

Working Title Stockkeeper	Name
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Position Number	Reports to Position No., Class & Level Operational Services 3	Division, Branch/Unit Correctional Services – Adult Centre Operations – Calgary Correctional Centre	Ministry Public Safety & Emergency Services
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Present Classification <b>Operational Services 2</b>	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Responsible for covering in Inmate Property, Inmate Clothing, and Duty Driver areas when staff are away on absences.. Responsible for each area’s duties in accordance with Policies and Procedures, Standing Operating Procedures and Centre Security Standing Orders. Ensures the security and proper control and storage of property of various monetary value. Processes personal belongings such as credit cards, bank cards, and other identification as well as jewelry, bulk and other valuables.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Control of Offender Property**
- Responsible for storage and recording of all offender property in accordance with policy.
  - Responsible for verifying that all property from other centres is consistent with ORCA data.
  - Shipping and receiving of all offender property.
  - Responsible for the return of property to the offender upon their release; ensure all paper work is in order according to policy.
  - Responsible for searching all offender property (cell property, vault property, bulk property) for contraband, illicit drugs and various hazards
  - Responsible for offender mail that is forwarded to Property, ensuring that it is placed in offender’s property as required; update information on ORCA
  - Ensure that all valuables (jewelry, bank cards, credit cards, cell phones etc.) are stored in the appropriate manner and recorded on offender property paper work and/or ORCA including approximate value for jewelry, and type of cell phone etc. when necessary.
  - Provide weekend release property as required.
  - Ensure that proper eyeglass information is recorded on the property paper work indicating approximate value of the glasses as well as make of eyeglasses, if available
  - Ensure that unclaimed property is logged and destroyed according to policy.
- Communication with offenders, staff and outside agencies**
- Communicate with written requests from offenders within 3 working days regarding property
  - Problem solving property issues as they arise.
  - Communicate with other centres regarding inmate property.
  - Responsible for ensuring that adequate clothing is available for offenders being released who do not have proper attire, including notifying Business Manager when stock is low to ensure proper inventory levels.
  - Liaise with Security Officer re: drugs/contraband/hazards in offender property.

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### **Other Duties**

- Prepare property for transfer of offenders to other Centres.
- Do spot inventory checks to ensure property and paper work is in order
- Assist in Inmate Clothing, Bursar Stores and Duty Driver as required.

### **Control and Supervision of Inmate Clothing:**

- Ensures stock of required clothing and foot wear is sufficient (socks, underwear, cover-alls and runners) and is in good condition.
- Ensures stock of bedding items and towels is sufficient and is in good condition.
- Examine all clothing and bedding to ensure usability and condemn worn and/or damaged items according to policy.
- Ensures all areas of the centre are properly restocked for weekenders, DSR and units.
- Issue hygiene items as required to the offender population on the units.
- Issue clothing and bedding to the inmates according to scheduled times and dates either through Clothing Stores or delivery of goods to the units.
- Issue clothes and bedding to new admits.

### **Communication with units and offenders:**

- Supervise inmate offenders and communicate how to complete their duties in a timely, orderly manner without interference or disruption.
- Communicate with correctional officers and/or caseworkers to ensure their units are properly equipped with supplies for exchange of the day to day operation.
- Communicate with the supervisor on a regular basis to keep him/her up to date on day to day occurrences.
- Communicate with Preventative Security Officer regarding any security issues.
- Communicates with the Deputy Director of Operations with respect to key issues and any changes towards policies.
- Coordinate laundry drop offs and pick ups of inmate clothing with the units.
- Admit and Discharge – arranging for new admit offenders to obtain their clothing as soon as possible.
- Coordinate the repair of inmate clothing and security issues of baby dolls with the sewing shop.

### **Equipment Operator Duties:**

1. Pick up and delivery of materials
  - Deliver laundry to and from CCC, CYOC, and CRC.
  - Pick up and delivery of first class mail and inter-departmental mail to CCC, CRC, CYOC, Attendance Centre, Provincial Court, and Community Corrections.
  - Pick up and delivery equipment to service depots.
  - Pick up and deliver laboratory work from Calgary Correctional Centre, Calgary Remand Centre, and Calgary Young Offenders Centre to the provincial laboratory or designated hospital for analysis as required.
2. Safe and secure transport of monies.
  - Bank deposits for inmate trust accounts for CCC, CRC, CYOC.
  - Purchase of transit tickets.
  - Mailing of parcels for corrections and inmates.
3. Vehicles/Fuel Tanks
  - Assists with transportation for pick up and delivery of centre vehicles for repairs as required.
4. Provides safe and secure transportation of released offenders.

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- Delivers released offenders and their property to public transportation daily.
- Delivers offenders and their property to appropriate half-way houses as per Temporary Absence permits.
- 5. Miscellaneous.
  - Deliver money to hospitals.
  - Delivers letters as required to employees at home.
  - Other duties as required.
  - Maybe required to lift items weighing up to 50lbs.

Other Duties:

- Remain current in safety issues & courses e.g. PPE, First Aid, Forklift training

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

Responsible for the secure handling of **Offender Property**: Continuous interaction with offenders and correctional officers. In contact with other operation service support staff at other centres regarding property. Must be able to prioritize workload and determine security in preventing lost and misplacement of offender property. **Offender Clothing**: Responsible for timely distribution of inmate clothing to offenders and/or units. Incumbent interacts with offenders, correctional officers/caseworkers in the performance of the incumbents duties. All operating decisions are made within established procedures and time frames. Must be able to prioritize workloads and determines what security is required to prevent damage or contraband and to keep this area secure at all times. **Duty Driver**: Provides services in an institutional facility to inmates, staff and visitors, Is responsible for operating a 5 ton truck in order to deliver all laundry to CRC and CYOC. Responsible for each area's duties in accordance with Policies and Procedures, Standing Operating Procedures and Centre Security Standing Orders

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Required to follow Policy and Procedures, Standing Operating Procedures and Centre Security Standing Orders.
- Excellent time management skills.
- Must have a thorough knowledge of Standing Operating Procedures, Policies and Procedures and Centre Security Standing Orders.
- Knowledge of computer applications such as ORCA and Stock Inventory System.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

Operational Support III – Supervisor  
Administration 1 – Business Manager  
Deputy Director of Administration  
Staff – Inquiring on behalf of offenders regarding property.  
Offenders – Regarding property issues.  
Security – PSO, SIO  
Community Corrections offices for pick up and delivery of mail.  
Provincial Court for the purpose of picking up and delivery of mail.  
CIBC Bank for the purpose of depositing money into the offender trust account.  
Canada Post Office for the purpose of mailing envelopes for the Centre as well as offenders.  
Various vendors for the purpose of pick up and drop off of equipment and/or supplies.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

Offender contact for the purpose of transporting offenders upon release to the bus station  
Offenders – Supervise Offenders in Inmate Clothing Area as well interaction with offenders during clothing change.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

No supervision exercised.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_  
Name Signature Date (yyyy/mm/dd)

**Manager**

\_\_\_\_\_  
Name Signature Date (yyyy/mm/dd)

**Division Director/ADM**

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Name Signature Date (yyyy/mm/dd)