



# Saugeen Shores Police Service

Chief Kevin Zettel  
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Saugeen Shores, Ontario  
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## Cadet & Experienced Police Constable

Saugeen Shores is a growing community located on the Lake Huron coastline in Bruce County and covers 170 square kilometers. Saugeen Shores is the amalgamated municipalities of Port Elgin, Saugeen Township and Southampton.

The Saugeen Shores Police Service is accepting applications from candidates who are **currently serving as police officers and new recruits.**

If you are an experienced police officer:

The candidate must have completed a period of probation pursuant to section 44(1) of the Police Services Act.

Applicants will be evaluated on the following criteria:

1. Detailed covering letter and Resume
2. Performance evaluations over the last 2 years
3. Commendation letters
4. List of volunteer work
5. Reference letters; list of work related references

If you are a cadet recruit:

Preference will be given to candidates who have demonstrated continuous learning beyond high school and a commitment to working with the community. The candidate selection process will reflect the dedication of the Saugeen Shores Police Service to the principles of Equal Opportunity.

### Minimum Requirements:

To be considered for a career in policing, you must meet certain minimum requirements as outlined in the Police Services Act.

Specifically, you must:

- be a Canadian citizen or permanent resident of Canada;
- be at least 18 years of age;

- be physically and mentally able to perform the duties of the position, having regard to your own safety and the safety of members of the public;
- have successfully completed at least four years of secondary school education or its equivalent. (Note: official transcripts and diplomas will be required). Where education has been completed outside Ontario, official proof of equivalency must be obtained by contacting the Ontario Ministry of Education and Training;
- be of good moral character and habits, meaning that you are an individual other people would look upon as being trustworthy and having integrity.

In addition, you must:

- possess a valid driver's license with no more than six accumulated demerit-points, permitting you to drive an automobile in Ontario with full driving privileges;
- have current certification in CPR and first aid by the time the offer of employment is given;
- be able to pass a security clearance as well as background investigation, credit and reference checks.

**Pardons:** If you have any criminal convictions under a federal statute, you must obtain a pardon. If you have 'Findings of Guilt' which have resulted in absolute or conditional discharges, the records must be 'sealed' by the RCMP.

(This will be done automatically following one year if the absolute discharge is registered after July 24,1992. For a conditional discharge, this will be done automatically following three years if the conditional discharge is registered after July 24,1992. Otherwise you must apply to have these records sealed.)

**Application Package must include:**

- OACP Certificate
- Government issued ID (i.e. driver's license, passport, birth certificate, OHIP card, etc.)
- Copies of Official transcripts and Certificates (high-school, College, or University)
- Applicants educated outside of Canada may be required to produce an Ontario equivalency assessment document.
- Reference letters
- Previous workplaces within the last 5 years

- Driver's abstract record from the Ministry of Transportation (Ontario)
- Criminal Record Check (CPIC query) • Medical Examination Package (provided in Phase 1 of OACP Certificate process) • Fitness Log (provided in Phase 1 of OACP Certificate process)
- Cover Letter
- Detailed Resume including volunteer work and dates
- Photocopy of High School transcripts and diploma
- Photocopies of College and/or University transcripts (even if incomplete)\*
- Photocopies of College and/or University diploma (if achieved)
- Photocopy of CPR (Level "C") and First Aid certification (up-to-date)

**Interested applicants are encouraged to submit your application in person or by mail to the Saugeen Shores Police Service:**

Attention Kevin Zettel – Chief of Police  
Saugeen Shores Police Service  
1240 MacKenzie Road; P.O Box 1269  
Port Elgin ON  
N0H2C0

\*The starting salary will be as listed in the Collective Agreement, commensurate with the qualifications and experience of the successful candidate.