

# Correctional Peace Officer (CPO 1)

## Job Description

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job operates and the main contribution to the organization.)*

This is the developmental level Correctional Peace Officer position. 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 1 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.
- Conduct formal and informal counts of inmates/young persons.
- Exercise effective disciplinary controls through the enforcement of centre rules.
- Escort inmates/young persons within the confines of the centre or to and from community locations.
- Conduct rounds to observe behaviour and mood of individual and groups of inmates/young persons and reporting notable incidents of sudden or unusual changes.
- Respond to emergency situations by participating as a member of the centre emergency response teams and/or otherwise responding to emergency situations as they arise.
- Conduct searches of inmates/young persons and the physical plant.
- Act as a role model to demonstrate appropriate behaviours to inmates/young persons.

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, including:

- 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 situation reports, on an as required basis, related to maintenance of physical plant, incidents, special situations, etc.

Undertake available training to maintain a high standard of professional development.

## Scope

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

In this developmental role, the Correctional Peace Officer 1 is trained to gradually assume the full responsibilities of a Correctional Peace Officer 2. Under the general direction of a senior correctional peace officer or manager, the incumbent has some 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.

Some restrictions apply to work assignments including the escort or supervision of certain specific inmates/young persons or types of inmates/young person's depending on security classification and/or other considerations, subject to a risk assessment by operational managers.

## 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:

- Developing knowledge of current departmental policies and procedures, centre Standing Operating Procedures, and Emergency Standing Orders.
- Developing knowledge of the principles of inmate/young person management/.
- Developing awareness of indigenous culture and cultural diversity.
- Developing knowledge of organized crime/gang behaviour.
- Developing security knowledge and skills derived through on the job training and from participation in Correctional Services Induction Training.

### Skills and Abilities:

- Developing ability to observe and assess behaviours.
- Strong interpersonal and communication (verbal/written) skills.
- Developing instructional skills.
- Individual must be physically able to perform the job duties of the role
- Must possess valid and current first aid and CPR certificates.
- 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.