

JOB DESCRIPTION

Reference Job # DS-01

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

Working Title:
Level:
Classification:

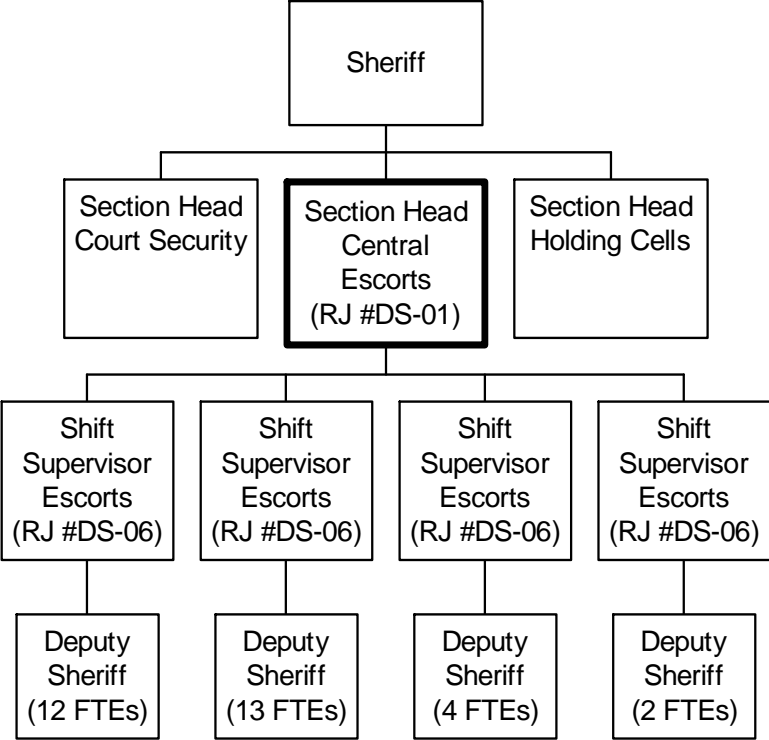
Section Head, Central Escorts
Range 27
Deputy Sheriff

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 center 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



REASON FOR CLASSIFICATION

Reference Job # DS-01

Job Title: Section Head, Central Escorts

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

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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