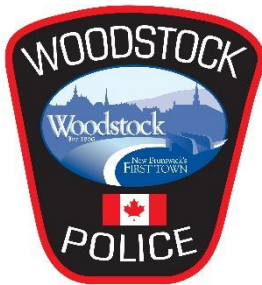


Accountable – Professional – Transparent – Ethical – Impartial

**Description:**

This is direct community contact work carried out in consultation and cooperation with citizens to provide public safety service to: preserve life, protect property, enforce statutes, prevent crime and detect / apprehend offenders / violators, investigate vehicle accidents, use effective problem-solving techniques for problem resolution, and respond to community concerns relative to enhancing the overall quality of life. Work is performed under supervision of senior constables or non-commissioned officers.



**Education and Experience:**

Graduation from a recognized Police Training Institution. The incumbent must meet departmental medical and physical standards, obtain security clearance, and qualify for appointment as a Police Officer in accordance with the New Brunswick Police Act, Regulation 91-498.

**Knowledge and Desired Skills:**

Knowledge of and compliance with relevant legislation (*Federal Criminal Code, CDS Act, Evidence Act, Provincial – Motor Vehicle, Liquor, Police, Mental Health*), standards, policy and procedure, geographic area; Skills - communication (*interviewing*), police vehicle operation, defense and control tactics, fitness (PARE), firearms, basic computer knowledge (RPIC), radar, Breathalyzer (SL2), accident investigation I, dispute (domestic) conflict intervention, documents (*notes, reports, forms*) incidents, non-complex investigations gather evidence and recognize procedures for complex/major investigations and takes appropriate step/procedures, crisis intervention. Bilingualism preferred minimum: French - Basic level (1).

**Ethical Standards:**

Members of the Woodstock Police Force have a significant role in building and maintaining the public trust by upholding the highest ethical standards both on and off duty. Applicants to the Woodstock Police Force must be prepared to follow our core values and act professionally, respectfully, with integrity, and with compassion in accordance to the law and the New Brunswick Police Act and Regulations.

**Position Summary and Competencies:**

- **Communications** with individuals and groups to prevent and solve criminal activities and address various crime prevention initiatives and respond to quality-of-life concerns.
- **Solve problems** related to crime causation, community concerns and issues, prevention, protection and court action.
- **Crisis Intervention** for conflict crisis, personal crisis, man-made and natural disasters.
- **Documents and records** information on activities for analysis research, legal and court requirements.
- **Manages information** by entering, manipulating, and analyzing information for problem solving, research and investigative purposes.
- **Educator/Teacher** of crime prevention, security, safety, knowledge, information, and skills for individuals and groups in the community.
- **Prepares cases and takes legal action** as a result of investigations, the collection of evidence, and the laying of charges pursuant to relevant legislation.

**Application Process:**

To apply, please email the items listed below and instructions listed below as part of your complete application to Fallon Lappage, Town of Woodstock Human Resources Department at [hr@town.woodstock.nb.ca](mailto:hr@town.woodstock.nb.ca)

- ✓ Cover letter
- ✓ Up to date résumé
- ✓ Answers to the preliminary questions below

**PLEASE ATTACH THE FOLLOWING AS A COMPLETE PACKAGE FOR CONSIDERATION:**

- Proof of graduation from certified police training academy or as a career officer. Military police to provide QL status.
- Please indicate in your cover letter your earliest possible start date in your application.
- CV & preliminary questions (one document – maximum 4 pages):
  - a. Current Contact Information
  - b. Complete Employment History
  - c. Education and Qualifications
  - d. Specialized Training
  - e. Two (2) Professional References
  - f. Your prepared answers to the 3 preliminary questions below:
    1. It is important to have a good understanding of the community in which you work. Tell us what you know about the Town of Woodstock and the Woodstock Police Force. Based on what you have just said, tell us what you think our citizens expect from our police officers and police force.
    2. Describe a time that you were in a high-pressure situation and had to respond quickly. What was the situation, how did you handle it, and what was the outcome? Please provide name and contact information for person who can confirm veracity.
    3. Please explain why you want to be in Woodstock and how our police agency plays into your immediate and future career pathing.

*We thank you for your application however, only those selected for screening will be contacted.*

Deadline to apply is **September 17, 2021 at 4:30 PM.**

**Please note** that priority will be given to candidates who are available for immediate deployment. Please indicate in your cover letter your earliest possible start date in your application.

**Date of Posting (Internal/External)  
27 August 2021**

Gary Forward, B.S., M.A. – Chief of Police  
Woodstock Police Force