

JOB DESCRIPTION

Benchmark #041

Ministry: Forensic Psychiatric Services Commission
Branch: Forensic Psychiatric Institute
Location: Port Coquitlam

Working Title: **Forensic Security Officer**
Level: Range 12
Classification: Forensic Security Officer

PRIMARY FUNCTION

To assume primary custody while providing safe and secure escorts for all maximum security persons in custody at the Forensic Psychiatric Institute (FPI) as a Special Provincial Constable on a 7x24 basis.

JOB DUTIES AND TASKS

1. Assumes primary custody while providing escorts
 - a. provides safe and secure escorts for all maximum security persons in custody
 - b. assumes custody and transports persons in custody from outside agencies
 - c. searches all persons in custody prior to escorts and ensures documentation is available
 - d. determines the security risk and classification of escort
 - e. applies restraining devices or applies restraint techniques
 - f. locates, and serves documents to persons in breach of Review Board orders
 - g. investigates, locates and takes in to custody persons on unauthorized absences
2. Maintains security of the Review Board of British Columbia
 - a. provides escorts and security services for the members of the Review Board and Review Board workers, such as court reporters, lawyers, FPI staff and the general public
3. Provides security during visiting hours
 - a. searches the public with metal detectors, determines what effects, (gifts, food etc.) are permitted
 - b. monitors multiple video monitors; screens and approves all visitors
 - c. provides protection for the public in the visiting areas and escorts the public while on the grounds
 - d. restricts and disallows visits and removes inappropriate visitors
4. Performs security duties
 - a. responds to emergencies to provide communication services, crowd control, emergency transportation, first aid, CPR, and emergency evacuations
 - b. handles, secures, and transports documents, files and money
 - c. ensures that firearms are not brought in by any agency
 - d. responds to all incidents of escape and searches for escapees, and takes into custody
 - e. assists police officials in the event of emergency security breaks
 - f. exchanges information with outside agencies such as, police, fire department, coroner's office, sheriffs' detachments, and correction facilities
 - g. monitors the movement and activities of persons in custody by operating building control units and closed circuit television
 - h. maintains building and grounds security by utilizing regular patrols, maintaining and monitoring alarm systems, communication systems, safety and emergency equipment (i.e. fire alarm and personal protection alarms)
5. Performs administrative duties
 - a. provides staff training in the use of alarm system, selected restraint equipment and evacuation plans
 - b. completes reports, maintains and updates records and files
 - c. provides information and suggestions to change policies and procedures
 - d. signs for airline tickets, gas, and vehicle repairs; operates a car, bus, or van
 - e. ensures maintenance and cleaning is carried out on vehicles, uniforms, and restraint equipment

* Multiple shifts (7x24 operation).

REASON FOR CLASSIFICATION

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Job Title: Forensic Security Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the courts, police and Review Board to provide safe and secure escorts for maximum-security patients in custody at the Forensic Psychiatric Institute.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority to provide secure escorts and respond to emergency situations.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation with persons in secure forensic custody.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to contain forensic patients.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures or instruction, selects course of action to provide secure escorts, maintain security of institution and safety of visitors and respond to escapes.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to sign for vehicle operating costs through credit card.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to monitor and maintain electronic equipment and alarms to ensure building security.</p>	D	22.5

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide training to staff in the evacuation plan, use of personal security alarms and restraint equipment and “use of force” model.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of clients and visitors in the forensic institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe clients in the institution to prevent attacks and defuse critical situations.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain clients while on escort.	C	12
12	SURROUNDINGS Exposure to unpredictable forensic clients in custody almost always.	D	9
13	HAZARDS High level of exposure to hazards from the possibility of physical violence from clients in custody of the Forensic Psychiatric Institution almost always.	E	12

Total Points: 410

Level: Range 12