

UCCM Anishnaabe Police is hiring

Help make our communities a safer, better place.

Position: SPECIAL CONSTABLE- PATROL SUPPORT/DATA ENTRY

Term: Permanent Full-time

Salary/Pay: Aligned with UCCM Anishnaabe Police Service Pay Grid

The Special Constable – Patrol Support/Data Entry position will assist the police organization in successfully meeting its mission of providing culturally sensitive policing services to the UCCM police service area. The Special Constables – Patrol Support/Data Entry will be primarily responsible for providing patrol support and data entry support to officers in operations and court processes and will be assigned to a platoon. Special Constables -Patrol Support/Data Entry may also participate in community/educational events throughout the UCCMM communities.

Your duties will include (but are not limited to):

- Assist officers in completing occurrence and supplementary reports;
- Assist officers in the preparation of court records, court briefs, court certificates, and other court required documentation;
- Digital evidence, review, redaction, and disclosure.
- Assistance with Detainee Transportation as operationally required.
- Assist officers in the completion of all other required reports related to investigations;
- Completing other police, administrative or statistical reports as required;
- Process service. Serve incoming/outgoing subpoenas;
- Deliver court related documents for disclosure, processing, as needed;
- Other operations and court processing support activities.
- Must be available to work on weekends and holidays as required. Shift work is also mandatory.
- Must be able to attend and successfully complete the mandatory Special Constable training program (10 weeks).

Your education and experience

- College Diploma in related field or other considered an asset;
- Minimum Grade 12 Ontario Secondary School Diploma or Equivalent;
- Emergency First Aid and Cardiopulmonary Resuscitation HeartSaver training;
- Knowledgeable of the various cultural diversities of Manitoulin Island, and especially to First Nations;

Compensable factors include (but are not limited to):

- Excellent interpersonal and public speaking skills;
- Demonstrated ability to work in a challenging and vigorous team environment, work in an environment that often requires self-supervision and fulfill a variety of roles or assignments as required;
- Proven well-developed time management, planning, organizational and prioritization skills to work effectively in a fast-paced environment.
- Knowledge of the Ojibwe language, an asset;
- Ability to exercise professional judgment in a variety of situations;
- Proficiency in Microsoft Office software applications;
- Strong computer skills to learn a variety of software applications;
- Ability to handle multiple projects, meet multiple deadlines; and
- Excellent written and verbal communication skills.

What we offer

We offer competitive pay plus 100% employer covered benefits, matched pension contributions, Health Spending Account, Wellness Account, along with a welcoming, close-knit work environment, and opportunities to learn about Anishnaabe culture and history.

How to apply, send your:

- Cover letter and Resume
- Copy of valid First Aid/CPR and driver's licence
- Contact information for three (3) work-related references within last 3 years (1 Supervisory)
- Complete, sign and submit a Pre-Background Questionnaire
- Complete, sign and submit a Personal History Form
- Complete, sign, and witnessed Consent and Release of Liability Form

All forms can be found on our website [Current Opportunities - UCCM Anishnaabe Police](#) under Civilian Application Forms

We encourage individuals of Anishnaabe ancestry to apply and self-identify.

Send your application with the subject line "Employment Opportunity: Special Constable-Patrol Support/Data Entry" marked Confidential to:

Email: recruitment@uccmpolice.com

Mail: UCCM Anishnaabe Police Service, 5926 Hwy 540, M'Chigeeng, ON POP 1G0

NOTE: The successful applicant must clear a thorough background check prior to an offer of employment.

Deadline to apply: September 2, 2026, 4:00pm EST

Incomplete applications will not be accepted. Only those applicants selected for an interview will be contacted.

Don't just join the police. Join our community.

Learn more at: uccmpolice.com/careers

