- Ensures the free flow of traffic and enforces Traffic Laws
- Provides a police presence and directs efforts to detect and correct or suppress crimes and deals with other community policing needs.
- Ensures that the Policies and Procedures as brought forward by the Charlottetown Police Services are adhered to.
- Maintains working knowledge of laws, statutes, and case law to accurately initiate arrests, process suspects, interview and interrogate, and assess complaints.
- Ability to read, write and comprehend data while utilizing analytical skills to interpret information to develop solutions for safety problems within the community.
- Understands the principles of community policing and the interpretation of those principles within the community and police service.
- Deals with the public with integrity and in a professional and courteous manner.

REQUIRED COMPETENCIES:

- Advanced verbal, and written communication skills and the ability to engage others.
- Ability to write, speak, listen, comprehend, and provide feedback clearly, concisely, and accurately. Constables must understand the public at large, victims, crime, and the law.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Exceptional interpersonal skills, paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Logical thinking and the ability to identify problems, analyze options, and decide on the most viable solution is required to perform the necessary tasks of a constable.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively. Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.

- Working knowledge of the various police service sections to efficiently deliver the most beneficial and cost-effective service to the community to reduce duplication of services and promote a team approach where everyone has a part to play.
- Ability to demonstrate compassion and sensitivity to victims, to aid in fostering and developing a partnership with the community and other agencies.
- Ability to understand and interpret the Police Act
- Ability to use police related technology.
- Ability to use Crime Trend Information
- Ability to apply basic police authority in case preparation.
- Ability to use force appropriately.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED QUALIFICATIONS:

- Grade XII or equivalent.
- A graduate, within the past five (5) years of the Atlantic Police Academy Police Technology Training Program or a graduate of a comparable training institute recognized by the Attorney General of P.E.I.,

OR

Has served a minimum of three (3) years of satisfactory, full-time service as a sworn member of any police force in Canada, provided such service was terminated not more than two (2) years prior to the date of appointment. Applicants must supply a certificate confirming completion of a Technology Training Course or letter confirming previous employment with former policing agency.

- Must have a working knowledge of laws, statutes, and case law.
- Must be at least nineteen years of age.
- Must be a Canadian citizen or have landed immigrant status.
- Must hold a valid driver's license.
- Must provide Physician's documentation to verify that health does not impair performance of job duties.
- Must provide certification of a successfully completed PARE or COOPER fitness testing within the preceding twelve months.
- Must pass security screening and provide two-character references.
- Must meet all training and certification requirements as per the Police Act.

Salary: \$64,593.32 - \$109,904.41 as per the APA Collective Agreement.

How to Apply:

Please submit a cover letter, detailed resume, and supporting documents by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Police Constable**” and submitted by **June 24, 2025, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.