

Brandon Community Cadet

Brandon Police Service

*****More than one position may be filled from this competition*****

Competition # 57

APPLICATION PROCESS

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Click the link for the Checklist to ensure your application is complete: [Checklist](#)

Click the link for the Employment Application forms: [Employment Application](#)

If you have any questions, please contact Human Resources for clarification at the phone number below.

Competition details, forms, and job description are available and can be obtained:

- On the City of Brandon website at <http://jobbank.brandon.ca;>
- In the Human Resources Office, City Hall, 410 9th Street; or
- Phone (204) 729-2240 to have a copy mailed.

NOTE:

- Please state your availability in your cover letter.
- Candidates screened into the competition will be asked to provide: Criminal Record and Vulnerable Persons Check and Adult and Child Abuse Registry Check.

In order to be invited into the competition process, your complete application must be received by Human Resources prior to the closing date and **must contain all of the requested information**. Incomplete Packages will not advance without prior approval from the Competition Administrator.

Rate of Pay: \$28.83 per hour

Closing Date: Applications will be accepted until 11:59pm on March 4, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

Under the direct supervision of the Sergeant – Support Services the Brandon Community 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 Brandon.

The Brandon Community 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, providing security, and enforcing designated provincial statutes and municipal by-laws.

TYPICAL DUTIES AND RESPONSIBILITIES

RESPOND TO CALLS FOR SERVICE AND PROVIDE ASSISTANCE

- Supervise non-violent persons under examination orders of The Mental Health Act in hospitals or other medical facilities
- Supervise and transport non-violent intoxicated persons to detention facility
- Guard specified crime scenes and maintain focus on environmental action all while ensuring that nothing invades the crime scene
- Assist in ground searches to locate missing persons or recovery of evidence at crime scenes
- Direct pedestrians and motorists to ensure efficient pedestrian and traffic movement
- Provide medical first aid and response to distress or crisis situations
- Report emergency, safety, damage, and health concerns
- Provide scene and event security when required
- Support and provide assistance to City of Brandon Transportation as requested

FOSTER AND BUILD POSITIVE RELATIONSHIPS WITHIN THE COMMUNITY

- 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 Brandon Police Service programs, events, and initiatives
- Conduct neighborhood safety audits, educating resident on crime prevention by providing tips and techniques to safeguard their belongings and property
- Conduct community information sessions and/or educational presentations
- Provide information and directions to the general public
- Focus on proactive community engagement and appropriately connect individuals to available resources
- Communicate with citizens, business owners, and outreach agencies to build and/or enhance relations

ADMINISTRATIVE/ROUTINE DUTIES

- Perform remands
- Assist in the compilation of court packages where required
- Perform minor administrative duties such as photocopying
- Perform cruiser car and equipment checks

ENFORCE DESIGNATED PROVINCIAL STATUTES AND MUNICIPAL BY-LAWS

- Prepare accurate and detailed notes and reports
- Enter information into computer systems
- Issue Provincial Offence Notices
- Respond to parking by-law complaints
- Testify in legal proceedings as required
- Other duties as assigned

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12 diploma, GED Certificate, or equivalent
- Class 4 Driver's License or the ability to obtain it within six months of hire

PREFERRED QUALIFICATIONS & EXPERIENCE

- Completion of Phase 'A' Public Safety Certificate or equivalent preferred
- Completion of a Community Safety Officer Program or equivalent preferred
- Certification in Non-Violent Crisis Intervention (NVCI) is an asset
- Current First Aid Certification
- Related work and/or volunteer experience
- Customer service experience is an asset
- Post-secondary education in any field is preferred

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!