

POSITION DESCRIPTION

Ministry of Attorney General

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|---|-------------------------------------|---------------------|---------|
| POSITION TITLE: | Deputy Sheriff | POSITION NUMBER(S): | Various |
| DIVISION: (e.g., Division, Region, Department) | Sheriff Service Division | | |
| UNIT: (e.g., Branch, Area, District) | Court Services Branch | LOCATION: | Various |
| APPROVED CLASSIFICATION | Deputy Sheriff 18 | CLASS CODE | |
| SUPERVISOR'S TITLE: | Sergeant, Staff Sergeant, Inspector | POSITION NUMBER | Various |
| SUPERVISOR'S CLASSIFICATION: | DS 21, DS 27, Band 3 | PHONE NUMBER: | |

PROGRAM

The Sheriff Service Division provides for the safety and security of the Criminal, Civil, Family and appellate courts of the province. This responsibility includes the court and court users, the public, and the safe, secure and humane treatment of persons in their care (pre and post remand). Sheriffs are also responsible for the safe and effective transportation of persons and their effects while in custody to and from the court and correctional and forensic centres throughout the province and for protecting people from harm. Sheriffs are defined as Peace Officers within the meaning of the Criminal Code of Canada. They are armed with weapons and force option tools and may be required to use necessary force in the execution of their duties. The Sheriff Service provides for the administration and operation of programs to all levels of Court, including Court Security, Escort of Prisoners, Detention of Prisoners, Jury Management, Document Service and Coroners' Inquests. The Sheriff Service creates, operationalizes and manages plans for the safety of all officials and users of courthouses through facility and security plans as well as operational plans for high risk, high security, and high public profile trials.

PURPOSE OF POSITION

The Deputy Sheriff is responsible for maintaining court and building security as well as providing for the safety of the judiciary, staff, court officers, accused/litigants, jurors and attending public. The position is also responsible for ensuring general order; controlling disturbances within the Courthouse; acting as the judges' liaison with counsel and other members of the court; managing members of the jury, serving Court documents and executing Court Orders involving arrest; and providing services to Coroners' Inquests. The position is also accountable for the safe and secure operation of courthouse holding cells for both staff and in-custodies and arranging for the transportation and transporting accused and convicted persons in custody.

Deputy Sheriffs, as Peace Officers, operate under the Criminal Code of Canada and the Sheriff Act. They are armed with weapons and force option tools and may be required to use necessary force in the execution of their duties to protect people from harm.

NATURE OF WORK AND POSITION LINKS

The Deputy Sheriff reports to a (Sergeant, Staff Sergeant, Inspector) and is responsible for providing security for the court, court buildings and court users and is regularly exposed to high risk and often violent situations requiring a high degree of judgement and decision making. In order to perform all duties in a secure and safe manner, the deputy sheriff must access and/or obtain sensitive information from restricted databases such as CPIC and BC Corrections' CORNET system.

The Deputy Sheriff maintains contact with:

- (Sergeant, Staff Sergeant, Inspector) to exchange information on day-to-day operations and incidents
- The Administrative Judge to exchange information on delays, irregularities and security concerns
- Senior officials of the federal and municipal police and correctional services; CPIC, CSIS on risk management and threat assessment concerns, such as security of individuals, movement of prisoners and other related Justice system issues are dealt with on a daily basis.
- Federal and Provincial Crown Counsel for the purpose of discussing courtroom arrests
- Colleagues dealing with technical procedural issues such as change of venue, and on administrative matters.
- Court Services Branch HQ or Ministry Headquarters staff for the purpose of policy interpretation or clarification and provision of operational information on periodical occasions.
- Centre Directors and managers of Correctional Agencies and other court locations to identify and resolve issues relating to risk assessment, transport and custody of prisoners.
- Justice System agencies (i.e., Legal Aid, Crisis Centres, Rape Relief Centres, Native Court Workers, M.A.D.D., Salvation Army, E. Fry, John Howard Society) for the purpose of dealing with the concerns and issues of each group.
- Members of the jury to provide security and oversight so they may fulfil their responsibilities
- Media and members of the public to ensure the orderly conduct of the operation of the court process

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Courthouse and Courtroom Security:

- a. Protects the safety of all users of a court facility, including members of the judiciary, courthouse staff, legal counsel, accused persons, parties to court proceedings, witnesses, jurors and members of the public
- b. Protects court facilities and property in court facilities
- c. Takes charge, following the Incident Command Protocol, of the safety and security of the public, court staff, judiciary etc. in all cases of emergency, such as bomb threats, riots, hostage taking, attempted escapes, violent incidents, fire alarms, medical emergencies, etc. and may act as incident commander or team leader under ICS
- d. Operates search gates and magnetometers and searches the public to ensure that weapons, drugs and other contraband are not taken into the Court facility and searches persons entering the courtroom, when deemed necessary
- e. Searches courtrooms/public areas (pre and post Court) for contraband/bombs etc.
- f. Removes disruptive persons from the courtroom/courthouse or takes them into custody at their discretion
- g. Arrests persons and carry out orders of the Court
- h. Implements operations' plan for high security/risk trials
- i. Takes persons into custody when sentenced or remanded

2. Ground and Air Escort:

i. Ground Escort Duties

- a. Escorts accused persons within a Court location, between BC Court locations, to and from police lock-ups, correctional institutions, forensic and other hospitals and to and from other jurisdictions such as Alberta
- b. Determines the security risk and classification of accused to ensure that proper security precautions are taken during escort
- c. Implements operational plan for high security/risk escorts
- d. Ensures that adequate security equipment is available and appropriate restraint measures are utilized
- e. As a Special Provincial constable pursuant to the Police Act performs high risk escorts using vehicle emergency equipment (red lights and sirens) in the public domain.

ii. Air Escort Duties:

- a. Coordinates the escort of accused and convicted persons on commercial and charter aircraft within BC and across Canada
- b. Determines the security risk and classification of accused from intelligence sources to ensure proper security precautions are taken
- c. Manages accused person's conduct and ensures security of escort during flight
- d. Completes trip sheets and other reports, as required.

3. Holding Cell Security:

- a. Searches and secures holding cells and booking area and ensures that a safe and effective lockup is maintained
- b. Admits and discharges prisoners
- c. Provides for medical care and health and welfare of persons in custody
- d. Collects court ordered DNA samples from in-custody persons and submits samples to Central DNA registry.
- e. Ensuring accurate, complete documentation accompanies all custodies
- f. Escorting prisoners/in custodies to and from interviews
- g. Physically checks occupied holding cells at irregular intervals, monitors prisoners and persons in custody through electronic monitoring equipment, and performs maintenance checks on equipment
- h. Responds to emergency situations (medical, security threats etc.), requires defensive tactics and uses appropriate levels of force
- i. Reports problems to supervisor and completing incident reports as necessary
- j. Collects and records statistical information
- k. Assists accused persons with funding assistance upon release
- l. Arranges prisoner clearances for release.

4. Jury Administration:

- a. Distributes Jury lists to appropriate persons (Defense, Crown, Court staff, Judge, etc.)
- b. Addresses the Jury Panel and advises them of Court procedures, including rules of handling exhibits
- c. Facilitates the in-court Jury selection process
- d. Provides oversight and security to the Jury while in court, during breaks or during deliberation to ensure their safety and to ensure no unauthorized parties come into contact with the Jury
- e. Escorts parties, as requested by the Court, to view scene
- f. Ensures security of exhibits (money, drugs, firearms, etc.) during deliberations
- g. Informs the Judge of Jury-related issues
- h. Provides oversight and security to sequestered Juries and arranges for meals and overnight accommodation as required, in order to maintain the integrity of the court process

5. Court Videoconferencing:

- a. schedules/confirms links with other sites
- b. operates equipment in the courtroom and at the Correctional facility
- c. assists accused person at the Correctional facility with the court process, as required

6. Document Service:

- a. Serves documents as required and returns the documents with a completed affidavit of service, or attempted service, within the allotted time frame
- b. Determines alternate methods of tracing addresses in order to effect service
- c. Reports any complaints received from lawyers, general public etc. to the supervisor and prepares critical incident reports when required

7. Executes In and Out of Court Arrests:

- a. Executes warrants for arrest, ensuring that proper warnings are given to person losing their freedom, and executes orders for committal
- b. Executes warrants issued from Small Claims Court and Family Court
- c. Executes Warrants of Committal and Child Apprehension Orders
- d. Arrests persons for contempt, on orders of Judge

8. Services to the Coroner:

- a. Provides Inquest security
- b. Calls witnesses and acts as Court Officer
- c. Escorts in-custody witnesses
- d. Coordinates the Jury Selection process
- e. Guards Jurors on breaks and, when sequestered, attending to their needs as required

9. Investigations:

- a. Conducts preliminary investigations and background checks with regard to Criminal Code and federal drug infractions which occur within the courthouse
- b. Analyzes data sources to assess risk for non-compliance and identifies appropriate staffing requirements
- c. Conducts or participates in investigations; gathers and secures evidence in accordance with recognized court practices, standards, and related information management requirements
- d. Interviews and takes statements from accused, witnesses and complainants
- e. Compiles evidence, prepares and documents detailed and comprehensive reports listing facts and drawing conclusions associated with the case for report to Crown Counsel
- f. Testifies on behalf of the ministry in court proceedings

10. Performs other duties:

- a. Protects the safety of participants in proceedings external to courthouses, including judges' events, tribunals, and the facilities where they are held.
- b. Maintains prisoner escort vehicles, to ensure safe operation
- c. Coordinates vehicle repairs through petty cash, credit cards and expense claims
- d. Participates in training and provides orientation sessions to school children etc. who visit Court
- e. Provides building security and security for visiting dignitaries
- f. Assists in training new Deputy Sheriff staff
- g. Assists other Court staff
- h. Completes and submits reports and statistical information
- i. Signs court orders and release documents
- j. On request, transporting visiting Judges
- k. Performs hospital guard duty of prisoners requiring medical care

FINANCIAL RESPONSIBILITY

Purchase gas and vehicle repairs through petty cash, credit cards and expense claims

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

| Role | # of Regular FTE's | # of Auxiliary FTE's |
|--|--------------------|----------------------|
| Directly supervises staff | | |
| Supervises staff through subordinate supervisors | | |

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

| Role | # of FTE's | Role | # of FTE's |
|--|------------|---|------------|
| Supervises students or volunteers <input type="checkbox"/> | | Provides formal training to other staff <input type="checkbox"/> | |
| Lead project teams <input type="checkbox"/> | | Assigns, monitors and examines the work of staff <input type="checkbox"/> | |

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

9 mm handgun, ammunition, Conducted Energy Weapon, batons, pepper spray, radio and cellular phones, soft body armour, physical restraint equipment, cell extraction equipment, security cameras, computer, facsimile machines, photocopiers and escort vehicles.

WORKING CONDITIONS

The position deals with unpleasant, upset, hostile, angry and potentially violent clients on escorts, in court, in the holding cells and on the street on a regular basis. The incumbent is required to identify, control and physically restrain hostile and dangerous behaviour.

WORK EXAMPLES

COMMENTS

PREPARED BY

| | | |
|-------|-------|--|
| NAME: | DATE: | |
|-------|-------|--|

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

| | | |
|-------|------------|-------|
| NAME: | SIGNATURE: | DATE: |
|-------|------------|-------|

SELECTION CRITERIA:

- 19 years or older
- Legally entitled to work in Canada (B.C. Sheriff Service requires that you be a Canadian citizen, a permanent resident, or a landed immigrant in Canada at the time you apply for this position)
- Grade 12 graduation or equivalent (e.g. Dogwood Diploma or GED)
- Completion of 2 post-secondary English or written communications courses with a minimum of 6 credits OR one of the below English language proficiency alternatives:
 - o Language Proficiency Index (LPI) (minimum essay score of Level 5)
 - o CELPIP General (minimum writing score of level 8)- CELPIP-General LS will not be accepted
 - o IELTS Academic/General (minimum writing score of 6.5)
- Valid Class 4 unrestricted B.C. Driver's License or equivalent from another province
- Standard First aid with CPR – C, or Occupational First Aid Level One, or [recognized equivalent](#).
- Preference may be given to applicants with experience in law enforcement or mental health work

Note: If the high school graduation, post-secondary degree, or post-secondary English courses are from an institution outside of North America, New Zealand, Australia, UK or Ireland, you will be required to have this credential verified by a designated organization. Please refer to the [IRCC website](#) for a list of designated organizations.

Permanent employment with the Sheriff Service Division is conditional upon the successful completion of Employer sponsored training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of statutes and regulations applicable to Sheriff Service Programs
- Knowledge of Sheriff Service Programs and the B.C. Courts and Justice system.
- Ability to communicate effectively, both orally and in writing.
- Ability to meet and communicate with the Judiciary, Crown Counsel, Police and general public in a tactful, professional, and courteous manner.
- Ability to work under pressure and organize workload to meet deadlines.
- Ability to control hostile and dangerous behaviour, requiring maturity and emotional stability.
- Ability to use various restraining devices, weapons, and TV security cameras.
- Ability to interact effectively with persons under difficult or stressful circumstances
- Ability to operate computers and related equipment, including basic proficiency with programs such as MS Word, Outlook etc.
- Ability to type at a minimum speed of 25 NET words per minute

PROVISOS:

- Must undergo enhanced security screening and a medical examination.
- Must undergo fitness test and meet minimum entry standards of physical fitness (SOPAT).
- May be required to travel by various modes of transportation including ground and air.
- May be required to use deadly force to protect the lives and safety of others and oneself
- Will be required to complete annual firearm qualification process.

COMPETENCIES

Teamwork and Cooperation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Initiative involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

Integrity refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.

Self-Control is the ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Problem Solving/Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Commitment to Continuous Learning involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

Concern for Image Impact is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.

Organizational Commitment is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

Respected by Others refers to the degree to which a person has, through their performance in the organization, acquired a high degree of trust and respect among their peers, supervisors, and partner organizations. This translates into fitting into the organizational culture without compromising personal values or beliefs.

