

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

Working Title:  
Level:  
Classification:

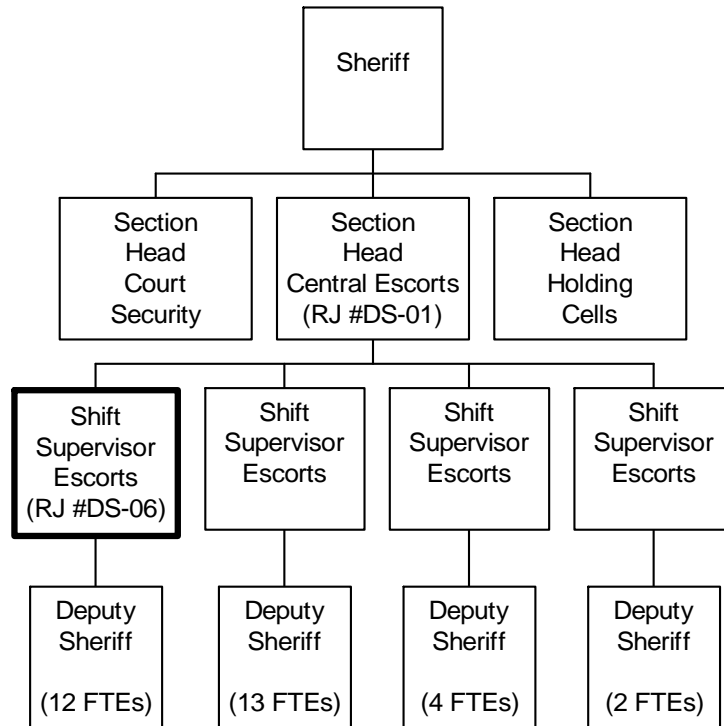
**Shift Supervisor, Escorts**  
Range 18  
Deputy Sheriff

### **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



## REASON FOR CLASSIFICATION

Reference Job #DS-06

Job Title: Shift Supervisor, Escorts

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> 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><b>MENTAL DEMANDS</b> 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><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to appraise and discuss employee performance problems</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply various physical restrain techniques.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> 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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize overtime of staff.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> 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	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Deputy Sheriff escort staff, appraise employee performance and take disciplinary action (12 FTEs).	DG	23
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> 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	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness to respond immediately to emergency situations regarding prisoners or persons in custody.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain prisoners and persons in custody during escort.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset, angry, demanding or unpredictable prisoners or persons in custody.	B	4
13	<b>HAZARDS</b> 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**