

## JOB DESCRIPTION

### SECTION 1 - IDENTIFYING DATA

09-OG-08

<b>Position No.:</b>	<b>Department:</b> Justice
<b>Working Title:</b> Corrections Officer	<b>Branch/Unit:</b> Corrections
<b>Incumbent:</b> Vacant	<b>Location:</b> Whitehorse
<b>Supervisor's Title:</b> Senior Corrections Officer	<b>Date Completed:</b> March 4, 2009
<b>Position No.:</b> 8-149	<b>Medical Clearance</b> Y <b>Security Clearance</b> Y

### SECTION 2 – GENERAL SUMMARY

Under the direction of the Senior Corrections Officer, and as part of a team, the incumbent carries out the day-to-day operational activities of the Correctional Centre in order to promote positive offender behavior, reduce public risk, and maintain an appropriate level of humane control. This position is classified as a Peace Officer under the Criminal Code of Canada.

### SECTION 3 – ORGANIZATIONAL STRUCTURE

(Describe, in narrative form, the place of this position in the organisation, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.)

This position, along with 15 other Corrections Officers, reports to the Senior Corrections Officer, who reports to the Managers of Security.

### SECTION 4 – PRINCIPAL ACTIVITIES & RESPONSIBILITIES (limit to 10 duty statements)

1. Monitors inmates to facilitate the operation of scheduled inmate programs, reduce the risk to the public, and ensure the safety of inmates and staff by: conducting inmate head counts at regular intervals and as required, inmate searches (pat-down and body), and area/perimeter searches as required; supervising inmates during work, program and leisure activities to ensure compliance with expected standards; controlling inmate movement within the Centre; escorting inmates on and off property in accordance with security requirements; responding to emergency situations and carrying out emergency procedures under the guidance of the Senior Officer on duty; distributes inmate medication; and enforcing institutional rules and regulations.
2. At the direction of the Senior Corrections Officer, assumes control and takes charge of incidents and emergencies (e.g. escapes, riots, or fires); determines the necessity for physical intervention during incidents and coordinates staff action for the application of physical or chemical restraint if necessary; implements facility emergency plan if applicable (calls in extra staff, contacts R.C.M.P., notifies Managers and Superintendent, evacuates building, etc.).
3. Receives and escorts visitors, volunteers, and service providers, as required; monitors and supervises visiting; and provides direction on and enforces institutional security procedures.
4. Responds to program related and other queries from inmates; provides on the spot common sense and crisis counseling and refers complex problems to Case Managers, Medical staff, and other program staff. Participates in inmate programs and provides basic instruction as required.

5. Provides information/incident reports to Program staff to facilitate decision-making at the Inmate Review Committee; participates in Case Management, Temporary Absence, Earned Remission Board and other program related meetings.
6. Staffs the central control post as directed by the Senior Corrections Officer. Monitors, through the use of electronic visual equipment, the activity within and surrounding the Centre to identify areas of security concern; maintains occurrence books, appointment books, and other logs; controls entries to and exits from the Centre for all people and vehicles; ensures only designated personnel and inmates are allowed to leave and enter the Centre and that all visitors are permitted through a controlled environment; ensures that all alarm systems and gang switching systems are functional, by conducting regular checks on the system and reporting any malfunctions to the Manager of Security; controls the issuance of keys, restraint equipment and other security equipment that is held in the Control area; handles all reception during outside working hours, including answering telephone calls, greeting public, and responding to public inquiries; processes inmate correspondence and in-coming money transfers; and checks inmate correspondence for contraband and other materials affecting the security of the Centre.

## **SECTION 5 – CONTACTS**

Describe, in narrative form, the working relationships inherent to the success of the job.

Daily contacts:

- Contact with Centre staff to exchange information and resolve problems;
- Contact with inmates to exchange information, address concerns, and resolve problems as needed;
- Contact with visitors, volunteers, service providers, and contract workers to exchange information and provide direction on basic security practices and procedures.

## **SECTION 6 – PROBLEM-SOLVING**

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. Responds to crisis situations and, under guidance from senior officers, reacts appropriately and within the bounds of law and the Crisis Management Plan and Policy to resolve the situation. Uses force at times and in amounts prescribed by law and policy.
2. Uses judgement and interpersonal skills when deciding what course of action is best to take when dealing with dissatisfied and, potentially, assaultive inmates. Decides what level of discipline is appropriate for infractions of the institutional rules.
3. Motivates difficult inmates to attend work, recreational, and rehabilitative programming. Counsels inmates regarding institutional and personal issues. Uses judgement to decide when to refer an issue to a specialist. Maintains professionalism and appropriate boundaries.

## **SECTION 7 – SPECIFIC ACCOUNTABILITIES**

1. Describe final decisions regularly made for which the incumbent is held accountable:
  - The type and amount of force used in a particular situation and the excess thereof;
  - Inmate disciplinary action taken within established policies;
  - Promote positive offender behaviour change and reduce public risk;
  - Ensure that inmates are informed about their rights and responsibilities while at the Centre.
  
2. What are the expected end results of this position (i.e. what are the impacts of performing the Principal Duties and Responsibilities?)

The expected end result of this position is the protection of public safety through the delivery of safe and humane correctional services. Improper delivery results in inmate dissatisfaction and a general failure of both staff and inmates to follow established procedure. Abuses of power and mishandling of these procedures may result in loss of life, physical harm and risk of staff, inmates, and the public; potential legal liabilities; the precipitation of a critical incident (e.g. escape, fire, riot); the potential intervention of the Ombudsman, Corrections Inspectors, Human Rights Commission; and public and inmate complaints to the media.

## **SECTION 8 – BUDGET**

N/A

## **SECTION 9 – WORKING ENVIRONMENT**

Describe, in narrative form, the position's working environment that can be generally favourable or include exposure to undesirable conditions.

This position works in secure correctional environment and is exposed to inmates and/or staff that have been exposed to inmates suffering from chronic illnesses and infectious diseases, and exposed to the risk of physical assault when responding to inmate requests or complaints. Requirements of the position are to work shift-work and to wear a uniform.

**SECTION 10 – SIGNATURES**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

**Supervisor:** I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

**Incumbent:** (where applicable) I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director of Human Resources:**  
(Comments)

**Deputy Minister:** I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_