

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

Class Title: Guard
Department: R.C.M.P.
Date: November 2024

NATURE AND SCOPE OF WORK

The Guard is responsible for the safeguarding of prisoners and their personal effects while adhering to all safety and security policies and protocols.

Given the nature of the environment, the Guard may experience frequent exposure to verbal abuse and disturbing activities with a remote possibility of injury if needed to assist in protecting the physical safety of a law enforcement officer. An average degree of mental concentration and physical effort is required.

Overnights and Shift Work is required.

SUPERVISION RECEIVED

Works under the general supervision of the RCMP Support Manager, Detention Facility Supervisor, OPS Support NCO and/or Watch NCO

SUPERVISION EXERCISED

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

KEY RESPONSIBILITIES

- Conducts frequent physical checks and monitors prisoners in cell block areas, ensuring their security and well-being in accordance with established policies and procedures.
- Assists in the book-in and release of prisoners in the presence of police personnel or sheriff; checks and locks up prisoner property.
- Must document, with complete accuracy, all information related to securing prisoner medication and subsequent dispensing to prisoners as required in accordance with established procedures.
- Must conduct self in a professional manner at all times with all manner of audiences.
- May take fingerprints as required
- Arranges for professional assistance on behalf of the prisoners, as directed.
- Must maintain detailed handwritten, professional, factual and accurate records of prisoner checks, meals served, medications dispensed, calls made and all other cellblock activity.
- Records must relay information in a clear and concise legible manner.
- Releases prisoners and property as directed by police officer or sheriff.
- Heats prepared meals and serves meals to prisoners as well as providing other food and beverage items. Documents any refusals of meals.
- Ensures that the inventory of meals and supplies is maintained and shortages reported to a

supervisor.

- May be required to give evidence in court.
- May assist in preparation of a variety of monthly statistical reports and other records.
- May be required to input data and produce documents utilizing Intellibook or Keep of Prisoners, or other computer programs.
- Performs janitorial duties and general office procedures (e.g.; shredding of confidential documents)
- Performs cleaning of blankets and towels 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 a supervisor 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.
- Contributes to a positive work environment by modelling a respectful workplace as per City policy.
- Complies with the Department safety program and ensures that all WorkSafe BC and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants.
- Complies with all department, City of Fort St. John, and Provincial legislation, policies and procedures and works within assigned budgets.
- Additional duties as assigned.

PERFORMANCE FACTORS

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY AND SKILL

- Grade 12 or GED equivalent
- Basic Security Training Certificate of Completion
- Ability to obtain R.C.M.P. Enhanced Reliability Security Clearance
- Valid Level I First Aid & CPR Level A certificate
- Working knowledge of security protection practices and/or related departmental experience and knowledge.
- Ability to understand and follow written and oral instructions.
- Ability to efficiently and professionally utilize two-way radio.
- Ability to be tactful, courteous, diplomatic and persuasive, particularly in challenging and sensitive situations.
- 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 with experience in clinical/observational note taking

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, washer/dryer, power washer 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, listen, communicate, and effectively relay information. 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.

A pre-employment physical assessment is required for all new employees and will be paid for by the employer.

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

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the

position.

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

This is a position in the BC General Employee's Union.