



## **JOB DESCRIPTION**

**TITLE:** PRISONER GUARD

**DEPARTMENT:** Police Services

**LEVEL:** 6

**Position Last Evaluated:** Dec 2014

**Job Desc. Last Updated:** Feb 2023

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### **JOB SUMMARY**

Reporting to the Manager, Police Support Services, and under the general supervision of the RCMP Watch Commander, the incumbent is responsible for ensuring the security and safety of prisoners in accordance with RCMP and City policies and procedures, including receiving and booking of prisoners, receiving, safekeeping, and returning prisoner's effects, entering data into computerized prisoner booking and maintenance systems, completing forms, photographing prisoners, monitoring prisoners on CCTV systems and by direct observation, feeding prisoners as required, cleaning cells and cell block, and other related duties. The incumbent will liaise with RCMP Regular Members, Sheriff's Services, Crisis Response Team, and others as it relates to prisoner coordination and status. Whenever possible, when not interfering with regular duties, the incumbent assists in other areas of the Detachment.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Assists Regular Members with their duties including receiving prisoners arrested or held in lawful custody, receiving, safekeeping, and returning prisoner's effects, entering appropriate information into computerized prisoner booking and maintenance systems, producing required forms and documents, photographing prisoners, and releasing or transferring prisoners to another authority/agency.
2. Assists Regular Members preparing photo line-up and controlling unruly prisoners.
3. Monitors security, safety, and well-being of prisoners, arranges/coordinates prisoner telephone calls, maintains prisoner log book, keeps Watch Commander informed of prisoner issues and status, and attends to personal needs of prisoners including preparation and serving of meals, providing access to prescribed medications, etc.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

4. Supervises cell block visitors and tours, ensuring the security and safety of staff, prisoners, and visitors is maintained at all times.
5. Secures prisoner's personal effects and ensures their return upon release.
6. Maintains cell block supplies and liaises with Detachment administration to replenish stock.
7. Performs custodial duties to ensure the entire cell block is maintained to the highest health and safety standard.
8. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the structure of the RCMP and its relationship with other Federal and Provincial Departments and Municipal Administration.

Basic ability to operate a computer workstation in a networked environment.

Ability to perform data entry functions into computerized prisoner booking and maintenance systems (including use of specialized police booking software and MS Excel).

Ability to communicate with courtesy and tact in obtaining and/or handing out data or information.

Ability to work various shifts in order to meet the requirements of a 24-hour operation with minimum supervision.

Ability to react quickly to demanding situations.

Must have sufficient physical strength and agility to assist members in handling prisoners.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12.

Minimum of 3 months' related experience.

Or an equivalent combination of education and experience.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.**

WorkSafeBC Basic First Aid or higher.

Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.