



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>JAIL GUARD</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>POLICE SUPPORT SERVICES</b>	<b><u>PAYGRADE:</u></b>	<b>7</b>
<b><u>DEPARTMENT:</u></b>	<b>COMMUNITY SERVICES &amp; PUBLIC SAFETY</b>		

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## **JOB SUMMARY:**

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 completes various documentation related to prisoners and ensures the cleanliness of jail cells and the guard room. Performs related duties as required. The incumbent may be exposed to violent or hostile individuals, and may be exposed to unpleasant working conditions and various body fluids in the course of their duties.

## **MAJOR RESPONSIBILITIES:**

**Under the supervision of the Head Guard:**

**Provides guarding support to the RCMP Detachment by:**

- Assisting with removing personal effects from prisoner, recording details and placing effects in locker until prisoner is released;
- running prisoner profiles on CPIC;
- 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 and members of the general public; and
- assisting with searching prisoners for weapons, cigarettes, drugs and other harmful articles, if required.

## **QUALIFICATIONS:**

**Education:** High school graduation.

**Experience:** Some experience indicating the ability to effectively guard individuals. A Level 1 First Aid certificate with training in cardiopulmonary resuscitation and the automated external

defibrillator (AED) is also a requirement. Formal training in conflict resolution or dealing with hostile individuals.

**Knowledge and Skills:** Exceptional ability to self motivate and to function with minimum direction and supervision. Demonstrated judgement and problem solving abilities. Ability to exercise patience and deal effectively with inebriated and/or unruly persons. Ability to deal with unpleasant working conditions. 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. Ability to contribute to, and work within, a proactive team environment. Ability to use a computer to maintain records. . 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 Reliability Status.

Prepared by: Ken Corrigan, Rae-Ann Emery  
Date prepared: August 2002  
Date revised:  
Revised by: