

**TITLE: DEPUTY SHERIFF**

**CLASSIFICATION: DEPUTY SHERIFF 18**

**MINISTRY: JUSTICE**

**WORK UNIT: COURT SERVICES**

**SUPERVISOR TITLE: MANAGER, SHERIFFS**

**SUPERVISOR POSITION #: VARIOUS**

### **JOB OVERVIEW**

*To provide for the public safety, security and integrity of the courts of BC and participants in the judicial system. Deputy Sheriffs are peace officers under the Criminal Code of Canada and Sheriff Act, and have Special Provincial Constable status while on duty in exigent circumstances.*

### **ACCOUNTABILITIES**

Required:

- Ensures the safety of all users of court facilities, including members of the judiciary, courthouse staff, legal counsel, accused persons, witnesses, jurors and members of the public.
- As a first responder, assumes command following the Incident Command Protocol in all cases of emergency (e.g., fire, active lethal threats, bomb threats, hostage taking, attempted escapes, etc.) and may act as incident commander under the Incident Command System.
- Implements operational plans for high security, high profile, high risk trials or organized crime trials and witness protection, often in conjunction with police/law enforcement agencies.
- Protects court facilities/property and investigates incidents of wilful damage, theft, etc. or other infractions by gathering and securing evidence, taking statements, completing Crown Counsel reports, liaising with police and testifying in court, if necessary.
- Operates search gates and magnetometers and searches the public and courtrooms/public areas to ensure that weapons, drugs and other contraband/prohibited items are not taken into Court facility.
- Arrests or removes disruptive persons from the courtroom/courthouse in accordance with the Criminal Code and other Federal Statutes (e.g. assault, breach of the peace, drugs, weapons).
- Arrests persons and takes persons into custody when sentenced or remanded.
- Collects court ordered DNA samples from in-custody persons and submits to RCMP DNA registry.
- Interprets all of the court documents that relate to release, conditional release, arrest, warrants, remand, forfeiture, appearances, and DNA requirements.
- Provides ground and air escort to accused persons.
- Determines the security risk and classification of accused in conjunction with the Sheriffs Integrated Threat Assessment Unit (ITAU), CORNET (BC Corrections), and completes a full risk assessment.
- Completes ongoing "risk assessments" to determine appropriate deployment/use of force strategies.

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- Under the Fugitive Return Program, escorts higher risk prisoners to jurisdictions outside of B.C. and escorts Youth Females to/from various institutions, police lockups and remand centres in BC.
- Manages prisoners in the holding cells.
- Searches and secures holding cells and booking area and admits and discharges prisoners.
- Ensures accurate, complete documentation accompanies all custodies.
- Monitors prisoners, intervening using verbal skills, de-escalation techniques, defensive tactics and appropriate “use of force levels” (e.g., assault/resist, damaging cells, mental health, drugs/alcohol).
- Coordinates jury administration and facilitates the in-court jury selection process.
- Distributes jury lists, ensures criminal record checks are conducted, advises jury of Court procedures.
- Provides oversight and protection to the jury and ensures security of exhibits during deliberations.
- Ensures expenses are monitored, recorded, and reconciled as per the Jury Act and verifies, as Qualified Receiver, for payment by the Expense Authority.
- Provides other services to the Courts.
- Coordinates court videoconferencing program with other facilities, operating equipment and assisting accused person at the Correctional facility with the court process, as required.
- Serves documents and executes warrants.
- Provides protection/public safety services to the Coroner, special Court hearings/sittings or events.
- Performs other duties such as monitoring and maintaining electronic equipment; purchasing gas or vehicle repairs through petty cash/credit cards, etc.; completing and submitting reports/statistical information; and signing court orders and release documents.

#### **TOOLS AND 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.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- 19 years or older
- Legally entitled to work in Canada (B.C. Sheriff Service requires that you be a Canadian citizen or a Permanent Resident of Canada at the time you apply for this position)
- Grade 12 graduation or equivalent\*, as defined:
  - o High school diploma (e.g. Dogwood Diploma B.C.); or
  - o Adult graduation diploma (e.g. Adult Dogwood B.C.); or
  - o GED certificate obtained between 1973 and 2014; or
  - o Graduation with a university degree or two year post-secondary diploma from an accredited institution (one-year diplomas will not be accepted)
- 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:
  1. Language Proficiency Index (LPI) (minimum essay score of Level 5)
  2. CELPIP General (minimum writing score of level 8 - CELPIP-General LS will not be accepted)
  3. IELTS Academic or General (minimum writing score of 6.5)

\*Note: English Additional/Second Language (EAL/ESL) courses do not meet the requirement.

- Valid Class 4 unrestricted B.C. Driver's License\* or equivalent from another province (with no prohibitions/suspensions, and a maximum of 9 demerit points on a 5-year driver's abstract)

\*Note: It is highly recommended that you book this test as soon as possible as testing dates are limited with ICBC.

- Preference may be given to applicants with experience in law enforcement and/or experience/training in mental health situations.
- Preference may be given to applicants who have trained and qualified in Use of Force and Pistol (re)certifications within a Canadian law enforcement agency in the past 24 months.

### **KNOWLEDGE**

- Knowledge of statutes and regulations applicable to Sheriff Service Programs
- Knowledge of Sheriff Service Programs and the B.C. Courts and Justice system

### **SKILLS AND ABILITIES**

- Ability to communicate effectively, both orally and in writing.
- Ability to interact with person under difficult or stressful circumstances;
- 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.

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- Ability to use various restraining devices, weapons, and TV security cameras.
- Ability to operate computers and related equipment.

**PROVISOS**

- Must be 19 years of age or older.
- Must undergo background checks and medical examination.
- Must undergo fitness test and meet minimum entry standards of physical fitness.
- Must meet suitability requirement for appointment as Special Provincial constable pursuant to the Police Act.
- May be required to work shift work.
- May be required to travel by any mode of transportation.
- Will be required to complete annual firearm qualification process.
- May be required to work in other geographic areas.
- May be required to travel out of Province.
- Permanent employment with the Sheriff Service Division is conditional upon the successful completion of employer sponsored training.

## BEHAVIOURAL 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.
- **Cultural Agility** Cultural agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.