



**SPECIAL CONSTABLE- OFFENDER TRANSPORT/COURT SERVICES/SECURITY
INTERNAL/EXTERNAL POSTING
Thunder Bay, ON (GHQ)
Posted: March 18, 2026
Closing: March 31, 2026
Salary: \$98,971.40 to \$105,172.02**

The Nishnawbe Aski Police Service requires three (3) Special Constable- Offender Transport/Court Services/Security positions to be filled based in Thunder Bay, ON, serving our central region. The Special Constable- Offender Transport will work on an 8:6 rotation schedule (including weekends) 10 hour/day, 80 hours/pay period.

Summary:

This position is responsible for managing court case files for NAPS, providing liaison services with the court and monitoring the progress of files through the court system. In addition, you will be responsible for maintaining the safe and secure custody and control of offender's while being transported by air or road between communities, detention/correctional facilities, mental health institutions and court locations, and to ensure the proper working order of security and restraining equipment used in the performance of duties.

Qualifications:

Mandatory:

- Must possess and maintain a valid Class G Driver's licence for the purpose of transporting offenders;
- Secondary School Diploma or Equivalent;
- Must maintain basic level of fitness to provide required safety and security services;
- Ability to pass and maintain ongoing certification in Use of Force (annual re-qualification);
- Must be able to pass a NAPS background checks and extensive security check including psychological evaluation;
- Must be able to obtain and maintain Special Constable status;
- Ability to work shifts and week-ends including call-outs and overtime;
- Must be able to travel on short notice using various modes of transportation;
- Special Constable- Offender Transport Training Certification **or** the ability to obtain such. Must be able to attend the training as scheduled in Thunder Bay, ON. (Estimated 7-week duration).

Preferred:

- Knowledge of NAPS, Attorney General and Ministry policies and procedures (including Records Management System procedures) and legislation related to court proceedings, administration and documentation to coordinate detachment activities at court and ensure appropriate preparation and completion of all required court documents and information. Knowledge of relevant sections of legislation such as the Criminal Code, Youth Criminal Justice Act, Family Law Act, provincial offenses and municipal by-laws to coordinate court proceedings, prepare briefs and other court documents. Knowledge of court processes, procedures, operations and scheduling to coordinate and monitor court proceedings.
- Knowledge of processes and procedures for prisoner search to conduct searches of prisoners and persons taken into custody at court proceedings. Knowledge of NAPS policies and procedures related to prisoner security to escort prisoners. Knowledge of basic prisoner care as prescribed by policy to attend to and escort persons in custody. Knowledge of relevant sections of WHMIS and workplace safety to take DNA samples and escort prisoners.

- Knowledge of NAPS policy and procedures, Community Safety and Policing Act and Health Canada sections related to handling and preservation of evidence, including continuity and security of drugs and proper DNA approved procedures and techniques for obtaining and retaining blood and saliva samples.
- Knowledge of application software programs to prepare, update and maintain court-related records and to register sex offenders. Organizational skills to coordinate and track all arrangements and documentation pertaining to detachment case files being processed in court.
- Knowledge of RCMP electronic card scan (CCRTIS) and CJIM and legislation for submitting fingerprints to the National Fingerprint Repository.
- Knowledge of audio/visual equipment used in lock-up facility.
- Certification in emergency first aid and Cardiopulmonary Resuscitation Heartsaver Certificate (CPR) in order to administer first aid to offenders is considered an asset.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- Those contacted for an interview will be required to provide three (3) professional references upon request.

Closing date for applications is March 31, 2026 at 16:00 EST. Please include "GHQ-18-26" in the subject line of your email. All completed packages MUST be sent to:

**INTERNAL APPLICANTS iresume@naps.ca
EXTERNAL APPLICANTS eresume@naps.ca**

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

***** We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. *****