

## **CITY OF FORT ST. JOHN POSITION DESCRIPTION**

**Class Title:** Guard  
**Department:** R.C.M.P.  
**Date:** October 2006

### **NATURE OF WORK**

This position involves the safekeeping of prisoners under the general supervision of the R.C.M.P. Duties include admitting, guarding and releasing prisoners as directed and in accordance with established policy.

This person in this position works shift work year round with frequent exposure to verbal abuse and a remote possibility of injury if a prisoner were to attempt an escape. An average degree of mental concentration and physical effort is required. All guards must, as a condition of employment, meet all objectives of the Guard Training Manual, including First Aid and Cardio-Pulmonary Resuscitation training objectives.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Office Manager and OPS Support NCO.

### **SUPERVISION EXERCISED**

On occasion, may assist in the training of temporary or junior employees in department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conducts frequent checks and guards prisoners in cell block area ensuring their security and safekeeping in accordance with established policy and procedures.

Assists in the admittance and release of inmates in the presence of police personnel or sheriff; checks and locks up personal property.

Takes fingerprints as required; arranges for professional assistance on behalf of the prisoners as directed.

Maintains detailed records of prisoner checks, meals served, medications dispensed and cellblock activity.

Releases prisoners and property as directed by police officer or sheriff.

Heats previously prepared meals and serves meals to prisoners and ensures that the inventory of meals is maintained as required. Reports any refusals of meals.

Under the direct observation of police personnel, escorts prisoners from cell to interview and visiting rooms and returns prisoners to cells.

May be required to give evidence in court.

Assists in preparation of a variety of monthly statistical reports and other records.

May be required to input data and produce documents utilizing the Computer Assisted Book In System (CABS) or other computer programs.

Performs basic janitorial duties and general office procedures (e.g.; shredding of confidential documents) if the cellblock areas are unoccupied as per policy.

Arranges for cleaning of blankets and towels; orders guardroom supplies and ensures cleanliness of the entire cell complex.

Performs a cell search before and after prisoner use to ensure no damage or vandalism has occurred and reports to Office Manager or Watch NCO on duty if anything detected.

Performs related guard work as required in the cellblock area and as per Policy Guidelines (HQ, Division and Unit).

Must be fully conversant with all policy guidelines (HQ, Division & Unit) relative to guard duties.

May serve on various employee or other committees.

### **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS**

Grade 12 or GED equivalent.

Federal R.C.M.P. Enhanced Security Clearance

Valid Level I First Aid & CPR Level A certificate (once employed, ability to successfully complete the RCMP Tac Med First Aid Course and any related refresher training)

Working knowledge of security protection practices and/or related departmental experience and knowledge.

Valid Class 5 BC Driver's License.

WHMIS

### **REQUIRED KNOWLEDGE, ABILITY AND SKILL**

Ability to understand and follow written and oral instructions.

Ability to efficiently utilize two-way radio.

Ability to be tactful, courteous, diplomatic and persuasive particularly in difficult and sensitive situations.

Ability to present a neat appearance.

Ability to work independently with minimal supervision.

Ability to adapt to changing priorities; ability to evaluate situations and exercise sound judgment to make decisions in emergency and non-emergency situations.

Experience operating within windows based computer applications.

Excellent interpersonal skills; ability to maintain professional working relationships with members of the public and other staff members.

Ability to communicate effectively both verbally and in written form.

Ability to work shift work.

## **TOOLS AND EQUIPMENT USED**

Tools and equipment are consistent with duties related to the guard functions. Tools and equipment may include, but are not limited to: computer equipment, telephone/paging system, two-way radio system, and photocopier and other equipment as required in the course of the duties.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to walk, stand, and sit for long periods of time, and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, and smell.

The employees must occasionally lift and or move up to 25 kg. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an environment that is indoors with constant interruptions and various deadlines. Noise levels vary and employee may occasionally work in wet and/or humid conditions and be exposed to toxic chemicals.

## **GENERAL**

This is a position within the BC Government Service and Employee's Union. Formal application, rating of education and experience; oral interview and reference check, job related tests might be required.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.