



# LaSalle Police Service

## Employment Opportunity

### Permanent Part-Time E911 Communicator

**Job Title:** Permanent Part-Time E911 Communicator

**Department:** Civilian Staff Member

**Reports to:** E911 Communications Supervisor and/or Director of Corporate Services

**Rate of Pay:** Starting \$35.68/hour + additional vacation pay and pay in lieu.

**Posting Date:** April 21, 2026

**Posting Deadline:** May 12, 2026

The LaSalle Police Service is currently accepting applications for the position of Permanent Part-Time E911 Communicator.

**This position requires the candidate to work a 24-hour shift rotation, including nights, weekends, and holidays and to sit for long periods of time. The working hours of this position will vary depending on the needs of the service.**

#### Primary Duties and Responsibilities

- Answering incoming emergency and non-emergency calls in a professional and timely manner
- Assess situations quickly and determine the appropriate response and priority level
- Dispatch police and fire units in accordance with established protocols
- Provide clear and concise instructions to callers in high-stress or potentially life-threatening situations
- Monitor multiple communication systems simultaneously (radio, phone, computer-aided dispatch)
- Accurately document call details and maintain up-to-date records ensuring data integrity
- Access and input information into law enforcement databases (e.g., CPIC, RMS)
- Maintain strict confidentiality of sensitive and protected information
- Collaborate with emergency responders and other agencies as required
- Assist with miscellaneous records processes and paperwork
- Assisting members of the public at the front counter
- Other duties assigned by the Chief of Police

#### Minimum Qualifications

- Minimum 18 years of age
- Canadian Citizen or Permanent Resident (Landed Immigrant)
- Grade 12 diploma, GED Certificate or equivalent
- Post-secondary education
- Possess a valid Ontario Driver's license

- No criminal record for which a Pardon has not been granted
- Possess basic computer skills in Microsoft Word, Excel and Outlook
- Demonstrated ability to keyboard accurately, minimum of 40 wpm
- Effectively work in a collegial and professional manner in a high-pressure environment.
- Ability to learn and adapt to new technology and or programs with ease
- Demonstrated sound judgement, with the ability to multitask effectively

### **Qualifications Considered Assets**

- Previous experience working as an E911 Communicator
- Previous experience working in public safety
- Previous experience using the Canadian Police Information Centre (CPIC) database
- Previous experience working in a high stress environment

### **Application Process**

All applicants are encouraged to submit a resume and cover letter addressed to:

LaSalle Police Service  
Attn: Natalie Malandrucolo, E911 Communications Center Supervisor  
1880 Normandy Street  
LaSalle ON N9H 1P8

### **Application packages will be accepted:**

- Submission through the Town of LaSalle website.

LaSalle Police Service is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. Accommodation is available during the recruitment process; applicants should make their needs known in advance.

All application packages must be received no later than May 12, 2026.

***Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection.***