

CORRECTIONAL OFFICER 1

GENERAL

This is the entry and full working level of Correctional Officers in the provincial adult correctional system. The Correctional Officer 1, under direct supervision, is responsible for providing supportive interviewing services and/or for the custody, control and personal well-being of residents and to assist in the rehabilitation of the residents.

An Officer is expected to exercise initiative and judgment in the performance of assigned duties.

TYPICAL DUTIES

Supervises the work and activities of residents in an assigned area.

Provides supportive interviewing to residents to assist them in coping with incarceration, and personal crisis situations.

Submits verbal and written reports on significant or unusual occurrences concerning residents' behaviour, work performance, social adjustment, family and community relationships and general rehabilitative progress.

Conducts periodic security checks for damage and contraband.

Makes referrals to appropriate resources to assist residents in their rehabilitation on release.

Conducts periodic roll-calls and accounts for all residents during a shift.

Assists with admission, orientation and discharge procedures for residents.

Responds to verbal and written requests from residents on a continuing basis.

Assists in the selection of residents for institutional programs.

Assists residents towards rehabilitation by encouraging participation in institutional/community programs.

Initiates appropriate remedial action in the case of escapes, attempted suicides or other emergency situations.

Maintains case-records on assigned residents.

Assists in the development, treatment and release-plans for residents and participates in resident case conferences as required.

Makes recommendations on temporary absence passes and/or escorted leave passes.

Instructs residents in the proper care and use of equipment.

Maintains static and dynamic security functions as are necessary for the custody, control and protection of residents and society.

Escorts residents within and to destinations outside an institution.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Basic knowledge of various legal documents and their use in the correctional system.

Working knowledge of procedures, policies and practices of the institution.

Ability and willingness to accept instruction and to provide direction for individuals and groups of residents.

Ability to stimulate and maintain constructive relationships with residents which promote confidence and co-operation between Officers and residents and assist in the latters' social adjustment.

Ability to act decisively and with good judgment in emergency situations.

Ability to make meaningful verbal and written observations and reports.

Ability to handle all emergency equipment.

Education, Training and Experience

Entry Level

Ability to communicate effectively orally and in writing.

Additional related work experience or training preferred.

Successful completion of the prescribed staff training programs.

Full Working Level

Successful completion of prescribed staff training programs.

CORRECTIONAL OFFICER 2

GENERAL

This is the unit leader or first supervisory level of the Correctional Officer series and participates fully in the work of the unit. Under direction from the shift leader, an employee at this level is responsible for day-to-day supervision of a unit of work in a provincial adult correctional institution or detention facility and for the personal well-being, care and rehabilitation of residents. An officer is expected to exercise initiative and judgment in the performance of assigned duties. In a smaller institution or detention facility this level will assume shift leader responsibilities as they are described.

TYPICAL DUTIES

Plans, allocates, supervises and reviews the work of subordinate officers in a unit or work in the institution and participates fully in the work of the unit.

Supervises the work and other activities of residents in an assigned area of the institution.

Conducts periodic security checks for damage and contraband.

Conducts periodic roll calls and accounts for all residents during a shift.

Submits verbal and written reports on significant or unusual occurrences concerning residents' behaviour and work performance of subordinate officers.

May assist with admission, orientation and discharge procedures for residents.

Responds to verbal and written requests from residents either directly or after consultation with senior personnel or treatment personnel.

Encourages informal communication with residents on a continuous basis.

May assist in the selection of residents for institutional maintenance and training programs.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of various legal documents and their use in the correctional system.

Good working knowledge of policies, practices and procedures of the institution.

Ability and willingness to accept instruction and provide direction for individuals and groups of residents.

Ability to plan, allocate, supervise and review work of subordinate officers.

Ability to stimulate and maintain constructive relationships with residents which promotes confidence and co-operation between officers and residents.

Ability to act decisively and with sound judgment in an emergency.

Ability to make meaningful observations and reports on both officers and residents.

Ability to handle all emergency equipment.

Education, Training and Experience

Minimum of Grade XI, Grade XII preferred, successful completion of prescribed in-service training programs and three years' experience in a correctional institution.

Physical Standards

Physically capable of performing the duties assigned.

CORRECTIONAL OFFICER 3

GENERAL

This is the shift leader of the Correctional Officer series. Under direction from the duty officer, an employee at this level is responsible for supervision of all units of work in a provincial adult correctional institution or detention facility. The shift leader is responsible to implement and monitor policy, practices and procedures within the institution and ensure the personal well-being, care and rehabilitation of residents. An officer is expected to exercise considerable initiative and judgment in the performance of assigned duties. In a smaller institution or camp facility this position will function as the senior officer under direction from the Superintendent.

TYPICAL DUTIES

Plans, allocates, supervises and reviews the work of subordinate officers in all units of work in the institution.

In the absence of a unit leader, will assume responsibilities for supervision of the unit.

May act as senior officer in a smaller institution or detention facility responsible for all operational administrative functions.

Ensures the personal well-being, care and rehabilitation of residents of the institution.

Prepares written reports on occurrences on a shift concerning resident behaviour and work performance of subordinate officers.

Assists in the training and development of subordinate officers.

Makes recommendations to management concerning procedures, practices, internal operations and training programs for residents.

Performs such administrative duties as may be necessary.

Is responsible for ensuring effective maintenance and operation of all primary and auxiliary services necessary for efficient operation of the institution.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Sound working knowledge of various legal documents and their use in the correctional system.

Thorough working knowledge of policies, practices and procedures of the institution.

Ability to plan, allocate, supervise and review work of subordinate officers.

Ability to instruct subordinate officers in all aspects of their work.

Ability to act decisively and with sound judgment in any situation.

Ability to make meaningful observations and write clear, concise reports on both officers and residents.

Education, Training and Experience

Grade XII education preferred, successful completion of prescribed in-service training programs and five years' experience, including at least one year's supervisory experience in a correctional institution.

Physical Standards

Physically capable of performing the duties assigned.

CORRECTIONAL OFFICER 4

GENERAL

This is the duty officer or senior supervisory level of the Correctional Officer series and is located at Headingley Correctional Institution. Under general direction from the Chief Correctional Officer or Superintendent, the duty officer is responsible for day-to-day administration of institutional routine and supervision of a large number of subordinate staff on a shift. In the absence of a more senior officer, the duty officer will assume total responsibility for operation of the institution on a shift. An officer is expected to exercise a high level of initiative and judgment in the performance of his duties.

TYPICAL DUTIES

Supervises all aspects of resident movement within the institution.

Supervises the assignment and dispatch of work activities for all residents and subordinate staff.

Ensures, by periodic inspections, the security and cleanliness of the institution and welfare of all residents.

Performs all administrative duties concerning admittance and discharge of residents, payment of fines, expiration dates, etc., and prepares all relevant documents and records as necessary.

Participates in development of institutional policy and procedures and ensures their consistent implementation.

Prepares written reports on activities and occurrences within the institution for senior officers as necessary.

Assists in the training and development of subordinate officers.

In the absence of a shift supervisor, assumes responsibility for all units of work in the institution.

Has final authority for answering residents' requests except in exceptional circumstances.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough working knowledge of various legalities concerning persons under restraint.

Thorough working knowledge of institutional policies, practices and procedures.

Ability to supervise all activities of a large number of subordinate staff and a large resident population.

Ability to act decisively and with sound judgment in any situation.

Ability to write clear, concise reports on activities of both officers and residents and on occurrences in the institution.

Ability to evaluate the performance of subordinate officers and assist in their training and development on the job.

Ability to make recommendations on institutional policies, procedures and programs for residents.

Ability to perform all administrative duties of the institution as necessary.

Education, Training and Experience

Grade XII education, successful completion of prescribed in-service training programs with other training in related field desirable, and considerable experience as a Correctional Officer, including significant supervisory experience.

Physical Standards

Physically capable of performing the duties assigned.