

Job Title: Special Constable (Waterloo)

Application Deadline: August 12, 2026

Apply here: <https://careers.wlu.ca/job-invite/11666/>

Location: Wilfrid Laurier University (Waterloo Campus)

Department: Office of the VP Fin. and Admin.

Job Type: Continuing

Full-time/Part-time: Full Time (≥ 1249 hrs/year)

Reports to: Manager, Special Constable Services

Employee Group: Special Constable

Wilfrid Laurier University is a leading multi-campus university that excels at educating with purpose. Through its exceptional employees, students, researchers, leaders, and educators, Laurier has built a reputation as a world-class institution known for its rich student experience, academic excellence, and global impact. With a [commitment to Indigenization](#) and [commitment to equity, diversity, inclusion](#), Laurier's thriving community has a place for everyone.

Laurier has more than 21,000 students and 2,100 faculty and staff across campuses in Waterloo and Brantford, as well locations in Kitchener and Milton. The university is committed to providing an inclusive workplace, a [flexible work policy](#) and employing a workforce that is reflective of local and national demographics. Laurier's Waterloo, Kitchener, and Brantford campuses are located on the shared traditional territory of the Neutral, Anishnaabe, and Haudenosaunee peoples. This land is part of the Dish with One Spoon Treaty between the Haudenosaunee and Anishnaabe peoples and symbolizes the agreement to share, protect our resources, and not to engage in conflict. Laurier's Milton campus is located on the traditional territory of the Mississaugas of the Credit, and part of the Nanfan Treaty of 1701 between the British Crown and the Haudenosaunee Confederacy.

This job posting is for a current vacancy.

Position Summary

The Special Constable is responsible for patrolling and forming partnerships in the Neighbourhoods. A variety of duties related to the safety and security of the Wilfrid Laurier

University's Brantford Campus. A responsive, community focused approach is required to ensure that facilities, students, staff and faculty are safe and secure at optimum levels.

This position has a university-wide mandate and is based at the Waterloo Campus. The incumbent provides subject matter expertise to all campuses, requiring regular interpersonal interactions and collaboration with departments at the Waterloo Campus, the Brantford Campus, the Toronto office and external partners. Special attention is given to ensure equitable service delivery across all locations.

Accountabilities

Administration

- Meet with team members and other supervisors to ensure a consistent service delivery within the Neighbourhoods and that information flows openly with all members.
- Establish goals and objectives in concert with team members.
- In concert with team members and Laurier community partners, develop and implement strategies to address Laurier community needs and concerns.
- Ensure compliance of all activities in accordance with policies, procedures, Police Services Act, Special Constable Hand book and agreement with the Waterloo Regional Police Service.
- Notify the Director of any major incidents relating to Wilfrid Laurier University.
- Liaison with student groups, faculty, staff and associations within the Laurier Community.
- Promote effective interpersonal relationships within teams and with other areas within the Laurier Community.
- Monitor calls for service and ensure overall effectiveness of response.
- Ensure all criminal incidents are reported daily as per the agreement with Waterloo Regional Police Service to North Division.
- Accuracy, completeness and timely submission of all reports or documentation relating to incidents on campus.
- Respond to requests for assistance.
- Enforcement of University regulations, and abide municipal, provincial and federal laws.
- Patrol of campus grounds and buildings on foot, bicycle and vehicle.
- Lock and unlock building entrances, classrooms, offices and other areas as required.
- Regular checks of emergency equipment.
- Provide information services.
- Control of pedestrian traffic when required.
- Provide advice with respect to other campus services.

- Liaise with local law enforcement agencies.
- Monitor parking lots for infractions.
- Provide escorts as required.
- Regular checks of staff/faculty working alone on campus as needed.
- Maintain the peace in support of the academic mission.

Internal/External Liaison

- Liaise with the Supervisor or Director with respect to the coordination of neighbourhood activity and resource deployment.
- Liaise with the Laurier Community, the City of Waterloo agencies, Waterloo Regional Police Service, and other services as required.
- Attend community events and participate on Boards, committees or community consultation groups as required.

Qualifications

- Innovative and analytical problem solving skills.
- An understanding of the concepts and application of Community Based Policing and the model used in Ontario.
- Excellent knowledge of policies, procedures and the law pertaining to the duties of a Special Constable.
- Ability to coach, interact with and transfer information within a team environment.
- Excellent interpersonal and active listening skills.
- Excellent oral and written communication skills with the ability to articulate detail.
- Self motivated with well developed time management skills.
- Minimum OSSD or equivalent.
- You must have or are in the process of obtaining the OACP Constable Selection Certificate prior to the interview or have an Ontario Police College Recruit Certificate (not required for currently serving Police Officers).
- Class G drivers' licence.
- Preference will be given to persons with past police experience.
- Be physically fit and able to pass use of force training with the Waterloo Regional Police Service.
- Up-to-date First Aid and CPR.
- Willing to work shift work- 12 hour platoon system.
- Ability to work in a team environment with a minimum of supervision.
- Shares information with team members. Is collaborative in dealing with students, faculty, staff and fellow employees.

- Community focussed - responds promptly to community needs. Establishes and maintains effective relationships and acts in accordance with faculty, staff and students.
- Receptive to change - can adapt to changing circumstances. Able to make suggestions for improvement within the team environment.
- Respects diversity - treats others with respect, is understanding and avoids unnecessary conflict.
- Exhibits a strong sense of own capabilities. Demonstrates honesty, integrity and ethical conduct. Accepts ownership and accountability for own actions.
- Must have criminal clearance from their local police service.
- Does not have a criminal record, if there is criminal record you must provide a copy of your pardon.
- Must be able to be bonded.
- Canadian citizen or landed immigrant.

Hours of Work: This is a full-time, continuing position. Hours of work based on a 12-hour shift rotation, 84 hours biweekly or unless operational needs dictate otherwise.

This role requires daily in person attendance and is not eligible for a flexible work arrangement as per Policy 8.14 (Flexible Work Policy).

Compensation: \$32.29 - \$41.39 per hour

After the initial interview, a short list of candidates will be asked to sign a waiver for the collection of personal information. Any offer of employment will be conditional on an acceptable employment reference checks, criminal background check, psychological assessment for suitability as a Special Constable and successful completion of special constable training course.

Wilfrid Laurier University endeavors to fill positions with qualified candidates who have a combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's Employee Success Factors.

Equity, diversity and creating a culture of inclusion are part of Laurier's core values and central to the Laurier Strategy. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities,

and from persons of any minority sexual and gender identities. Indigenous candidates who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Office of Indigenous Initiatives. Candidates from other equity deserving groups who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact Equity & Accessibility. We have strived to make our application process accessible, however if you require any assistance applying for a position or would like this job posting in an alternative format, please contact Human Resources. Contact information can be found at careers.wlu.ca/content/How-to-apply/

Should you be interested in learning more about this opportunity, please visit www.wlu.ca/careers for additional information and the online application system. All applications must be submitted online. Please note, a resume and cover letter will be required in electronic form.

Please note, when pre-screening questions are used as part of the application process, AI is utilized to score responses. All other aspects of the hiring process are reviewed by our Talent Acquisition team.