

Job Class Profile: Deputy Sheriff I

Pay Level: CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	5	5	6	3	3	4	2	7	
Points	140	83	32	29	90	65	83	43	75	640

JOB SUMMARY

The Deputy Sheriff I provides court security in various levels of the Court system including security of the Judiciary, Court Staff, members of the public, and the security and transport of persons charged with criminal offences.

Key and Periodic Activities

- Provides Court security.
- Escorts and transports offenders from various secure facilities for Court appearances as well as Offender holding.
- Liaises with outside agencies to ensure convicted persons are transported to appropriate institutions as well as to ensure persons who are released back into the community are cleared from any outstanding matters within the Court and sentences being served.
- Completes detailed incident reports which can be used in Court proceedings.
- Applies and removes restraints and personal safety equipment for Offenders.
- Executes Family Court Warrants of Arrest.
- Performs evictions and seizures of cash and property.
- Guards juries during deliberations and transporting to and from the hotels during sequestration.
- Performs after hours building security.
- Provides emergency medical assistance.
- Provides evidence in Court.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of the justice system, Court procedures and Court documents, emergency first aid, and Use of Force Continuum.

Formal Education and/or Certification(s):

- Minimum: Post secondary education in the field of criminology, justice or law enforcement training.

- Possess a Class 4 driver's license or be eligible to obtain one.

Years of Experience:

- Minimum: 1-2 years experience.

Competencies:

- Must meet physical fitness standards (PARE) and visual acuity.
- Ability to work within the Use of Force Continuum.
- Possess and maintain first aid certificates.
- Appropriate use of weapons and restraint equipment.
- Ability to take direction when performing tasks.

Interpersonal Skills

- A range of interpersonal skills include listening to information, providing routine and complex information/direction to others, providing care/nurturing, dealing with angry or upset people, providing counselling to others, and resolving disputes.
- Communication occurs with prisoners who become very agitated while waiting for Court proceedings requiring incumbents to maintain a calm demeanor while facing hostile situations; to the Courts and the public; giving advice and help to prisoners looking for assistance for legal representation; providing security to the Courts often requiring intervention in disputes between members of the public; and providing information to outside agencies (RNC, RCMP, HMP) which may entail details of potential security threats to other agencies.
- The most significant and frequent contacts are with: (1) Co-workers to perform co-ordinated prisoner escorts, (2) Court staff and Judiciary in the communication of Court outcomes, (3) and the general public/offenders.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue or require periods of rest.
- There is a constant requirement for strength and endurance and physically handling materials/objects.
- There is a regular requirement to lift objects up to 50 lbs and an occasional requirement to lift over 50 lbs.
- Constant: Gross motor skills (large movements requiring strength and coordination), maintaining physical balance, standing.
- Regular: Fine finger precision work, using tools that require accurate control and steadiness, walking, climbing, awkward or cramped body postures or movement.
- Occasional: Use of machinery that requires controlled movement or rapid physical movement/reflexes, sitting, driving.
- Examples: Deputy Sheriff's are required to carry and use restraint equipment, must physically handle prisoners/offenders, walk back and forth to Court escorting prisoners, work in confined holding cells, and spend many hours standing/sitting in Court.

Concentration

- **Visual** concentration is required when being attentive to any security concerns that could

happen in holding facilities or in the Courts which may be greater than 7 hours in duration, weapons and/or contraband being passed to prisoners, and when prisoners are on suicide watch.

- **Auditory** concentration is required when wearing earpieces and listening to radio transmissions and particularly for emergency situations that may arise for a co-worker, listening to all outcomes in the Courtroom as this information may be conveyed in an accurate manner after the proceedings.
- **Other sensory demands** are required when physically searching people in custody or using sense of smell to detect if an individual is under the influence of alcohol or drugs.
- **Alertness to health and safety** is required when many prisoners are or become suicidal while in the care of the Deputy Sheriffs. This requires visual supervision both physically and by closed circuit television. Security risks and alerts require the incumbents to be vigilant while patrolling the Court House as weapons and drugs are a constant concern.
- **Repetition requiring alertness** occurs when there is constant supervision of prisoners over a long period of time while in Court.
- **Time pressures/deadlines/interruptions** occur when timelines associated with scheduled Court proceedings, or the requirement to have the prisoner ready and present at any time for a Court appearance.
- **Eye/hand coordination** occurs when applying and removing handcuffs and restraints, using various keys on a constant basis, using Oleoresin Capsicum (Pepper Spray), and when moving a prisoner in restraints and maintaining control while opening doors.
- **Lack of control over work pace** is experienced when Court proceedings happen simultaneously requiring the Deputies to go from one environment to the next in a short time frame.
- **Exact result and precision** happens when escorting prisoners to Court, as they must convey exact outcomes of proceedings to ensure prisoners are not released prematurely or held longer than required.

Complexity

- Work tasks are generally similar/related in terms of the skills and knowledge used and where the tasks are usually well defined through policies and procedures.
- Problems and challenges range from being simple with obvious solutions/policies/procedures to those with limited opportunity for standardized solutions.
- The most typical challenge faced by a Deputy Sheriff is hostile prisoners. This occurs on a daily basis and requires the Deputy to maintain a professional demeanor while determining the best solution to diffuse the situation. Each prisoner has their own unique problems or requests that can challenge the Deputy's ability to diffuse the situation.
- When addressing challenges or problems Deputy Sheriffs may refer to the Policy and Procedures manual or rely upon their immediate supervisor for direction.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are generally prescribed or controlled. Prisoners are transported with procedures set in place by the Sheriff's Office. Searches and use of force are maintained by policy and procedures.

- Decisions are made daily with regards to use of restraints and the type of restraints. Security issues regarding prisoners are occasionally made by the Deputy Sheriff I.
- Supervisory approval must be obtained for the release of inmates and for daily assignments.
- Discretion is exercised within policy and procedures to determine whether a person is required to wear restraints. There may be medical reasons for this discretion.
- A high level of discretion and judgement is required in determining when and how to apply force.
- Deputy Sheriffs are designated Peace Officers and must exercise discretion, tact, and diplomacy and discharge their duties impartially and professionally to various clientele including Judges, lawyers, member of the police force, Offenders, and the Public.

Impact

- Generally has an impact within the immediate work areas, the department and organization, outside the organization, on prisoners/offenders/public, as well as on information, finances, human resources and corporate image.
- The completion of work tasks for the Courts directly impacts the workloads of other agencies. Deputies are constantly in the public eye, must maintain professionalism, and be helpful and courteous to all persons through the Court process. Information provided by the Deputies is used for processing prisoners and detaining or releasing them.
- Prisoners who are inadvertently released from custody could potentially be a danger to the general public, have financial and human resource implications on the Department as well as impact its public image. If an inmate is not searched properly and a weapon or drugs are brought into the holding cell area, it puts other inmates and Deputies at risk.
- Identification and resolution of errors normally occurs within hours of problem identification.

Development and Leadership of Others

- There is no responsibility for the supervision of staff.
- Deputy Sheriff's are tasked with being the Officer in Charge of Provincial Court on weekends which requires giving direction to staff to maintain the safety and security of the Court and its participants. The Officer in Charge is responsible for the release and detention of prisoners.
- Deputy Sheriff I's also act as mentors to new Deputies which requires assessing the recruit's progress and suitability to the job. They may also provide advice and guidance to students completing practical training at the Sheriff's Office.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear soft body armour for protection from ballistic weapons, carry OC (pepper) spray and batons as protection against assaults from prisoners and the public, to wear radios to call for help and to monitor other Deputies need for assistance, and to deploy restraint equipment for safety as well as helmets to prevent injuries to prisoners. Deputies are issued medical devices such as one way valves to perform CPR. There is cell extraction equipment that must be used in the event that a prisoner within a cell has a weapon. This extraction equipment includes a shield and body armour suit.
- There is a significant likelihood of minor cuts/bruises/minor illnesses, a moderate likelihood of

fractures or illness resulting in partial disability, and a limited likelihood of injury or illness resulting in disability or death.

- Constant exposure to distracting noise, dirt/dust/filth, hazardous chemicals, body fluids and waste, infectious disease, odours, wet or slippery surfaces, lack of privacy, confining work spaces, physical dangers and threats.
- Regular exposure to limited lighting, toxic or poisonous substances, adverse weather, and travel.
- Occasional exposure to glare, isolation, and sharp objects.
- Deputy Sheriffs work in confined areas (holding cells) in the performance of their daily duties. While performing searches the Deputy Sheriffs come in close physical contact with prisoners who may be bleeding or have dried blood or excrement on their persons, have contagious diseases, and who are violent. Incumbents are required to transport offenders in adverse weather conditions, take knives/syringes/sharp objects into their possession, and are exposed to body fluids and human waste from prisoners.