

Position: **Reference Job #CR14**

Ministry: Attorney General

Working Title: **Electronic Monitoring Program Officer**

Branch: Corrections

Level: Range 14 (Paid Range 15 per 14th Master.)

Location: North Island

NOC Code: 6462

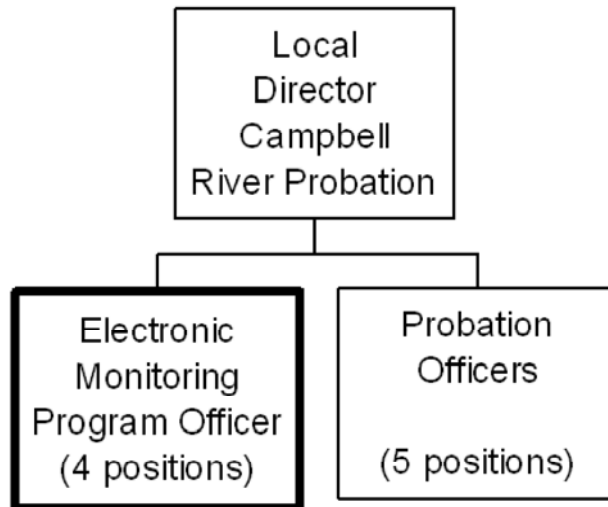
PRIMARY FUNCTION

To monitor offenders on the electronic monitoring program (EMP).

JOB DUTIES AND TASKS

1. Completes community assessments
 - a. interviews offenders, their family members and their employers
 - b. conducts criminal activity background checks through various justice system agencies
 - c. examines previous incarceration history
 - d. confirms that offenders' homes are compatible with EMP equipment
 - e. liaises with probation officers
2. Provides case management services to offenders
 - a. liaises with community service organizations which provide employment, education, or remedial opportunities as part of developing individual case management plans
 - b. designs individualized case plans and temporary absences; determines program needs (substance abuse counselling, community work service, psychological counselling, etc.); determines appropriate community activities according to Temporary Absence conditions
 - c. assists offender to complete parole application
 - d. assesses offenders progress; maintains progress log entries and computer files maintain progress log entries and computer files
 - e. counsels offenders on how to obtain EMP suitability and motivates to cooperate with sentence plan
 - f. recommends changes to temporary absence (TA) and parole conditions
3. Controls offenders on EMP
 - a. orients offender re: rules, regulations and conditions of temporary absence
 - b. installs EMP equipment in offender's residence and attaches monitoring device to offender
 - c. performs checks in person, or by telephone, at offender's residence, workplace, or other assigned location
 - d. checks to ensure temporary absence, bail or parole conditions are met; looks into suspected violations; suspends TA, apprehends offender and returns to secure custody as required; appears at disciplinary hearings or for court purposes
 - e. monitors alarm system and responds to alarms
4. Performs other duties

- a. monitors EMP equipment operation and inventory; repairs or arranges for repairs
- b. operates, maintains, arranges repairs for government vehicle
- c. liaises with various justice system agencies, community groups, correctional centre staff and conducts EMP presentations as requested
- d. assists in recruitment, orientation and on-the-job training of new EMP officers
- e. calculates and collects fine payments, balance amounts
- f. responds to emergency situations such as attacks; applies physical restraint techniques to control offender



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to design individualized case management plans for offenders and monitor and assess their progress.</p>	F	190
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of the needs and behaviour of the offenders and choose an approach using accepted corrections procedures to develop individualized case management plans, assess progress and refer appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use counselling skills to interview offenders and their families to determine suitability for EMP, counsel them on how to attain suitability and motivate the offender to follow sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to apply physical restraint techniques to control offender.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general correctional procedures or instructions, selects alternate course of action to develop individualized case plans, determine level of control over the offender and assess progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to calculate and receive fine payments and balance amounts.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to monitor and maintain security alarm systems.	D	22.5
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to new EMP officers on procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide enforcement services to ensure security of offenders, staff and public.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to frequently observe offenders' behaviour to prevent life threatening situations such as attacks.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain offenders during altercations.	C	12
12	SURROUNDINGS Exposure to regular involvement with unpredictable offenders.	B	4
13	HAZARDS Moderate exposure to hazards from frequently driving to check on offenders on electronic monitoring program at the home or workplace.	C	6

Total Points: 603

Level: Range 14

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