

Memorandum of Understanding
between
Health Employers Association of British Columbia
On behalf of Provincial Health Services Authority
Correctional Health Services - Forensic Psychiatric Hospital
And
British Columbia Government and Service Employees' Union (Canada)

Re: Forensic Services Officer

It is understood and agreed:


- a. A Memorandum of Understanding (MOU) between the Ministry of Public Safety and Solicitor General and the Forensic Psychiatric Hospital that will appoint the Forensic Services Officers (FSO) as Special Provincial Constables (SPCs) inside the hospital was signed off effective May 30, 2019. Based on employer recruitment and retention evidence and demonstrated changes in the responsibilities of the Forensic Security Officer job (as outlined in the briefing note to HEABC) the wage rate for a fully qualified Forensic Services Officer will be established at Grid 35 of the Health Services & Support Facilities Subsector Collective Agreement Wage Schedule.
- b. To enable successful recruitment of new hires, in particular, those who do not meet the required qualifications as defined in the Forensic Services Officer job description (attached), incumbents will be hired at the existing Grid 20 of the Health Services & Support Facilities Subsector Collective Agreement Wage Schedule as established under the attached Memorandum of Agreement dated May 19, 2016. Upon successful completion of the designated training program and SPC designation, the incumbent will be paid the fully qualified wage rate of Grid 35 of the Health Services & Support Facilities Subsector Collective Agreement Wage Schedule.
- c. The training program for new employees to the position shall include a training program or programs of an approximate duration of three (3) months, an additional nine (9) months of on-the-job orientation, and the successful completion of Occupational First Aid Level 2.
- d. For clarity, new employees who do not successfully complete the initial training program(s) shall be deemed to have unsuccessfully completed their probation period.
- e. Current employees as of October 31, 2019 shall be deemed to have completed the training and on-the-job orientation requirements.

- f. Current employees as of October 31, 2019 shall be required to successfully complete Occupational First Aid Level 2 in order to receive the new wage rate at Grid 35.
- g. Current employee as of October 31, 2019 that fail in their first attempt to obtain Occupational First Aid 2 shall be scheduled for a second course.
- h. Current employees as of October 31, 2019 that fail on their second attempt to obtain Occupational First aid 2 shall retain employment and be placed at Grid 34 of the FBA Collective Agreement, one grid below the new agreed rate.
- i. This Agreement constitutes full and final resolution of the FSO rate discussions, and is without prejudice to either party.

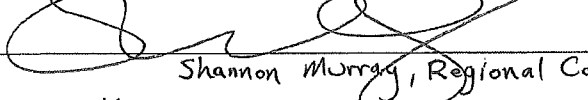
Signed on behalf of Health Employers Association of British Columbia:

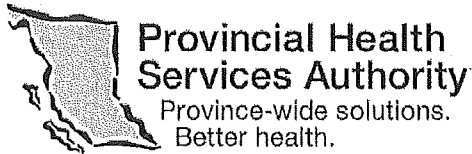
per: 
Bonnie Bragg, Director, Compensation and Classification
Dated this 9 day of December, 2019.

Signed on behalf of Provincial Health Services Authority:

per: 
Treena Driver, Manager, Compensation and Classification
Dated this 3rd day of December, 2019.

Signed on behalf of British Columbia Government and Service Employees' Union:

per: 
Shannon Murray, Regional Coordinator, BCGEU
Dated this 6th day of December, 2019.



Forensic Psychiatric Services Commission Job Description *Forensic Services Officer*

Facilities BCGEU

Department/Program:	Forensic Security Operations	Classification:	MOU
Location:	FPH	Class Code:	20999
Reports to:	Manager	Rate:	Grid 35

Job Summary

In accordance with the Mission, Vision and Values, and strategic directions of Provincial Health Services Authority patient safety is a priority and a responsibility shared by everyone at PHSA, and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Forensic Services Officer (FSO) provides security for the facility, staff and patients through the administration of security systems and practices. Supports clinical staff in the implementation of clinical risk plans. The FSO provides safe and secure escorts to all maximum security/high risk persons in custody at the Forensic Psychiatric Hospital (FPH) including remands, temporary absences from correction institutions, immigration holds under the Criminal Code of Canada and persons unfit to stand trial and not criminally responsible due to a mental disorder (NCRMD) and/or the Mental Health Act. Assumes custody of patients and ensures the safety of the public and employees of outside facilities during on-site and off-site escorts; transports patients by vehicle to off-site locations; maintains the security of hospital personnel, the Review Board of Canada staff, and other visitors during parole and/or court proceedings; responds to high risk situations and provides security to visitors to the hospital during regular visiting hours. The FSO performs other related security and protection duties/functions and liaises with outside agencies regarding security issues including the transport of persons to court and to other external agencies, as required.

Duties

1. As sworn Special Provincial Constables under the BC Police Act, FSOs provide overall security of the facility through the administration of a variety of safety and security systems such as TRAKA key management, personal protective alarm duress system, Lenel access control, video surveillance, sign in registry and the fire monitoring system; ensures access control remains current for approved individuals; monitors and ensures the integrity of the physical and legal boundaries of the Forensic Psychiatric Hospital.
2. Conducts regular security patrols around the facility buildings and perimeter and conducts the initial investigation into security related occurrences including potential threats of targeted violence; ensures that only authorized vehicles enter and leave the facility.
3. Monitors the movement and activities of persons in custody and visitors in outside areas including supervised grounds to ensure compliance with the hospital policies; performing and maintaining lock-down of all hospital corridors, Sally Port and other areas as required.
4. In support of the clinical risk assessment of in-custody patients, consults with and supports clinical staff and others to ensure appropriate security precautions are implemented safely, such as those outlined in patient specific intervention plans.

For HR Use

Date Established: October 31, 2019
Date Revised:

Job Code: F01864

5. Screens visitors and records personal information of the visitor to ensure visitors are approved to enter the approved visiting areas; disallows items and/or visitors from entering the visiting area, as required; escorts the public to and from the visiting area and as required, removes visitors from the designated area, as appropriate.
6. Utilizes technology such as the Narcotics Identification System (NIK) and X-ray scanners to confirm the presence of illegal substances/materials or items; scans mail and searches visitors, patients for the same; and confiscates contraband and catalogues, destroys and/or retains contraband in a secured area for evidentiary purposes.
7. Interacts with persons in custody and those on escort in aggressive and/or volatile situations to diffuse the situation and reduce the escalation of aggression; secures patients who become agitated utilizing PHSA approved de-escalation and safe non harmful control techniques in order to maintain custody and ensure the safety of staff/public and patient(s) both within the hospital and in the community.
8. Responds to medical emergencies as designated OFA personnel by bringing emergency equipment such as medical emergency bag and defibrillator to the scene; provides first aid and/or CPR as needed.
9. Responds to all instances of escape including the search and custody of persons who have escaped the hospital or who have been breached; works with local police in the event of emergency security breaches and/patient escapes.
10. Provides safe and secure escort of persons to video court and other facilities, including secure facilities, hospitals and specialists outside of the hospital; assumes custody and transports persons in custody from outside agencies to the hospital; coordinates the movement of persons in custody from secure units to and from sheriffs, law enforcement and/or other transporting agencies; applies restraining devices such as handcuffs, belts, leg irons and belly chains and/or other restraint devices or techniques as required; supports the planning and implementation of security plans with other agencies for all high profile cases.
11. Provides direction to, and maintains custody of, unrestrained patients while in court; exchanges information with outside agencies such as Police, Fire Departments, Coroner's Office, Sheriff Detachments, correction facilities and other security agencies.
12. Assumes responsibility for all searches of patients to ensure the safety and protection to the public and employees of FPH and other agencies; performs ward sweeps and searches.
13. Assumes responsibility for securing valuables/personal effects of persons in custody and required documentation is completed.
14. Provides staff orientation and training in the use of alarm systems, access devices, searches and selected restraint equipment.
15. Ensures the co-ordination of the movement and access of all contractors, professional and non-professional visitors; ensures that firearms are locked in appropriate lock-boxes and firearms are not brought into the holding area.
16. Coordinates and performs regular Panic Alarm System and other security system tests and prepares deficiency reports as required; may support other safety related activities such as fire drills.
17. Completes daily shift reports including all security, patient and staff safety incidents utilizing evidence notebooks and Sirrs reporting tool.
18. Trouble-shoots, prioritizes and initiates the necessary response for identified facility repairs.
19. Functions as a Commissioner for taking affidavits of forensic psychiatric services.

20. Exchanges information with outside agencies such as Police, Fire Departments, Coroner's Office, Sheriffs Detachments and Correctional Facilities.
21. Performs other related duties, as assigned.

Qualifications

Education, Training and Experience

- Grade 12, plus two (2) years' recent related experience in a secure correctional or mental health facility, or an equivalent combination of education, training and experience. Completion of a recognized defensive tactics course including a course in the use of force, metal detection, search and seizure. Occupational First Aid Level 2.
- Eligible for appointment as a Special Provincial Constable. Current CPR certificate and valid BC Class V Driver's license

Skills and Abilities

- Working knowledge of applicable legislation and statutes such as the Criminal Code of Canada and Mental Health Act.
- Ability to exercise effective interpersonal skills including the ability to control and direct hostile/aggressive behaviour of persons in custody while maintaining self-control.
- Ability to exercise good judgement, make quick decisions and give instructions or directions in emergencies.
- Ability to communicate effectively, both verbally and in writing.
- Solid understanding of the use of force and applicable legislation as it relates to the able to retrain uncooperative, hostile or violent persons.
- Ability to exercise and display compassion and understanding for patients.
- Knowledge of the principles of the criminal justice system.
- Knowledge of the criminal court system including the application of court and other legal orders.
- Working knowledge of crisis intervention techniques.
- Ability to work independently and as a member of team.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Knowledge of Security Surveillance and control systems.

