



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	HEAD JAIL GUARD	<u>SCHEDULE:</u>	C
<u>DIVISION:</u>	POLICE SUPPORT SERVICES	<u>PAYGRADE:</u>	9
<u>DEPARTMENT:</u>	COMMUNITY SERVICES & PUBLIC SAFETY		

JOB SUMMARY:

The Head Jail Guard is responsible for the guarding and care of persons detained at the RCMP Detachment pending hearing, return to parents or transfer to correctional/penal institute. The incumbent is responsible for supervising other guarding staff, preparing work schedules and completes various documentation related to prisoners. He/she ensures the cleanliness of jail cells and the guard room. The incumbent may be exposed to violent or hostile individuals, and may be exposed to unpleasant working conditions and various body fluids in their course of their duties. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under general supervision of the Assistant Manager, Police Support Services:

Supervises other guarding staff by:

- monitoring work flow and setting priorities;
- developing recommendations for improved processes, employee training and work efficiencies;
- advising guarding staff of changes to operational procedures and ensuring that all procedures are followed;
- providing guidance to guarding staff on less routine issues;
- orienting, training, coaching and providing leadership to guarding staff;
- presenting current training processes and procedures to both internal and external stakeholders as required;
- advising Supervisor of staffing needs, particularly in regards to irregular part-time guards;
- assisting with hiring, evaluation, development, and conducting performance planning and reviews;
- preparing the Guard Room shift schedule and arranging for coverage as required;
- checking and approving timesheets;
- reviewing guards' documentation to ensure compliant with policy;
- soliciting input from staff and facilitating problem resolution; and
- preparing and recording vacation schedules and timesheets.

Provides guarding support to the RCMP Detachment by:

- searching prisoners for weapons, cigarettes, drugs and other harmful articles;
- removing personal effects from prisoner, recording details and placing effects in locker until prisoner is released;

- performing regular checks on cells to ensure well-being of prisoners and maintains records of prisoner checks;
- maintaining a register of all prisoners held in custody and records date/time of release;
- preparing a list of prisoners appearing in Court for collection by the Court Officer;
- maintaining a variety of records related to prisoners, and preparing a variety of forms and reports as required;
- cleaning cell block area, cells and office;
- responding to enquiries regarding prisoners from Peace Officers, RCMP members, external partners and members of the general public.

QUALIFICATIONS:

Education: High school graduation.

Experience: A minimum of three years of relevant experience, including one year experience as a guard and at least one year of supervisory experience. A Level 1 First Aid certificate and training in cardiopulmonary resuscitation and the automated external defibrillator (AED) is also a requirement. Completion of formal supervisory skills training is considered an asset.

Knowledge and Skills: Ability to monitor all prisoners to ensure their security and well being. Exceptional ability to self-motivate and to function with minimum direction and supervision. Ability to train, supervise, lead and evaluate staff. Demonstrated judgment and problem solving abilities. Ability to exercise patience and deal effectively with inebriated and/or unruly persons. Sufficient physical strength to perform the required duties. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with representatives of other organizations and agencies, and the general public. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Ability to complete required forms and logs and other written communications. Considerable knowledge of occupational hazards, and safety procedures. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Strong organizational and time management skills. Excellent verbal and written communication skills. Demonstrated competence with computer programs related to the work. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: No
Vehicle Usage: No
Police Information Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Enhanced Reliability Status.

Prepared by: Ken Corrigan, Rae-Ann Emery
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