

POSITION DESCRIPTION

Ministry of Attorney General

POSITION TITLE:	Deputy Sheriff	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Sheriff Services Division		
UNIT: (e.g., Branch, Area, District)	Court Services Branch	LOCATION:	Various
APPROVED CLASSIFICATION	Deputy Sheriff 15	CLASS CODE	
SUPERVISOR'S TITLE:	Sergeant; Staff Sergeant; Inspector	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	DS 21; DS 24; Applied Leadership	PHONE NUMBER:	

PROGRAM

Sheriff Services Division provides for the safety and security of the Criminal, Civil and appellate courts of the province. This responsibility includes the court and court users, the public, and the safe, secure and humane treatment of persons in their care (pre and post remand). Sheriffs are also responsible for the safe and effective transportation of persons and their effects while in custody to and from the court and correctional and forensic centers throughout the province and for protecting people from harm. Sheriff are defined as Peace Officers within the meaning of the Criminal Code of Canada they are armed with weapons and force option tools and may be required to use necessary force in the execution of their duties. The Sheriff Services provides for the administration and operation of programs to all levels of Court, including Court Security, Escort of Prisoners, Detention of Prisoners, Jury Management, Document Service and Coroner's Court. Sheriff Services create, operationalize and manage plans for the safety of all officials and users of facilities through facility and security plans as well as operational plans for high risk, high security, and high public profile trials.

PURPOSE OF POSITION

The Deputy Sheriff provides security in the Courtroom, Courthouse, and holding cells; summons and administers juries; arranges for transportation and transports prisoners in custody; serves Court documents; executes court orders involving arrest; provides services to the Coroner's Court and performs other duties.

Deputy Sheriffs, as Peace Officers, operate under the Criminal Code of Canada and the Sheriff Act. They are armed with weapons and force option tools and may be required to use necessary force in the execution of their duties to protect people from harm.

NATURE OF WORK AND POSITION LINKS

The Deputy Sheriff reports to a Sergeant, Staff Sergeant or Inspector and is responsible for providing security for the court, court buildings and court users and is regularly exposed to high risk and often violent situations requiring a high degree of judgement and decision making.

The Deputy Sheriff maintains contact with:

- Sergeant, Staff Sergeant and/or Inspector to exchange information on day-to-day operations and incidents
- The Administrative Judge to exchange information on delays, irregularities and security concerns
- Senior officials of the federal and municipal police and correctional services; CPIC, CSIS on risk management and threat assessment concerns, such as security of individuals, movement of prisoners and other related Justice system issues are dealt with on a daily basis.
- Federal and Provincial Crown Counsel for the purpose of discussing courtroom arrests
- Colleagues dealing with technical procedural issues such as change of venue, and on administrative matters.
- Court Services Branch HQ or Ministry Headquarters staff for the purpose of policy interpretation or clarification and provision of operational information on periodical occasions.
- Centre Directors and managers of Correctional Agencies and other court locations to identify and resolve issues relating to risk assessment, transport and custody of prisoners.
- Justice System agencies (i.e., Legal Aid, Crisis Centres, Rape Relief Centres, Native Court Workers, M.A.D.D., Salvation Army, E. Fry, John Howard Society) for the purpose of dealing with the concerns and issues of each group.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Provides Court Security by:

35 %

- a. Take charge, following the Incident Command Protocol, of the safety and security of the public, court staff, judiciary etc. in all cases of emergency, such as bomb threats, riots, hostage taking, attempted escapes, violent incidents, fire alarms, medical emergencies, etc. and may act as incident commander or team leader under ICS;
- b. Operating search gates and magnetometers and searching the public to ensure that weapons, drugs and other contraband are not taken into the Court facility and searching persons entering the courtroom, when deemed necessary;
- c. Searching persons in custody (including skin search) for weapons and contraband;
- d. While maintaining a high level of professionalism, removing disruptive persons from the courthouse or taking them into custody;
- e. Escorting accused persons from holding cells to the courtroom, ensuring they arrive in time for Court;
- f. Ensuring attendance in courtroom of participants and calling persons into Court;
- g. Securing/transporting exhibits when required;
- h. Searching courtrooms/public areas (pre and post Court) for contraband/bombs etc.;
- i. Arresting persons and carrying out orders of the Court as directed in public areas;
- j. Implementing operations' plan for high security/risk trials;
- k. Consulting with Crown and Probation officers regarding courtroom arrests;
- l. Taking persons into custody when sentenced or remanded;
- m. Notifying holding cell staff when prisoners are to be placed in holding cells, directly from Court;
- n. Securing courtrooms when Court is completed for the day;
- o. Ensuring accused is adequately restrained to prevent escape, violence and the integrity of the court process;
- p. Ensuring the general public are quiet and well behaved while in Court and advising the public on courtroom protocol when required;
- q. Removing persons from the Court as directed by the Judge;
- r. Protecting and ensuring the safety and security of witnesses;
- s. Advising supervisor of incidents and completing incident reports as required; and
- t. Advising Judge of potential delays, irregularities and any security concerns.

2. Performs Ground and Air Escort Duties by:

20%

i. Ground Escort Duties

- a. Escorting accused persons within a Court location, between Court locations, from police lock-ups, between institutions, and from other jurisdictions;
- b. Searching vehicle before undertaking any escort;
- c. Ensuring that the required documentation is available to escort an accused;
- d. Determining the security risk and classification of accused to ensure that proper security precautions are taken during escort;
- e. Implementing operational plan for high security/risk escorts;
- f. Ensuring that adequate security equipment is available and appropriate restraint measures are utilized;
- g. Searching accused person before restraining them;
- h. Strip searching accused persons for weapons at federal institutions;
- i. Securing and recording prisoners valuables/effects;
- j. Completing trip sheets and/or other reports as required; and
- k. Performing high risk escorts as a Special Provincial constable pursuant to the Police Act including the operation of emergency equipment (red light and sirens) in the public domain.

ii. Air Escort Duties:

- a. Escorting accused and convicted persons on commercial and charter aircraft within BC and across Canada;
- b. Consulting with Crown to ensure authority to escort persons(s);
- c. Determining the security risk and classification of accused from intelligence sources to ensure proper security precautions are taken;
- d. Completing airline documentation regarding armed escort;
- e. Taking accused from other jurisdiction;
- f. Searching accused person before restraining them;
- g. Moving accused person(s) through public areas of airport;
- h. Managing accused person's conduct and ensuring security of escort during flight; and

- i. Completing trip sheets and other reports, as required.

3. Provides Holding Cell Security by:

15%

- a. Searching and securing holding cells and booking area and ensuring that a safe and effective lockup is maintained;
- b. Admitting and discharging prisoners;
- c. Providing for medical care and health and welfare of persons in custody;
- d. Ensuring accurate, complete documentation accompanies all custodies;
- e. Preparing custody lists and distributing to Court staff, Crown, Defense etc.;
- f. Escorting accused persons from holding cells to Court;
- g. Escorting prisoners/in custodies to and from interviews;
- h. Physically checking holding cells at irregular intervals, monitoring prisoners and persons in custody through electronic monitoring equipment, and performing maintenance checks on equipment;
- i. Arranging for and serving meals to those in custody;
- j. Responding to emergency situations (medical, security threats etc.), requiring defensive tactics and using appropriate levels of force;
- k. Ensuring that firearms are not brought into the holding area by any agency;
- l. Reporting problems to supervisor and completing incident reports as necessary;
- m. Maintaining accurate computerized/manual cell records and/or booking sheets;
- n. Collecting and recording statistical information;
- o. Assisting accused persons with funding assistance upon release; and
- p. Arranging prisoner clearances.

4. Performs Jury Administration duties by:

5%

- a. Distributing Jury lists to appropriate persons (Defense, Crown, Court staff, Judge etc.);
- b. Coordinating the Jury selection process and providing direction to Sheriff's Officers;
- c. Addressing the Jury Panel and advising them of Court procedures;
- d. Guarding the Jury while in court, during breaks or during deliberation to ensure their safety and to ensure no unauthorized parties come into contact with the Jury;
- e. Escorting parties, as requested by the Court, to view scene;
- f. Advising Jurors concerning the rules of handling exhibits;
- g. Ensuring security of exhibits (money, drugs, firearms, etc.) during deliberations;
- h. Providing comforts for Jury and ensuring their personal needs are addressed;
- i. Informing the Judge of Jury-related issues; and
- j. Guarding sequestered Juries and arrange for meals and overnight accommodation as required, in order to maintain the integrity of the court process.

5. Performs Court Videoconferencing by:

5%

- a. scheduling/confirming links with other sites;
- b. operating equipment in the courtroom and at the Correctional facility;
- c. assisting accused person at the Correctional facility with the court process, as required;
- d. faxing to and receiving documentation from the court, as required.

6. Provides Document Service by:

5%

- a. Serving documents as required and returning the documents with a completed affidavit of service, or attempted service, within the allotted time frame;
- b. Ensuring that document information is kept confidential at all times;
- c. Determining alternate methods of tracing addresses in order to effect service; and
- d. Reporting any complaints received from lawyers, general public etc. to the supervisor and preparing critical incident reports when required; and
- e. Completing Process Record Card.

7. Executes In and Out of Court Arrests by:

5%

- a. Executing warrants for arrest, ensuring that proper warnings are given to person losing their freedoms, and executing orders for committal;

- b. Executing warrants issued from Small Claims Court;
- c. Executing certain warrants issued from Family Court;
- d. Executing Warrants of Committal and Child Apprehension Orders; and
- e. Arresting persons for contempt, on orders of Judge.

8. Provides Services to the Coroner by:

5%

- a. Providing Court security;
- b. Calling witnesses and acting as Court Officer;
- c. Escorting in-custody witnesses;
- d. Coordinating the Jury Selection process; and
- e. Guarding Jurors on breaks and, when sequestered, attending to their needs as required.

9. Performs other duties, such as:

5%

- a. Maintaining vehicles, including checking oil and fuel levels, ensuring exterior and interior are clean, checking lights, tires etc.;
- b. Purchasing gas and vehicle repairs through petty cash, credit cards and expense claims;
- c. Checking vehicle exterior for damage and reporting any damage to supervisor;
- d. Cleaning, oiling and caring for issued firearms;
- e. Participating in training and providing orientation sessions to school children etc. who visit Court.
- f. Providing building security and security for visiting dignitaries;
- g. Assisting in training new Deputy Sheriff staff;
- h. Assisting other Court staff;
- i. Completing and submitting reports and statistical information;
- j. Signing court orders and release documents;
- k. On request, transporting visiting Judges;
- l. Perform hospital guard duty as required
- m. Maintaining a level of physical fitness that permits the safe and effective participation in the execution of duties; and
- n. Maintaining qualifications in use of firearms and use of force techniques.

FINANCIAL RESPONSIBILITY

Purchase gas and vehicle repairs through petty cash, credit cards and expense claims

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

9 mm handgun, ammunition, batons, pepper spray, radio and cellular phones, soft body armour, physical restraint equipment, cell extraction equipment, security cameras, computer, facsimile machines, photocopiers and escort vehicles.

WORKING CONDITIONS

The position deals with unpleasant, upset, hostile, angry and potentially violent clients on escorts, in court, in the holding cells and on the street on a regular basis. The incumbent is required to control and physically restrain hostile and dangerous behaviour.

WORK EXAMPLES

The role of deputy sheriff and the duties they perform are an integral component in the administration of the Court Services Branch, and in the achievement of its goals and objectives. The position is responsible for maintaining court and building security as well as providing for the safety of the judiciary, staff, court officers, accused/litigants and attending public. It is also responsible for ensuring general order; controlling disturbances within the Courthouse; acting as the judges' liaison with counsel and other members of the court; service of documents and execution of Court Orders; escorting accused and convicted persons; immigration cases; material witnesses, mentally disordered persons, persons under police guard, persons arrested in civil matters and parole revocations. The position is also accountable for the safety and security of the holding cells for both staff and in-custodies.

COMMENTS

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

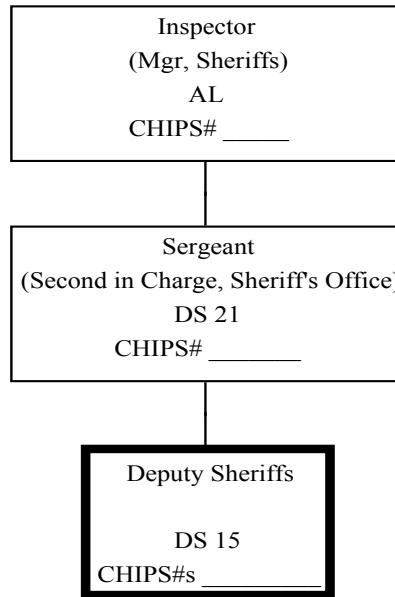
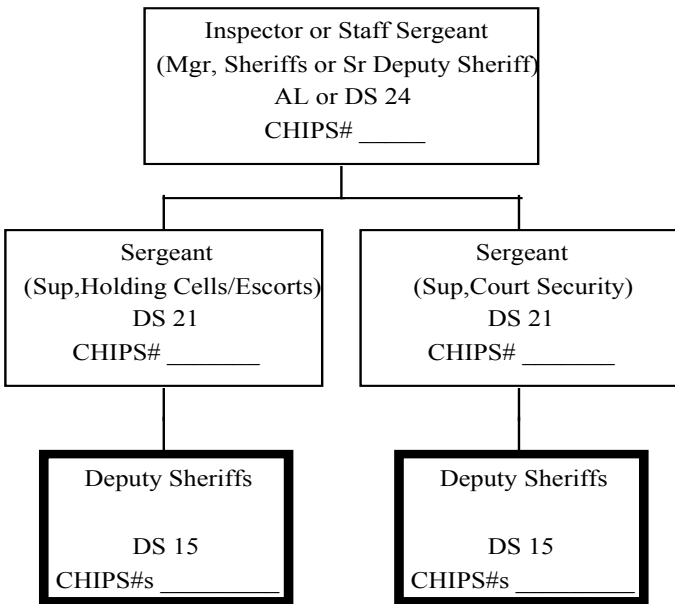
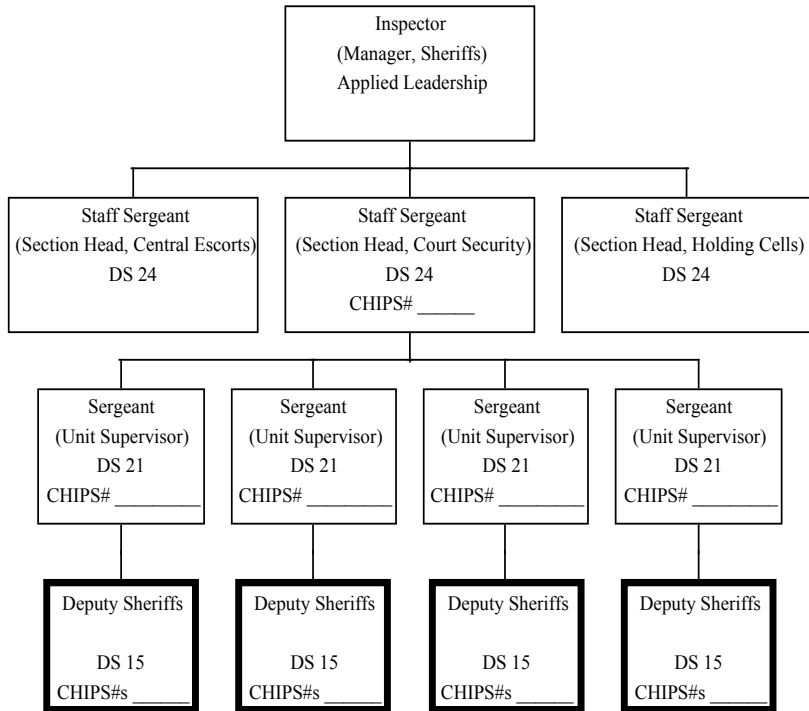
I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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ORGANIZATION CHART

Sample Organizational Structures



STAFFING CRITERIA

EDUCATIONAL AND/OR OCCUPATIONAL CERTIFICATION:

- Grade 12 or G.E.D. equivalency program preferred
- Must possess a British Columbia Class 4 Driver's License, unrestricted.
- Must possess a valid first aid certificate with CPR.

Permanent employment with the Sheriff Services Division is conditional upon the successful completion of Employer sponsored training.

EXPERIENCE AND/OR ACHIEVEMENTS:

- Minimum 3 years of progressive work experience
- Demonstrated experience interacting with persons under difficult or stressful circumstances preferred.

RATED QUALIFICATIONS/KNOWLEDGE:

- Previous knowledge of statutes and regulations applicable to Sheriff Services Programs preferred.
- Knowledge of Sheriff Services Programs and the B.C. Courts and Justice system.
- Suitability for appointment as Special Provincial constable pursuant to the Police Act.

SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Ability to meet and communicate with the Judiciary, Crown Counsel, Police and general public in a tactful, professional, and courteous manner.
- Ability to work under pressure and organize workload to meet deadlines.
- Ability to control hostile and dangerous behaviour, requiring maturity and emotional stability.
- Ability to use various restraining devices, weapons, and TV security cameras.
- Ability to operate computers and related equipment.

PROVISOS:

- Must be 19 years of age or older.
- Must undergo background check and medical examination.
- Must undergo fitness test and meet minimum entry standards of physical fitness.
- May be required to work shift work.
- May be required to travel by any mode of transportation.
- Will be required to complete annual firearm qualification process.
- May be required to work in other geographic areas.
- May be required to travel out of Province.

COMPETENCIES

Teamwork and Cooperation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Initiative involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

Integrity refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.

Self-Control is the ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Commitment to Continuous Learning involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

Concern for Image Impact is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community. Concern for Image Impact is particularly appropriate for senior management positions.