

Position: **Reference Job #DS07**

Ministry: Attorney General

Working Title: **Shift Supervisor, Escorts and Holding Cells**

Branch: Court Services

Level: Range 18

Location: New Westminster

NOC Code: 6461

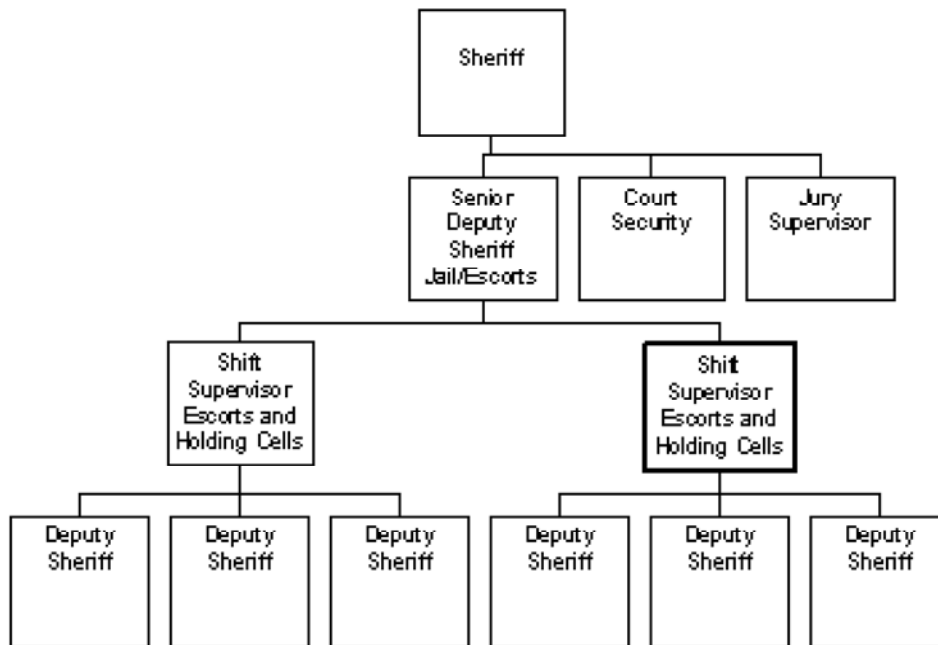
PRIMARY FUNCTION

To supervise a shift of Deputy Sheriffs who operate the holding cells at New Westminster Law Courts and to coordinate movement of prisoners and to supervise escort between 1700 hrs and 2030 hrs.

JOB DUTIES AND TASKS

1. Supervises the holding cell operation
 - a. ensures searches and booking in procedures are followed
 - b. maintains records and safe storage of prisoner effects
 - c. ensures proper segregation of prisoners such as protective custodies, federal, male, female, youth, adults, etc.
 - d. ascertains that the discharge of prisoners is done in a proper and lawful manner
 - e. imposes strict security measures on all visitors
 - f. maintains liaison with New Westminster City Police, RCMP, Correctional Centres, other Sheriff's Offices and Court registries
 - g. ensures proper staffing and restraints are provided and used in escorting prisoners to court
 - h. provides key control
2. Provides escort delivery by ensuring the safe and secure transportation of all custody persons and timely arrival in court
 - a. coordinates Vancouver and Fraser Regional escorts by making arrangements with provincial correctional centres, federal institutions, New Westminster Police, RCMP and Sheriff's Office to ascertain custody persons history and classification, security precautions and authority to escort
 - b. coordinates escorts out of Vancouver, Fraser Region and the Province
 - c. maintains daily escort records
 - d. ensures vehicles, weapons and equipment are in a good working condition and ensures proper segregation of persons in custody
 - e. issues firearms, batons and restraining equipment
3. Supervises 3 Deputy Sheriff positions in the holding unit
 - a. establishes work priorities, coordinates work flow, and trains staff
 - b. plans, organizes and checks work; authorizes overtime claims
 - c. provides technical and administrative advice for staff; ensures staff adhere to Deputy Sheriff Code of Conduct, legal standards, Court Services policies and procedures and Sheriff's Service procedures
 - d. evaluates employee performance, signs performance appraisal form, provides advice for improvement

- e. conducts disciplinary interviews and recommends disciplinary action when required
 - f. maintains and submits appropriate records, statistical data and inventories
 - g. looks into and reports on security breaches, and all complaints/occurrences
 - h. provides direction in emergency situations such as bomb threats, hostage taking, medical emergencies and fire emergencies; advises supervisor and the sheriff as soon as they are available (typically available for half of the shift)
 - i. recommends changes to sheriff policies, operating methods, procedures and standards as required
4. Performs other duties
- a. provides emergency backup to Deputy Sheriff staff
 - b. trains staff on the use of security systems to ensure the continuity and security of evidence



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Have a practical understanding of the Deputy Sheriff program and related legislation and policies to supervise an escort delivery service/holding cell shift.</p>	F	190
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of security situations and choose an approach using a combination of accepted Sheriff's Service procedures, techniques and equipment to ensure proper segregation of prisoners, to coordinate escorts and provide direction in emergency situations.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to apply various physical restraint techniques.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by Deputy Sheriff procedures and Code of Conduct, selects alternative course of action to supervise an escort delivery service/holding cell shift.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to authorize overtime of staff.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to advise and train workers on the use of security systems to ensure the continuity and security of evidence.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise Deputy Sheriffs, appraise employee performance and take disciplinary action (3 FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Considerable care and attention to supervise a shift of Deputy Sheriffs escorting dangerous individuals and operating holding cells while providing for the safety of others without recourse to supervisor for half of the shift.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Intense awareness to respond immediately to emergency situations regarding persons in custody.</p>	D	18
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to occasionally restrain prisoners and persons in custody.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to frequent direct involvement with upset, angry, demanding or unpredictable persons in custody.</p>	C	6
13	<p>HAZARDS</p> <p>Significant exposure to hazards from frequently working around prisoners and persons in custody who may react violently.</p>	D	9

Total Points: 643

Level: Range 18