

Position: **Reference Job #DS02**

Ministry: Attorney General

Working Title: **Section Head, Court Security**

Branch: Court Services

Level: Range 24

Location: Vancouver – 222 Main

NOC Code: 6461

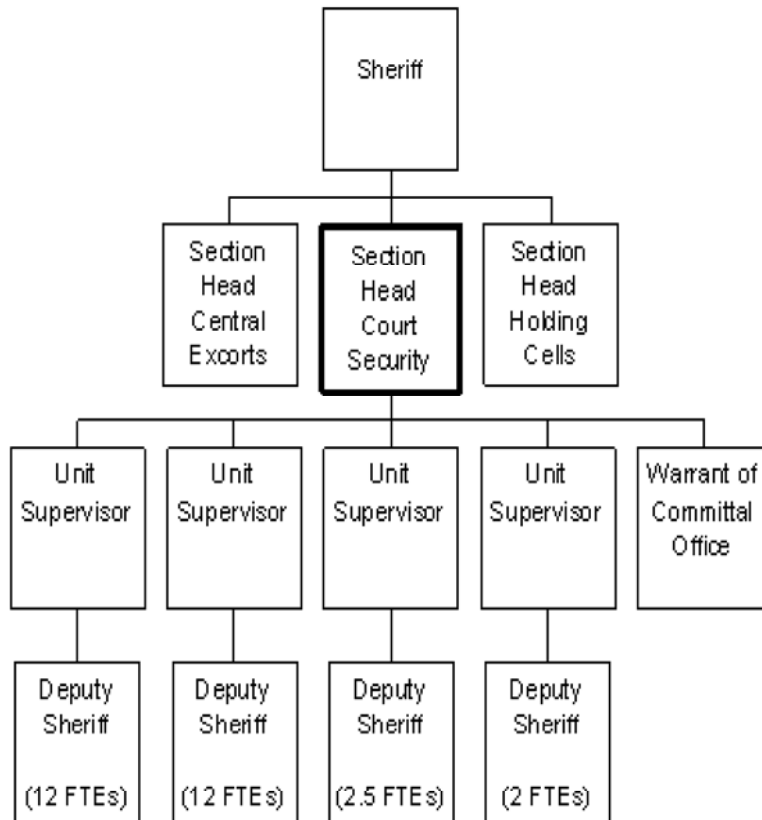
PRIMARY FUNCTION

To coordinate the security and safety activities of the court facility at 222 Main Street.

JOB DUTIES AND TASKS

1. Administers the court security program at 222 Main
 - a. conducts assessments of local security programs, and recommends alternate program delivery methods, policies and procedures to the sheriff
 - b. designs the building's security systems
 - c. looks into and resolves complaints and enquiries referred by various agencies (i.e. Ombudsperson, police, etc.) and ensures occurrence reports are completed
 - d. monitors workloads and projects staffing requirements
 - e. participates in the development of the annual cost center budget by identifying the section's needs
 - f. develops emergency plans
 - g. participates in branch/ministry ad hoc committees
 - h. completes statistical reports
 - i. monitors contracts and accounts
2. Coordinates the provision of Sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court)
 - a. decides level of security and agencies to involve, referring to the Sheriffs Service Policy, relevant section of the Criminal Code, and the Deputy Sheriff Code of Conduct
 - b. plans, directs and schedules work activities
 - c. coordinates court security and transport/security of evidence with other agencies (i.e. crown, police, other Sheriff's offices, etc.)
 - d. determines the security risk and plans appropriate security precautions
 - e. ensures that adequate security equipment is available and appropriate restraint measures are utilized, using Safety Defensive Tactics
 - f. ensures timely escort of accused from holding cell to courtroom
 - g. ensures that cameras, recording equipment and/or weapons are not taken into the facility
 - h. ensures that courtrooms and public areas (pre and post court) are searched for contraband/bombs/weapons, etc.
 - i. ensures that court orders (arrests, taking persons into custody) are carried out

- j. takes charge of the safety and security of the public, court staff, judiciary, etc. in all cases of emergency such as bombs threats, riots, hostage taking, escapes, fire alarms, medical emergencies, etc.
 - k. ensures maintenance of order in the courtrooms
 - l. provides emergency back up to court security staff
3. Supervise Deputy Sheriff Court Security staff (32.5 FTEs)
- a. recruits staff, develops performance standards, signs performance appraisals and provides advice for improvement, initiates disciplinary action and oversees assignment of staff
 - b. determines training needs and coordinates training
 - c. approves special leaves, overtime and travel



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of the criminal justice system administration to interpret and apply Courts Branch policies to administer a multi-team court security program and assess local security programs.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify approaches to plan and evaluate a multi-team court security operation by assessing local security programs and alternate program delivery methods, policies and procedures.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to discuss performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by Sheriffs Service Policy, sections of the Criminal Code, and the Deputy Sheriff Code of Conduct, plans, and coordinates a multi-team court security program and recommend alternate program delivery methods, policies and procedures.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to authorize overtime, approve staff travel, provide cost data for the Sheriff's budget.</p>	D	22.5

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7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to design the court facilities security systems.	F	43
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (32.5 FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage the court security program at 222 Main Street.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness to respond immediately to emergency situations and to intervene as necessary to restore order.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners during escort.	C	12
12	SURROUNDINGS Exposure to regularly abusive, unpredictable, and potentially violent prisoners and persons in custody.	B	4
13	HAZARDS Moderate exposure to hazards from regularly facing possible physical violence from inmates and persons in custody.	C	6

Total Points: 860

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