

# Correctional Peace Officer (CPO 2)

## Job Description

### Purpose

*(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.)*

Working under the authority of the *Corrections Act*, related federal and provincial legislation, divisional policy, as well as Standing Operating Procedures, the Correctional Peace Officer 2 provides for the custody and care of inmates/young persons in a correctional centre or when conducting external escorts. As a designated Peace Officer, the incumbent of this position is responsible for ensuring the security and good order of the facility is maintained as well as providing direction to and supervision of inmates/young persons. These functions are provided in a 24-hour operation with rotating shifts in a challenging and potentially volatile environment.

Correctional Peace Officers create a better Alberta by supporting, guiding and inspiring our clients to make positive, sustainable and lawful choices. Correctional Peace Officers are to guide and support clients, both in custody and within the community through responsive measures and evidence-based practices in order to reduce their interactions with the criminal justice systems and ensure strong communities across Alberta.

### 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.)*

Performs a variety of security functions to ensure the security of the centre and the safety of the public, staff and other inmates/young persons and the prevention of property damage, including:

- Oversee and monitor inmate/young person movements within assigned work area.
- Conducting formal and informal counts of inmates/young persons.
- Exercising effective disciplinary controls through the enforcement of centre rules.
- Escorting inmates/young persons within the confines of the centre or to and from community locations.
- Conducting rounds to observe behaviour and mood of individual and groups of inmates/young persons and reporting notable incidents of sudden or unusual changes.
- Responding to emergency situations by participating as a member of the centre emergency response teams and/or otherwise responding to emergency situations as they arise.
- Conducting searches of inmates/young persons and the physical plant.
- Acts as a role model to demonstrate appropriate behaviour to inmates/young persons.
- Provide effective on the job training, guidance and mentoring to less experienced employees.

Performs a variety of duties related to inmate/young person management and supervision including:

- Provide direction to inmates/young persons with respect to schedules, rules and behavioural requirements.
- Respond to inmate/young person requests, concerns and/or complaints within the scope of the position as defined by standing operating procedures.
- Facilitate inmate/young person requests for information or intervention outside scope of the position by referring inmates/young persons to appropriate programs and resources.

Performs a variety of administrative duties related to security and inmate/young person management:

- Maintain up-to-date and accurate written routine records and reports on inmate/young person movements, counts, searches, inmate/young person behaviour, property records, logs, etc.
- Provide accurate verbal and/or written incident reports, on an as required basis, related to maintenance of physical plant, incidents, special situations, etc.

## Scope

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

Under the general direction of a supervising correctional peace officer (CPO3) or manager, the incumbent has considerable independence in making decisions relating to day-to-day operations and is responsible to directly supervise and manage the activities of individual or groups of inmates/young persons in keeping with divisional policies and procedures and centre standing operating procedures. There is a relatively significant degree of intuitive judgement required to recognize anomalies of inmate/young person behaviour that may, if not detected and addressed early, result in dangerous and/or life-threatening incidents.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

### Knowledge:

- Working knowledge of current departmental policies and procedures, centre Standing Operating Procedures and Emergency Standing Orders.
- Knowledge of organized crime/gang behaviour.
- Security knowledge and skills derived through on the job training and from participation in Correctional Services Induction Training.
- Principles of inmate/young person management/knowledge of indigenous culture.
- Position must attend centre re-refresher training, First Aid/CPR, when required.

### Skills and Abilities:

- Ability to observe and assess behaviours.
- Awareness of cultural diversity.
- Instructional skills/communication skills both verbal and written.
- Individual must be physically able to perform the job duties of the role.
- Possess a valid Class 5 Alberta Driver's License.
- Must be able to wear Personal Protective Equipment (PPE's) and be clean-shaven where the face piece of the equipment seal to the skin of the face (as per the Occupational Health and Safety Code, Section 250 (2)).

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

The incumbent of this position is a primary contact point between inmates/young persons and the centre to enable the secure, safe and smooth functioning of ongoing operations.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No supervision.