

Ministry: Attorney General
Branch: Court Services
Location: Nelson

Working Title: **Deputy Sheriff**
Level: Range 13 (Paid Range 15 as per 14th Master)
NOC Code: 6461

PRIMARY FUNCTION

To provide sheriff services to the court.

JOB DUTIES AND TASKS

1. Provides sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court) following Court Services policies and legal standards
 - a. escorts accused persons, calls persons into court, calls court to order and secures/transport exhibits
 - b. searches courtrooms and public areas for contraband and weapons
 - c. takes persons into custody, conducts arrests and searches
 - d. monitors holding areas, public areas, and courtrooms, etc.
 - e. responds to all cases of emergency; resolves hostile situations
 - f. keeps order in the court and protects and escorts witnesses, judges, court workers, persons in custody and the public

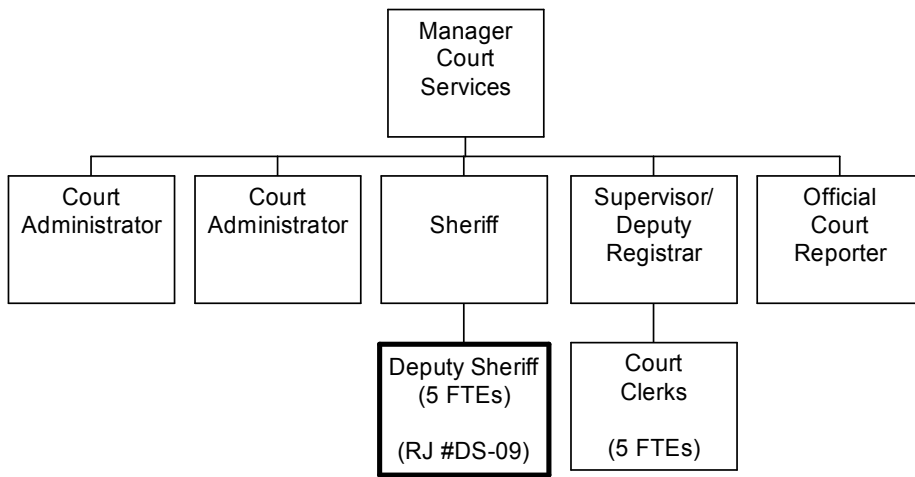
2. Provides security in the holding cell area
 - a. searches and secures holding cells and booking area; admits and discharges prisoners
 - b. ensures that accurate, complete documentation is prepared and accompanies persons in custody
 - c. monitors prisoners and persons in custody through electronic monitoring equipment; performs maintenance checks on equipment; checks holding cells at regular intervals
 - d. arranges for and serving meals to those in custody and oversees the provision of prescription/legal medication
 - e. responds to emergency situations; applies physical restraint techniques using Safety Defensive Tactics as required; writes occurrence reports and collects statistics

3. Provides sheriff services to assist the supreme court jury process utilizing an automated system
 - a. arranges for interpreters or other special needs and provides comforts to the jury
 - b. maintains assigned divisions for the selection of juries, monitors returns, grants exemptions, prepares documentation for the selection process and coordinates the jury selection process
 - c. addresses the jury panel to advise them of court procedures
 - d. guards the jury while in court, during breaks or during deliberations to ensure their safety and to ensure that no authorized parties come in contact with the jury

4. Serves documents and executes court orders
 - a. checks documentation received for service to ensure the document is valid and complete
 - b. determines alternate methods of tracking addresses
 - c. serves documents, seizes motor vehicles' license plates, executes orders of committal and warrants of arrest, and apprehends children

5. Arranges for the movement of prisoners and/or persons in custody
 - a. escorts accused persons within a court location, between court locations, institutions, police lock-ups, other jurisdictions, etc.
 - b. secures prisoners' valuables/effects and ensures that the required documentation is available
 - c. coordinates escorts with other agencies (i.e. crown, police, other Sheriff's offices, etc.)
 - d. determines the security risk and classification of escort to ensure that security precautions are taken

6. Performs other duties such as providing Sheriff services to the coroner and coroner's court, maintaining vehicles by purchasing gas and vehicle repairs through petty cash, credit cards and expense claims



REASON FOR CLASSIFICATION

Reference Job #DS-09

Job Title: Deputy Sheriff

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of Sheriff's Services to provide, as an Officer of the Court, security to the court and execute court orders.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess known security requirements and choose an approach using a combination of accepted Sheriff's service procedures, techniques and equipment to respond to security situations in the court environment.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to communicate with prisoners, victims of crimes and witnesses to maintain order and resolve hostile situations.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Court Services procedures selects alternative courses of action to maintain order in the court and to deal with court security situations.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to purchase gas and vehicle repairs through petty cash, credit cards and expense claims.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to monitor and maintain electronic monitoring systems.</p>	D	22.5

REASON FOR CLASSIFICATION

Reference Job #DS-09

Job Title: Deputy Sheriff

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.</p>	A	5
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide security services to judge, court workers, witnesses, public and prisoners/persons in custody.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to respond to emergency situations during escort, in holding cells and in court.</p>	D	18
11	<p>PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners and persons in custody.</p>	C	12
12	<p>SURROUNDINGS Exposure to direct contact with unpredictable, abusive, angry prisoners and persons in custody almost always.</p>	D	9
13	<p>HAZARDS High level of exposure to hazards from almost always being exposed to the possibility of physical violence from prisoners and persons in custody while in courtroom or while in vehicle on escort duties.</p>	E	12

Total Points: 516

Level: Range 13

Paid Range 15 as per 14th Master.

JOB DESCRIPTION

Reference Job #DS-06

Ministry: Attorney General
Branch: Court Services
Location: Vancouver - 222 Main

Working Title:
Level:
NOC Code:

Shift Supervisor, Escorts
Range 18
6461

PRIMARY FUNCTION

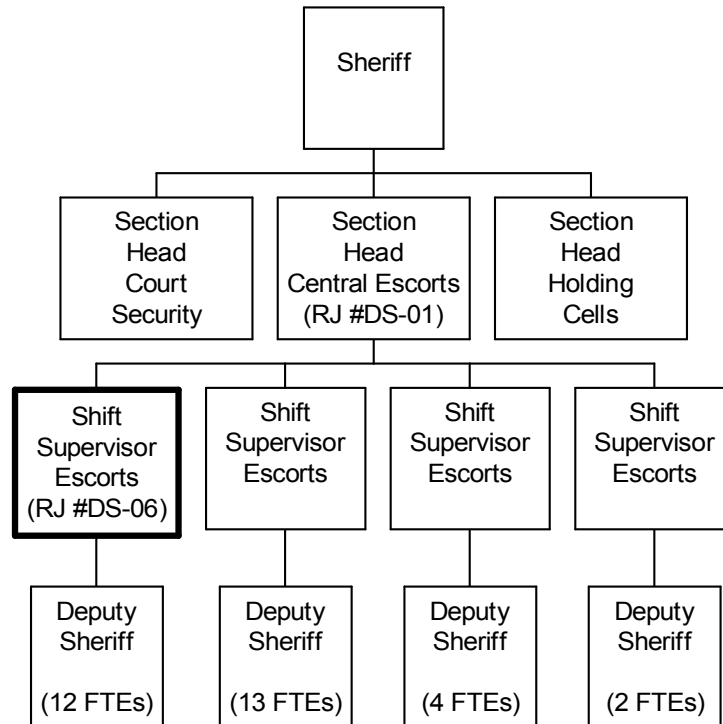
To supervise a shift of Deputy Sheriffs who deliver and return prisoners and/or persons in custody to Vancouver and fourteen Fraser Valley Court locations.

JOB DUTIES AND TASKS

1. Directs the delivery and return of persons in custody to fourteen Vancouver and Fraser Valley Court locations from anywhere in British Columbia or Canada
 - a. assigns escort routes, schedules work assignments, annual leaves, leaves from training, flights, out of town escorts, auxiliary usage
 - b. assigns a training Deputy to a new Deputy Sheriff escort staff member for the orientation period, and obtains feedback on performance to ensure that the new Deputy is being adequately trained for the position
 - c. ensures that all escorts performed comply with the appropriate legislation and/or Court Services Policy and Procedure and are conducted in a safe and secure manner at all times
 - d. issues appropriate restraints and weapons
 - e. trains new dispatchers when required
 - f. completes the performance appraisal at the end of the review period; interviews the employee to discuss the appraisal and expectations for the next review period; takes disciplinary action when required
 - g. takes corrective action or ensures that appropriate disciplinary action is taken when required
 - h. provides expertise and assistance to staff when dealing with unusual situations or extremely difficult or hostile persons
 - i. ensures staff adhere to the relevant Deputy Sheriff Code of Conduct, legal standards, Court Services policies and procedures, and Sheriff's Service procedures and that the collective agreement is correctly interpreted
 - j. monitors workloads, projects staffing requirements, monitors FTE usage, to ensure effective utilization of staff
 - k. approves overtime claims of escort staff
 - l. trains escort staff on the use of security systems to ensure the continuity and security of evidence
 - m. coordinates arrangements for extreme risk escorts
2. Performs duties to ensure the timely safe and secure delivery and return of persons in custody to Courts in the Vancouver, Vancouver Law Courts and Fraser Valley Regions (3 Court's Regions)
 - a. provides direction in emergencies and advises the Supervisor and the Sheriff as soon as they are available (typically available for half of the shift).
 - b. arranges escort with Court Services staff, police departments, Corrections staff, travel agents, including air escorts
 - c. discusses Escort Program effectiveness and efficiency with Provincial and Federal police departments, Corrections staff and Court Services staff
 - d. ensures that occurrence and accident reports are completed, liaising with ICBC or Ombudsman Office when required.
 - e. records and compiles pertinent statistics
 - f. maintains a current inventory of firearms, equipment and supplies in the Escort section and re-orders as required
 - g. schedules regular maintenance and repairs for a fleet of 18 vehicles as required, maintaining accurate records, and advising the Senior Deputy when major repairs and replacements are required
3. Performs other duties
 - a. provides emergency backup to escort staff

ORGANIZATION CHART

Reference Job #DS-06



REASON FOR CLASSIFICATION

Reference Job #DS-06

Job Title: Shift Supervisor, Escorts

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of the Deputy Sheriff program and related legislation and policies to supervise an escort delivery service shift.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of security situations and choose an approach using a combination of accepted Sheriff's Service procedures, techniques and equipment to respond to emergencies and direct the delivery and return of persons in custody.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restrain techniques.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Deputy Sheriff procedures, and Code of Conduct, selects alternative course of action to supervise an escort delivery shift.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime of staff.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to advise and train workers on the use of security systems to ensure the continuity and security of evidence.</p>	E	33

REASON FOR CLASSIFICATION

Reference Job #DS-06
Job Title: Shift Supervisor, Escorts

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Deputy Sheriff escort staff, appraise employee performance and take disciplinary action (12 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to supervise a shift of Deputy Sheriffs escorting dangerous individuals while providing for the safety of others without recourse to supervisor for half of the shift.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness to respond immediately to emergency situations regarding prisoners or persons in custody.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners and persons in custody during escort.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset, angry, demanding or unpredictable prisoners or persons in custody.	B	4
13	HAZARDS Moderate exposure to hazards from regular exposure to possible physical violence from prisoners and persons in custody.	C	6

Total Points: 641

Level: Range 18

JOB DESCRIPTION

Reference Job #DS-07

Ministry:	Attorney General	Working Title:	Shift Supervisor, Escorts and Holding Cells
Branch:	Court Services	Level:	Range 18
Location:	New Westminster	NOC Code:	6461

PRIMARY FUNCTION

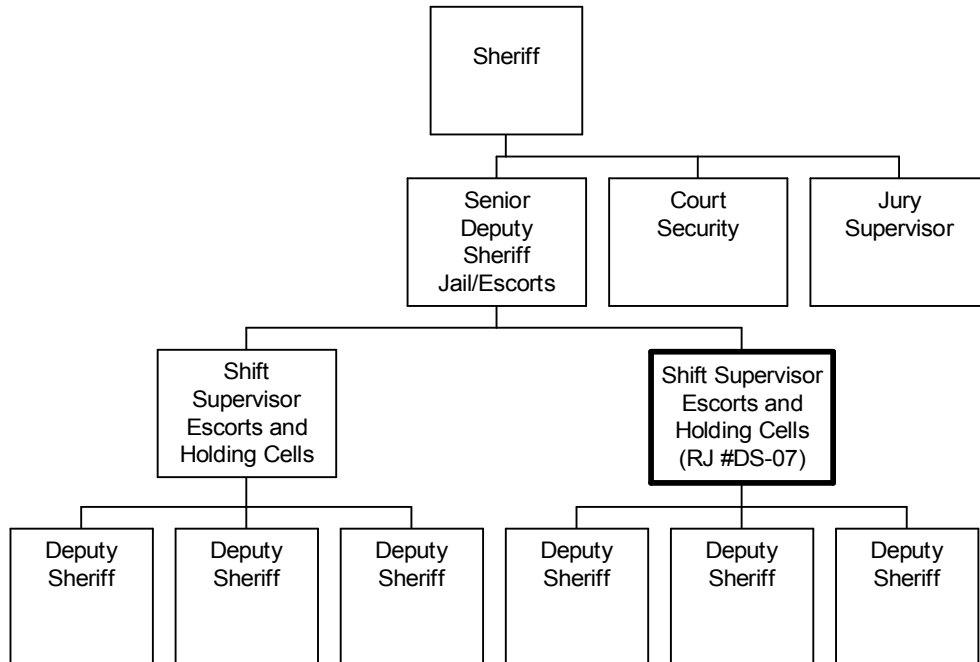
To supervise a shift of Deputy Sheriffs who operate the holding cells at New Westminster Law Courts and to coordinate movement of prisoners and to supervise escort between 1700 hrs and 2030 hrs.

JOB DUTIES AND TASKS

1. Supervises the holding cell operation
 - a. ensures searches and booking in procedures are followed
 - b. maintains records and safe storage of prisoner effects
 - c. ensures proper segregation of prisoners such as protective custodies, federal, male, female, youth, adults, etc.
 - d. ascertains that the discharge of prisoners is done in a proper and lawful manner
 - e. imposes strict security measures on all visitors
 - f. maintains liaison with New Westminster City Police, RCMP, Correctional Centres, other Sheriff's Offices and Court registries
 - g. ensures proper staffing and restraints are provided and used in escorting prisoners to court
 - h. provides key control
2. Provides escort delivery by ensuring the safe and secure transportation of all custody persons and timely arrival in court
 - a. coordinates Vancouver and Fraser Regional escorts by making arrangements with provincial correctional centres, federal institutions, New Westminster Police, RCMP and Sheriff's Office to ascertain custody persons history and classification, security precautions and authority to escort
 - b. coordinates escorts out of Vancouver, Fraser Region and the Province
 - c. maintains daily escort records
 - d. ensures vehicles, weapons and equipment are in a good working condition and ensures proper segregation of persons in custody
 - e. issues firearms, batons and restraining equipment
3. Supervises 3 Deputy Sheriff positions in the holding unit
 - a. establishes work priorities, coordinates work flow, and trains staff
 - b. plans, organizes and checks work; authorizes overtime claims
 - c. provides technical and administrative advice for staff; ensures staff adhere to Deputy Sheriff Code of Conduct, legal standards, Court Services policies and procedures and Sheriff's Service procedures
 - d. evaluates employee performance, signs performance appraisal form, provides advice for improvement
 - e. conducts disciplinary interviews and recommends disciplinary action when required
 - f. maintains and submits appropriate records, statistical data and inventories
 - g. looks into and reports on security breaches, and all complaints/occurrences
 - h. provides direction in emergency situations such as bomb threats, hostage taking, medical emergencies and fire emergencies; advises supervisor and the sheriff as soon as they are available (typically available for half of the shift)
 - i. recommends changes to sheriff policies, operating methods, procedures and standards as required
4. Performs other duties
 - a. provides emergency backup to Deputy Sheriff staff
 - b. trains staff on the use of security systems to ensure the continuity and security of evidence

ORGANIZATION CHART

Reference Job #DS-07



ORGANIZATION CHART

Reference Job #DS-07

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of the Deputy Sheriff program and related legislation and policies to supervise an escort delivery service/holding cell shift.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of security situations and choose an approach using a combination of accepted Sheriff's Service procedures, techniques and equipment to ensure proper segregation of prisoners, to coordinate escorts and provide direction in emergency situations.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Deputy Sheriff procedures and Code of Conduct, selects alternative course of action to supervise an escort delivery service/holding cell shift.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime of staff.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to advise and train workers on the use of security systems to ensure the continuity and security of evidence.</p>	E	33

ORGANIZATION CHART

Reference Job #DS-07

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Deputy Sheriffs, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to supervise a shift of Deputy Sheriffs escorting dangerous individuals and operating holding cells while providing for the safety of others without recourse to supervisor for half of the shift.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness to respond immediately to emergency situations regarding persons in custody.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners and persons in custody.	C	12
12	SURROUNDINGS Exposure to frequent direct involvement with upset, angry, demanding or unpredictable persons in custody.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around prisoners and persons in custody who may react violently.	D	9

Total Points: 643

Level: Range 18

JOB DESCRIPTION

Reference Job #DS-08

Ministry: Attorney General
Branch: Court Services
Location: Penticton

Working Title:
Level:
NOC Code:

Second in Charge, Sheriff's Office
Range 18
6461

PRIMARY FUNCTION

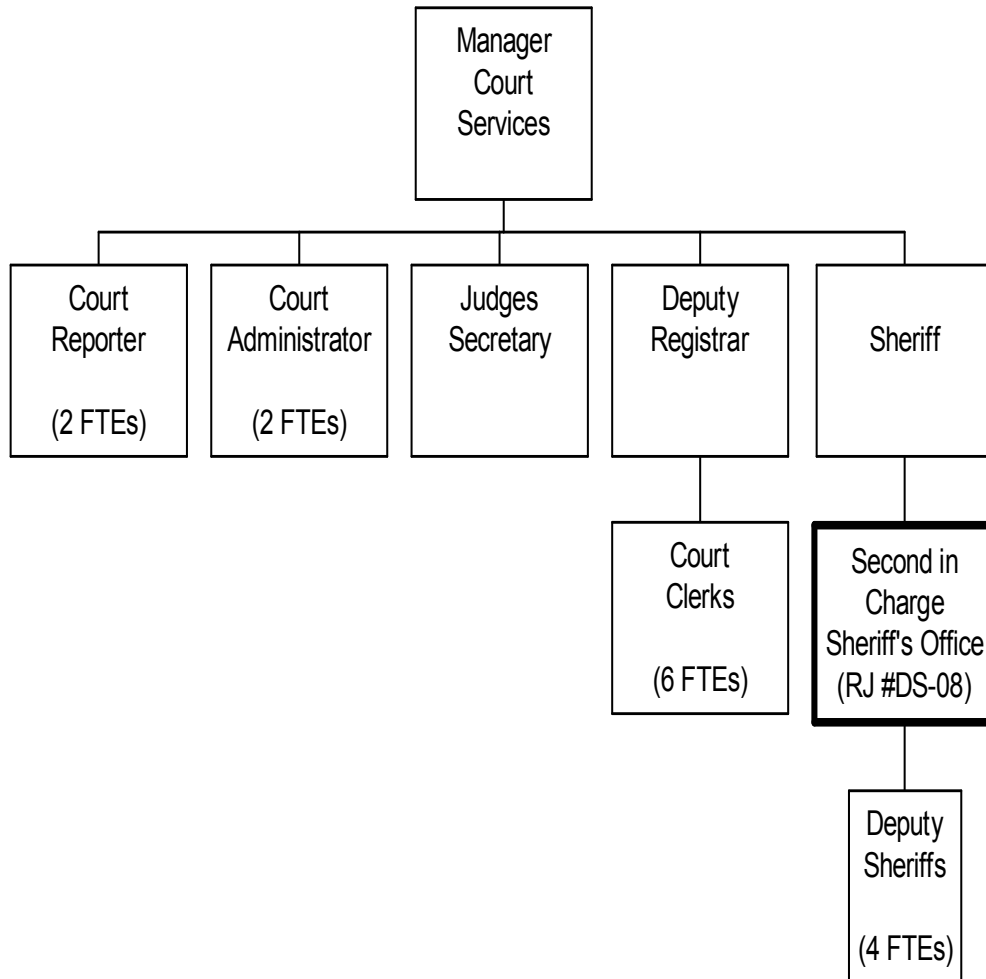
To direct the provision of court security, escorts, holding cells, jury administration, document service, execution of court orders, and coroners court services as the second in charge of a Sheriff's Office.

JOB DUTIES AND TASKS

1. Supervises Deputy Sheriff staff (4 FTEs)
 - a. recruits staff, develops performance standards, assesses work quality, initiates and signs performance appraisals, recommends disciplinary action or termination of staff, trains staff
 - b. develops work plans, assesses staffing needs for day-to-day operations, schedules and allocates work
 - c. examines court services programs and recommends changes in work methods and procedures
 - d. ensures that subordinates adhere to court services policies, Sheriff's service procedures and legal standards
 - e. trains staff in the use of security systems to ensure the continuity and security of evidence
2. Performs administrative duties
 - a. completes statistical reports and looks into critical incidents
 - b. distributes cash, prepares vouchers, maintains records, and oversees payments
 - c. assists the Supervisor with the preparation of annual budget requests based on historical cost data; makes adjustments for shortfalls; administers part of the budget
 - d. consults with Crown Counsel for approval of out of Province escorts
 - e. controls the fleet of vehicles; looks into accidents; ensures maintenance is done
 - f. ensures adequate supplies of uniforms, security equipment, etc.
 - g. ensures emergency plans are current
3. Coordinates and participates in providing sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court)
 - a. escorts accused persons, secures/transport exhibits, monitors/searches courtrooms, public areas and persons, conducts arrests, responds to emergencies, applies physical restraint techniques using Safety Defensive Tactics as required, and protects witnesses, judges crown and defense counsel, witnesses, victims of crime, children being apprehended and the public
 - b. keeps order in the court and advises the public on courtroom protocol
4. Coordinates and provides security in the holding cell area
 - a. ensures that accurate, complete documentation accompanies (or is prepared) for all prisoners/persons in custody
 - b. ensures that accused persons are properly searched and segregated
 - c. responds to emergency situations
5. Coordinates and provides sheriff services in the administration of the supreme court jury process
 - a. arranges for interpreters, coordinates the jury selection process and oversees the payment process
 - b. ensures security of the jury
6. Coordinates and provides other sheriff services such as document service, execution of court orders and movement of prisoners and persons in custody.

ORGANIZATION CHART

Reference Job #DS-08



ORGANIZATION CHART

Reference Job #DS-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of the Deputy Sheriff program and related legislation to perform sheriff services as the second in charge in a Sheriff's Office and vary applications or procedures to ensure security in the court and in holding cells.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of security situations and choose an approach using a combination of accepted Sheriff's Service procedures, techniques and equipment to coordinate the provision of services and to develop work plans for day to day operations.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general Court Services procedures selects alternative courses of action to administer the operations for a Sheriffs' office.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for part of Sheriff's budget, make adjustments for shortfalls, and administer part of the budget; authorize staff travel and overtime claims.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to advise and train Deputy Sheriffs in the use of security systems to ensure the continuity and security of evidence.</p>	E	33

ORGANIZATION CHART

Reference Job #DS-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise part time Deputy Sheriffs, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide for the safety and security of the court(s), prisoners, persons in custody, jurors, judges, crown and defence counsel, witnesses, victims of crime, children being apprehended, and the public.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to respond to emergency situations during escort, in holding cells and in court.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners and persons in custody.	C	12
12	SURROUNDINGS Exposure to frequent direct contact with unpredictable, abusive, angry prisoners and persons in custody.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of violence from prisoners and persons in custody while in courtroom or in vehicle during escort.	D	9

Total Points: 643

Level: Range 18

JOB DESCRIPTION

Reference Job # DS-05

Ministry: Attorney General
Branch: Court Services
Location: Kamloops

Working Title:
Level:
NOC Code:

Senior Instructor – Defensive Tactics
Range 21
6461

PRIMARY FUNCTION

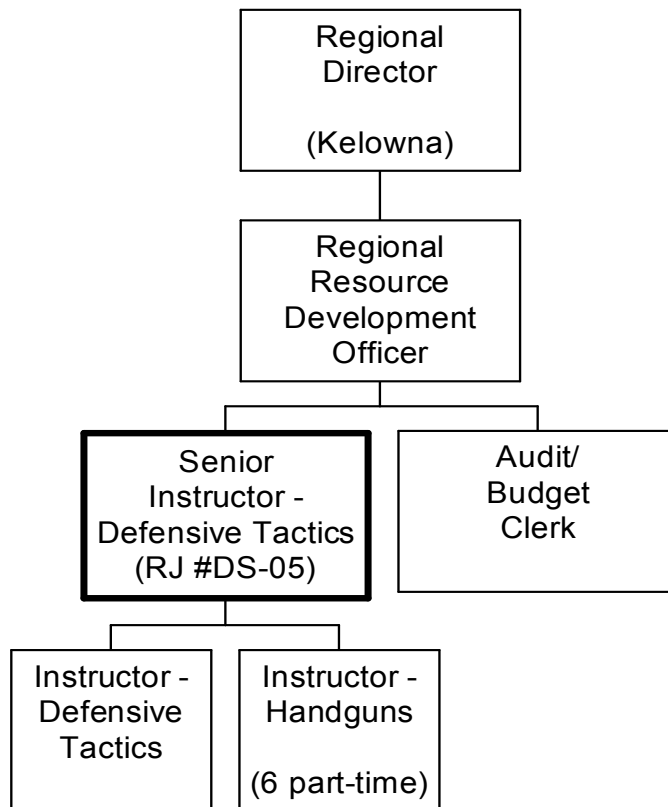
To provide Defensive Tactics/Level of Force instruction to Sheriff Services personnel and supervise instructors in the performance of field instruction assignments.

JOB DUTIES AND TASKS

1. Instructs Defensive Tactics/Level of Force courses to Sheriff Services staff
 - a. creates and adapts lesson plans to meet requirements of clients and considering police safety system standards
 - b. teaches defensive tactics and use-of-force options including various restraint techniques
 - c. supervises all classroom activities to ensure the safety of participants and instructors
 - d. conducts open skills evaluations for participants
 - e. certifies participants who meet program standards and recommends additional training for staff members unable to reach competency
2. Supervises one defensive tactics instructor and six handgun instructors (up to 1 FTE)
 - a. recruits, selects, and trains field instructors
 - b. evaluates field instructors including discussing performance problems, providing advice for improvement, taking disciplinary action, and signing performance appraisals
 - c. monitors classes to ensure that course and learning objectives are met
 - d. recommends developmental training for field instructors
 - e. monitors safety practices and recommends and implements safety practices
 - f. analyzes and interprets new policy in respect to Defensive Training for Regional Resource and Development Officer or Regional Director
 - g. approves overtime claims of instructors
3. Administers the Regional Field Instruction program
 - a. maintains defensive tactics and handgun qualification and requalification records for Regional staff
 - b. plans, schedules, coordinates and records field training activities
 - c. orders and maintains equipment and advises on equipment replacement needs; secures items used in training such as pepper spray, hand guns, restraints and vests
 - d. forecasts training resource requirements
 - e. recommends program changes
4. Conducts Sheriff Officer Physical Abilities Tests to potential Sheriff Services recruits and as otherwise required by Branch and Regional Policies.
5. Performs other duties
 - a. participates in Branch committees relating to the evaluation and design of field training programs
 - b. provides emergency back up to working level Deputy Sheriff functions.

ORGANIZATION CHART

Reference Job # DS-05



ORGANIZATION CHART

Reference Job # DS-05

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of defensive tactics and use-of-force legislation to analyze, interpret and apply police safety system standards to create and adapt the Defensive Tactics Training/Level of Force lesson plans.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of use-of-force legislation to choose an approach using defensive tactics standards, techniques and equipment to train instructors and staff.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise subordinate instructors, discuss performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply and demonstrate various physical restraint techniques.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by laws and policies related to the use of force and police safety systems standards to create and adapt lesson plans and provide course instruction.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime of instructors.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to secure physical assets such as pepper spray, hand guns, restraints and vests used in Defensive Tactics/Level of Force training.</p>	C	15

ORGANIZATION CHART

Reference Job # DS-05

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise instructors, appraise employee performance and take disciplinary action (up to 1 FTE).	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to exercise caution to prevent accident or injury to others while conducting defensive tactics instruction.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe classroom activities to ensure the safety of participants and instructors.	D	18
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly demonstrate restraint techniques.	D	18
12	SURROUNDINGS Exposure to regular involvement with abusive, unpredictable, and potentially violent prisoners and persons in custody.	B	4
13	HAZARDS Moderate exposure to hazards from regular possibility of physical violence from inmates and persons in custody.	C	6

Total Points: 730

Level: Range 21

JOB DESCRIPTION

Reference Job # DS-04

Ministry: Attorney General
Branch: Court Services
Location: Port Alberni

Working Title:
Level:
NOC Code:

Deputy Sheriff – Stand Alone
Range 21
6461

PRIMARY FUNCTION

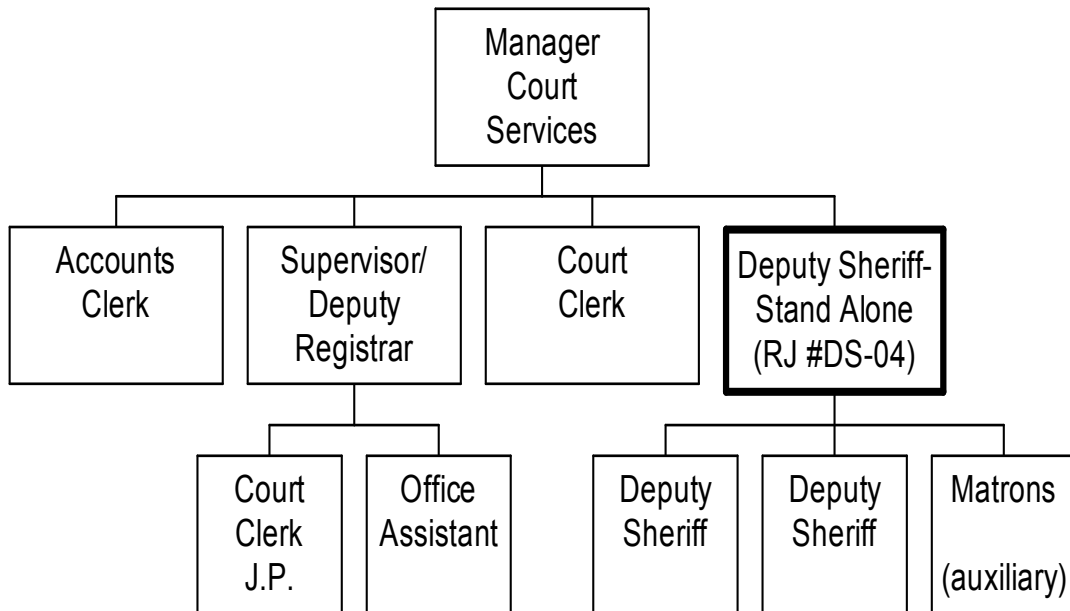
To function as the Sheriff at a satellite location and to provide sheriff services to the court.

JOB DUTIES AND TASKS

1. Supervises Deputy Sheriff staff and auxiliary matrons (2 FTEs)
 - a. recruits staff, develops performance standards, writes and signs performance appraisals and provides advice for improvement, initiates disciplinary action and assigns work
 - b. assesses training needs and coordinates training
 - c. approves special leaves, overtime and travel
2. Provides security to the court facility in and outside of court
 - a. organizes the physical security of the courthouse, two satellite locations and holding cells
 - b. oversees the secure transport and safekeeping of court exhibits and weapons
 - c. discusses and resolves problems with witnesses and victims of crime regarding court security
 - d. provides security for jurors, judges, crown and defence counsel and the public
 - e. directs and provides the administration of juries
 - f. directs and provides the movement of prisoners and persons in custody; ensures appropriate restraint measures are utilized, using Safety Defensive Tactics
 - g. directs and provides the service of documents and execution of court orders
3. Performs administrative functions
 - a. determines level of security to apply and agencies to involve
 - b. completes reports and records
 - c. monitors contracts such as installing cameras
 - d. assesses programs and recommends alternate program delivery methods
 - e. looks into and resolves complaints
 - f. participates in the development of annual budget by providing cost data for part of the Court Services budget, making adjustments for shortfalls and administering the sheriff services part of the budget; provides estimates for contracts and purchases such as the installation of cameras, changes to prisoner box, unscheduled high risk escort travel
 - g. drafts local policies and procedures for the approval of the manager
 - h. assumes responsibility for a fleet of vehicles; looks into and assesses accidents
4. Performs other duties such as the functions of a Deputy Sheriff

ORGANIZATION CHART

Reference Job # DS-04



REASON FOR CLASSIFICATION

Reference Job # DS-04

Job Title: Deputy Sheriff – Stand Alone

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of criminal justice administration system to interpret and apply Courts Branch Policies to function as a Sheriff in a satellite location, and to direct and provide court security, escort coordination, jury administration and holding cell administration.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation to choose an approach using accepted Sheriff's Service procedures, techniques and equipment, and interpret laws, policies and situations to function as a Sheriff at a satellite location, organize security and administer juries.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss performance problems, and provide advice for improvement with employees supervised, and communicate with prisoners, victims of crime, and witnesses to maintain order and resolve conflicts and incidents of antagonism.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Court Services policies and by legal standards functions as the Sheriff for a satellite court location/locations, and applies work methods in a different way to handle unusual security and administration problems.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for part of Court Services budget, make adjustments for shortfalls, and administer part of the budget; provide estimates for contracts and purchases (e.g. installation of cameras, change to prisoner box, unscheduled high risk escort travel); approve staff travel and authorize overtime claims.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the physical security of the Port Alberni courthouse, two other satellite locations, holding cells, secure transport and safekeeping of court exhibits, and the security of weapons.</p>	F	43

REASON FOR CLASSIFICATION

Reference Job # DS-04

Job Title: Deputy Sheriff – Stand Alone

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise deputy sheriffs, appraise employee performance and take disciplinary actions (2+ FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program providing for the safety and security of prisoners, persons in custody, jurors, judges, crown and defence counsel, witnesses, victims of crime and the public	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe the behaviour of prisoners and persons in custody (during escort, while in holding cells, and in court), and of observers of court proceedings.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to direct contact with unpredictable, abusive, angry prisoners and persons in custody, and to angry, unpredictable victims of crime and members of the public almost always.	D	9
13	HAZARDS Significant exposure to hazards from frequent possibility of violence from prisoners and persons in custody while in courtroom or while in vehicle on escort duties.	D	9

Total Points: 771

Level: Range 21

JOB DESCRIPTION

Reference Job # DS-02

Ministry: Attorney General
Branch: Court Services
Location: Vancouver – 222 Main

Working Title:
Level:
NOC Code:

Section Head, Court Security
Range 24
6461

PRIMARY FUNCTION

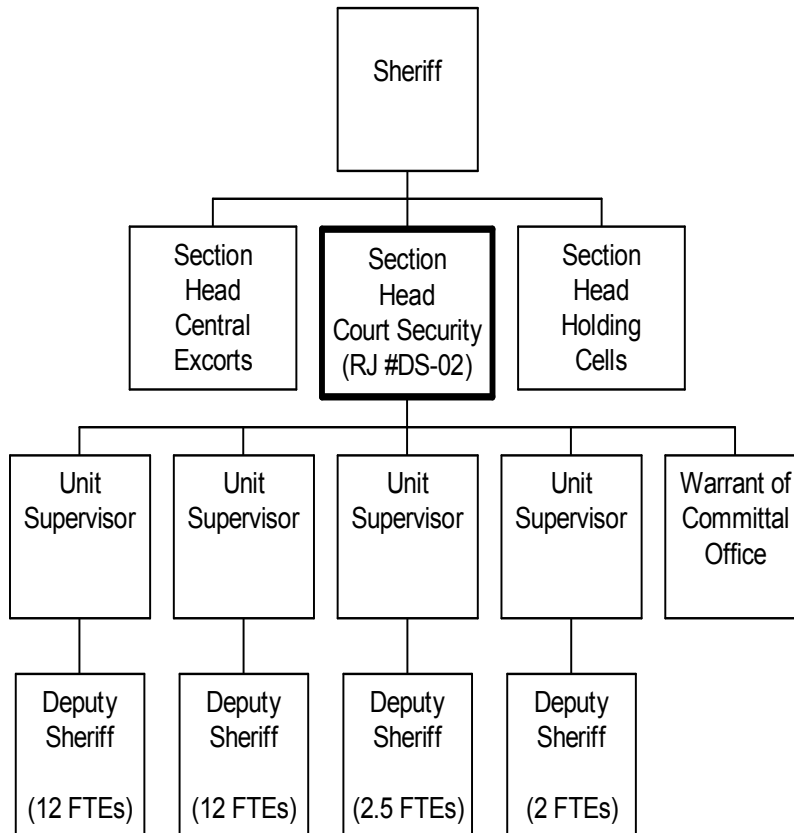
To coordinate the security and safety activities of the court facility at 222 Main Street.

JOB DUTIES AND TASKS

1. Administers the court security program at 222 Main
 - a. conducts assessments of local security programs, and recommends alternate program delivery methods, policies and procedures to the sheriff
 - b. designs the building's security systems
 - c. looks into and resolves complaints and enquiries referred by various agencies (i.e. Ombudsman, police, etc.) and ensures occurrence reports are completed
 - d. monitors workloads and projects staffing requirements
 - e. participates in the development of the annual cost centre budget by identifying the section's needs
 - f. develops emergency plans
 - g. participates in branch/ministry ad hoc committees
 - h. completes statistical reports
 - i. monitors contracts and accounts
2. Coordinates the provision of Sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court)
 - a. decides level of security and agencies to involve, referring to the Sheriffs Service Policy, relevant section of the Criminal Code, and the Deputy Sheriff Code of Conduct
 - b. plans, directs and schedules work activities
 - c. coordinates court security and transport/security of evidence with other agencies (i.e. crown, police, other Sheriff's offices, etc.)
 - d. determines the security risk and plans appropriate security precautions
 - e. ensures that adequate security equipment is available and appropriate restraint measures are utilized, using Safety Defensive Tactics
 - f. ensures timely escort of accused from holding cell to courtroom
 - g. ensures that cameras, recording equipment and/or weapons are not taken into the facility
 - h. ensures that courtrooms and public areas (pre and post court) are searched for contraband/bombs/weapons, etc.
 - i. ensures that court orders (arrests, taking persons into custody) are carried out
 - j. takes charge of the safety and security of the public, court staff, judiciary, etc. in all cases of emergency such as bombs threats, riots, hostage taking, escapes, fire alarms, medical emergencies, etc.
 - k. ensures maintenance of order in the courtrooms
 - l. provides emergency back up to court security staff
3. Supervise Deputy Sheriff Court Security staff (32.5 FTEs)
 - a. recruits staff, develops performance standards, signs performance appraisals and provides advice for improvement, initiates disciplinary action and oversees assignment of staff
 - b. determines training needs and coordinates training
 - c. approves special leaves, overtime and travel

ORGANIZATION CHART

Reference Job # DS-02



ORGANIZATION CHART

Reference Job # DS-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of the criminal justice system administration to interpret and apply Courts Branch policies to administer a multi-team court security program and assess local security programs.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify approaches to plan and evaluate a multi-team court security operation by assessing local security programs and alternate program delivery methods, policies and procedures.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Sheriffs Service Policy, sections of the Criminal Code, and the Deputy Sheriff Code of Conduct, plans, and coordinates a multi-team court security program and recommend alternate program delivery methods, policies and procedures.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime, approve staff travel, provide cost data for the Sheriff's budget.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to design the court facilities security systems.</p>	F	43

ORGANIZATION CHART

Reference Job # DS-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (32.5 FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage the court security program at 222 Main Street.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness to respond immediately to emergency situations and to intervene as necessary to restore order.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners during escort.	C	12
12	SURROUNDINGS Exposure to regularly abusive, unpredictable, and potentially violent prisoners and persons in custody.	B	4
13	HAZARDS Moderate exposure to hazards from regularly facing possible physical violence from inmates and persons in custody.	C	6

Total Points: 860

Level: Range 24

JOB DESCRIPTION

Reference Job # DS-01

Ministry: Attorney General
Branch: Court Services
Location: Vancouver – 222 Main

Working Title:
Level:
NOC Code:

Section Head, Central Escorts
Range 27
6461

PRIMARY FUNCTION

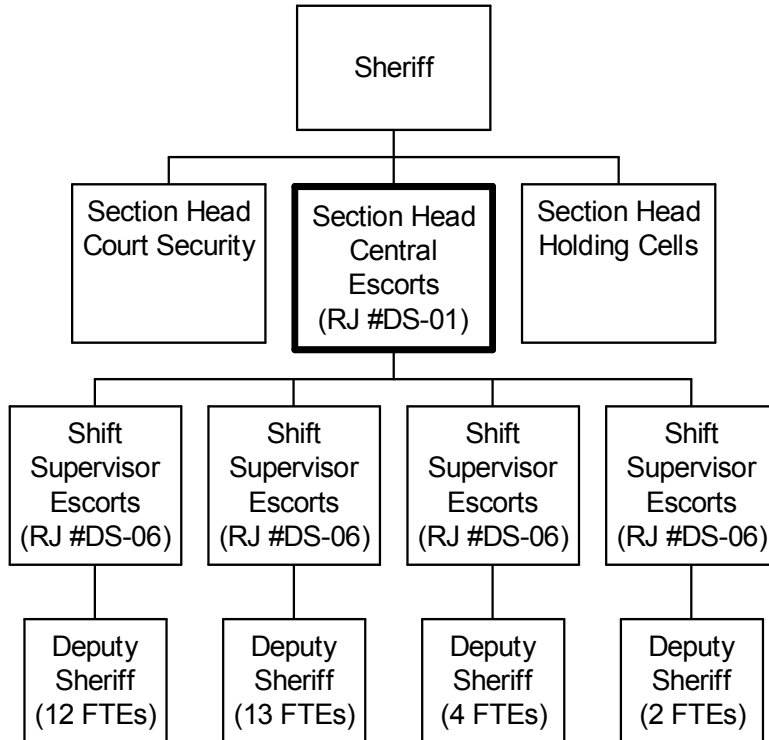
To coordinate projects to improve provincial escort operations, equipment and policies and administer the Central Escort Program which arranges the movement of prisoners and/or persons in custody to and from 14 Lower Mainland courts.

JOB DUTIES AND TASKS

1. Leads projects to improve provincial escort operations and policies as the provincial expert on escort issues
 - a. coordinates project teams to examine and propose solutions to escort problems (equipment and vehicle design, replacement of equipment, reorganization of escort runs, etc.)
 - b. evaluates existing provincial escort policies and procedures and develops proposals for improvements within the Sheriffs Service Policy, relevant sections of the Criminal Code, and the Deputy Sheriff Code of Conduct
2. Administers the Central Escort Program
 - a. conducts assessments of local escort programs, and recommends alternate program delivery methods, policies and procedures to the sheriff
 - b. looks into and resolves complaints and enquiries referred by various agencies (i.e. Ombudsman, police, etc.) and ensures occurrence reports are completed
 - c. monitors workloads and projects staffing requirements
 - d. participates in the development of the annual cost centre budget by identifying the section's needs
 - e. develops emergency plans
 - f. completes statistical reports
 - g. monitors contracts and accounts
3. Oversees and arranges for the movement of prisoners and/or persons in custody
 - a. decides level of security and agencies to involve
 - b. plans, directs and schedules work activities
 - c. coordinates escorts with other agencies (i.e. crown, police, other Sheriff's offices, etc.)
 - d. determines the security risk and classification of escort to ensure appropriate security precautions
 - e. ensures that adequate security equipment is available and appropriate restraint measures are utilized, using Safety Defensive Tactics
 - f. consults with Crown Counsel for approval of out of province escorts
 - g. provides building security and security for visiting dignitaries, social functions, conferences, etc.
 - h. provides emergency back up to escort staff
4. Supervise Deputy Sheriff Escort staff (35 FTEs)
 - a. recruits staff, develops performance standards, signs performance appraisals and provides advice for improvement, initiates disciplinary action and oversees assignment of staff
 - b. determines training needs and coordinates training
 - c. approves special leaves, overtime and travel
5. Manages the maintenance and repair of a fleet of 50 vehicles(bus, vans, cars) as Regional Fleet Coordinator
 - a. ensures schedules maintenance is done
 - b. ensures the refitting of vehicles with equipment as required (i.e. radios, telephones, partitions, etc.)
 - c. investigates accidents

ORGANIZATION CHART

Reference Job # DS-01



ORGANIZATION CHART

Reference Job # DS-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of criminal justice system administration to adapt provincial escort operations and policies to lead projects to improve provincial escort operations and policies.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify methods and approaches to lead projects to improve provincial escort operations and policies.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Sheriffs Service Policy, sections of the Criminal Code, and the Deputy Sheriff Code of Conduct, plans, directs, coordinates and evaluates Central Escort program policies and operations.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime, approve staff travel, provide cost data for the Sheriff's budget.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility as Regional Fleet Coordinator to manage the maintenance, repair and modification of a fleet of fifty vehicles (bus, vans and cars).</p>	F	43

ORGANIZATION CHART

Reference Job # DS-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (35 FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program providing for the safety of the public through the safe transport of high security, high risk prisoners, locally, regionally and inter-provincially.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to respond immediately to emergency situations regarding prisoners or persons in custody and to intervene as necessary to restore order.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain prisoners during escort.	C	12
12	SURROUNDINGS Exposure to regular involvement with abusive, unpredictable, and potentially violent prisoners and persons in custody.	B	4
13	HAZARDS Moderate exposure to hazards from regularly facing possible physical violence from inmates and persons in custody.	C	6

Total Points: 890

Level: Range 27