



Auxiliary Force Cadet

Department: Winnipeg Police Service
Designated Work Location: 245 Smith Street, on site
Position Type: Permanent, Full-time
Salary: \$1,700.28 to \$1,844.86 bi-weekly

Posting No: 124831
Closing Date: Monday, September 16th, 2024

Anticipated Class Start: May 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the direct supervision of the Patrol Sergeant, the Auxiliary Force Cadet is primarily responsible to assist the Police Service in preventing crime and enhancing public safety in the community by being a visible presence to promote safety and security during regular foot patrols in various areas throughout the City of Winnipeg.

The Auxiliary Force Cadet assists in building relationships between the Police Service and the community while permitting greater opportunity for Police Officers to concentrate on core policing duties. Responsibilities include responding to calls for service and aid with guarding crime scenes, supervision and transport of non-violent intoxicated person, directing traffic, assisting in ground searches, and enforcing designated provincial statutes and municipal by-laws.

The Auxiliary Force Cadet also plays a pivotal role in the safety and security of the Winnipeg Police Service headquarters building and staff by monitoring various security systems in the public areas.

As an Auxiliary Force Cadet, you will:

- Respond to calls for service and provide assistance

- Assist in the performance of ground searches for evidence, missing persons, and protecting crime scenes as directed by the attending Police Officers
- Conduct neighborhood foot patrols to assist in the prevention of crime and enhance public safety
- Attend community events and celebrations to connect with the public and promote Winnipeg Police Service programs, events, and initiatives
- Assist in the safety of staff and security of the facility by monitoring various security systems and taking necessary action
- Enforce designated provincial statutes and municipal by-laws

Your education and qualifications include:

- Grade 12 diploma; GED Certificate; or equivalent
- Post-secondary education in any field is preferred
- Certification in Non-Violent Crisis Intervention (NVCi) is an asset
- Related work and/or volunteer experience
- Customer service experience is an asset
- Valid Manitoba Class 5 Full Driver's License
- Possess basic computer skills and ability to learn and adapt to new technology and/or programs with ease
- Ability to read, interpret and gain knowledge of the Criminal Code and other federal statutes, pertinent Provincial Statutes and Municipal Bylaws, and WPS policies and procedures
- Knowledge of City of Winnipeg streets, roads, major routes and common place locations
- Possess awareness of cultural diversity
- Proficient in the English language, ability to communicate in a second language is an asset
- Oral communication skills to effectively communicate with internal and external stakeholders including ability to testify in court, conduct informational seminars or provide educational presentations
- Interpersonal skills with the ability to work as part of a team
- Build and maintain positive working relationships with the public using principles of good customer service
- Written communication skills to prepare emails, reports, notes and complete narratives
- Exercise good judgement and ability to define problems and find solutions to difficult and/or complex issues
- Maintain composure and function effectively under high stress situations
- Organizational skills to follow task sequences and categorization of data
- Attentive with the ability to switch focus between two stimuli
- The ability to establish and maintain a positive, respectful, healthy work environment that supports the physical, psychological and social working relationships with members at all levels in a team environment

***IMPORTANT:** Applicants who have been **educated outside of Canada** must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an **official academic assessment report** issued by a [recognized Canadian assessment service](#)** at application.

Minimum Requirements:

- 18 years of age
- Canadian Citizen or Permanent Resident
- No involvement in any criminal activity within two years upon submission of this application (including illegal drugs)
- No criminal record for which a Pardon has not been granted

Conditions of Employment:

- Ability to pass and maintain Level 3 Winnipeg Police Service security clearance
- Possess and maintain valid First Aid/CPR certificates
- Possess and maintain a valid Class 4.0 Driver's License, no more than 4 demerits as assessed by the Service
- Ability to successfully complete the Winnipeg Police Service - Physical Abilities Test (WPS-PAT)
- Ability to work 10-hour shifts/weekends/3 rotating shifts (Days/Evenings/Nights)
- Ability to successfully complete additional training as defined by the Service
- Ability to pass and maintain certification in mandatory training. Includes, but not limited to: Use of Force, Police Vehicle Operations, Mental Health and Ethics
- Must meet current Winnipeg Police Service [Vision Standards](#) (Vision test will be required later in the process)
- Must meet current Winnipeg Police Service [Hearing Standards](#) (hearing test will be required later in the process)
- Meet pre-employment medical examination and psychological assessment

Winnipeg Police Service Competencies:

- Composure
- Conflict Management
- Respecting Diversity
- Learning on the Fly
- Results Oriented

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current Resume - Clearly identifying how you meet the minimum required education / qualifications above (**Required**)
2. Grade 12 Diploma, G.E.D., or equivalent – provide copy of Diploma, Final Transcripts (must indicate graduated), G.E.D. Certificate **OR** Foreign Credential Assessment (**Required**)
3. Proof of Canadian Citizenship or Permanent Residency - provide copy of one of the following documents: Canadian Birth Certificate, Canadian Passport, Canadian Citizenship Certificate or Card, Secure Certificate of Indian Status (Secure Status Card) **OR** Record of Landing (Landing Papers), Confirmation of Permanent Residence (COPR), Permanent Resident (PR) Card (**Required**)
4. Driver's Abstract (Dated within 30 days of submission, outlining driving history for the last 5 years) (**Required**)
5. Copy of your Driver's License (**Required**)
6. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service.

Your application documents must clearly indicate how you meet the qualifications of the position.

Applications submitted without REQUIRED documentation will not be considered.

Only online applications will be accepted.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Hours of Work: Shift schedules will be comprised of a rotating 4/10 work schedule based on 10-hour shifts, working days and evenings.

Employee Group: Winnipeg Police Association (WPA)

Position Reports To: Patrol Sergeant

1. All fees incurred throughout the process are the responsibility of the applicant.
2. Applicants subject to Security/Criminal Records check.

Only candidates selected to proceed in the process will be contacted.