



JOB DESCRIPTION

RCMP Guard

Department	RCMP	Reports To	Deputy Corporate Officer, Municipal Employee Supervisor
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Under the Direction of the Deputy Corporate Officer, Municipal Employee Supervisor, or designate the RCMP Guard is responsible for the care and monitoring of prisoners within the cellblock. Full-Time guarding shifts consist of 4 x 12-hour shifts: 2 days, 2 nights, 4 off.

KEY DUTIES PERFORMED:

1. Completes forms and records required relating to prisoners' incarceration and release.
2. Conducts regular surveillance and monitoring of prisoners.
3. Arranges to meet prisoners' needs and privileges.
4. Maintains and cleans cellblock.
5. As required, assist with prisoner searches as required in conjunction with and under the supervision of an RCMP member.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Grade 12 education or equivalent combination of education and experience.
2. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.
3. Knowledge of policies & procedures manual for handling of prisoners.
4. Physical agility and ability to complete duties requiring physical effort.
5. Must be available and able to work 12-hour shifts, including overnight shifts, as required to meet operational needs.
6. Standard First Aid Training & CPR training in compliance with WorkSafe BC regulations.
7. The ability to perform all the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, Violence in the Workplace policies and WorkSafe BC Regulations, i.e. WHMIS, TDG

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Previous custodial experience.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.