

CIVILIAN JOB DESCRIPTION

Position Title: Special Constable – Offender Transport/Court Services/Security	Number of Positions:	
Location: Central, North East, North West Regions	UNIONIZED	

PURPOSE:

To manage court case files for NAPS, providing liaison services with the court and monitoring the progress of files through the court system. To maintain the safe and secure custody of offenders while being transported by air or road between communities, detention/correctional facilities, mental health institutions and court locations, and to ensure the proper order of security and restraining equipment used in the performance of duties.

KEY RESPONSIBILITIES:

1. Provides court security during court hours for judges and other court staff, adult and young offenders, Crown Attorneys or other prosecutors and the general public, where required. Assumes responsibility for offenders while they are on-site for court appearances, monitoring their activities and performing searches, as required. Administers medications to prisoners, as provided by jail.
2. Arranges prisoner transport and Judges Orders, if necessary. Escorts prisoners between various locations, i.e., cells, counsel room in building and to and from various correctional/holding facilities, with a uniformed officer or other special constable, for court proceedings and to sign documents.
3. Maintains and updates any required transportation documentation. Maintains notebook and records movement of offenders, prisoner reports for lodging, noting particulars of routine and unexpected incidents and behaviour, e.g., arrival and departure times, and vehicle problems. Prepares incident reports including details of flights, medical emergencies, etc.
4. Operates a vehicle in a safe and secure manner, ensuring the safety of offenders, including assessing travel conditions, and identifying and/or verifying unusual conditions with provincial communication centers.
5. Ensures proper working order of security and use of force equipment. Performs vehicle safety checks on door latches, locks, tires, lights and other equipment, and monitors vehicle performance. Identifies the need for repairs to vehicles and faulty equipment. Completes daily, routine maintenance on vehicles, as required, e.g., cleaning, filling oil, washer fluid.
6. Performs related duties such as assisting with the care, custody and control of offenders in court holding cells when necessary, by monitoring, ensuring security (e.g. handcuffing, shackling and searching offenders) and providing offenders meals as required. Also, when required, clean up waste left by prisoners in the vehicle compartment, including feces and bodily fluids, utilizing supplied biohazard-cleaning equipment.
7. Screens court brief reports to ensure that all pertinent information is entered on NICHE. Advises supervisor or any discrepancies with the court briefs. Conducts queries on CPIC and print criminal records as required. Liase with CPIC to ensure information is accurate. Submit audio/video statements to the Crown. Transcribe statements for major cases. Process briefs including filing with proper court jurisdiction and the proper Crown Attorney's office. Update court dates on NICHE and enter dispositions once charges are dealt with.
8. Convert paper fingerprint submissions into electronic format and upload to the Canadian Criminal Real Time Identification Services (CCRTIS) to enable disposition reporting via Criminal Justice Information Management (CJIM). Responsible for the National Repository of Criminal Records.
9. Assist with bail hearings including schedules, arranging travel, and locating escort officers. Liase with NAPS Logistics Coordinator regarding court schedules and plane availability. Assist with travel arrangements necessary for remote court dates. Liase with other police agencies to arrange for assistance with prisoner and transport and other functions as required.
10. Manages all case files, including criminal cases, assisting the Crown and preparing or ensuring preparation and proper completion of all related information and documentation by uniformed officers. Updates witnesses and victims and explains court proceedings. Arranges for attendance of uniformed officers, when required. Attends proceedings and documents case outcomes and continuances. Serves documents in court, e.g., briefs, warrants. Presents and swears information, warrants, and KGB statements as commissioner of oaths; issues subpoenas for witnesses (police and civilian); prepares and processes various court-related documents and serves or ensures appropriate notices are served, as required by law.
11. Liaises with and responds to inquiries from uniformed officers, Crown Attorney's office, defence counsel, accused

persons, victims, witnesses and personnel from various agencies including probation and parole office, immigration, police, and correctional facilities to obtain and update court documentation, to notify involved parties of court dates, to consult on Pre-Charge Diversion (YCJA) and to answer general enquiries regarding court protocol.

12. Collects or arranges for the collection of DNA samples from convicted persons as ordered by the court. Prepares all paperwork and submits to National DNA Databank and ensures DNA report is sent to originating court.
13. Maintains court-related records and files, e.g., court dockets, disclosures, warrants, and adds all charges to NICHE/RMS, and ICON record systems and sends all court orders to Records Clerk for CPIC maintenance (bail release documents, probation orders, prohibition orders).
14. Processes all Provincial Offences tickets issued, including reviewing for accuracy, filing with the courthouse and completing or ensuring completion of all necessary documents for trials. Prosecutes municipal by-law matters, as required.
15. Submits dispositions to RCMP for criminal record compilation. Registers sex offenders living within detachment area and adds a picture and information to their file.
16. Maintains continuity and security of drug exhibits, and VHS and DVD statements and logging all movement of exhibits. Sends exhibits for analysis and destruction, as required, and prepares notices of intention to produce certificates of analysis. Testifies in court as required, e.g. continuity of evidence, failure to appear.
17. Provide security at NAPS locations and buildings, may include security at secured control access check points.
18. Performs other duties, as assigned.

Staffing and Licensing Requirements

- Ability to pass a NAPS background security investigation.
- Ability to attain and maintain Special Constable status.
- Ability to pass and maintain ongoing certification in Use of Force.

COMPENSABLE FACTORS

KNOWLEDGE:

- Knowledge of NAPS, Attorney General and Ministry policies and procedures (including Records Management System procedures) and legislation related to court proceedings, administration and documentation to coordinate detachment activities at court and ensure appropriate preparation and completion of all required court documents and information. Knowledge of relevant sections of legislation such as the Criminal Code, Young Offenders Act, Youth Criminal Justice Act, Family Law Act, provincial offenses and municipal by-laws to coordinate court proceedings, prepare briefs and other court documents. Knowledge of court processes, procedures, operations and scheduling to coordinate and monitor court proceedings.
- Knowledge of security plan for the building (including evacuation procedures), policies and requirements related to safety procedures for prisoners, court staff, including judges and crown attorneys, and the general public.
- Knowledge of processes and procedures for prisoner search to conduct searches of prisoners and persons taken into custody at court proceedings. Knowledge of NAPS policies and procedures related to prisoner security to escort prisoners. Knowledge of basic prisoner care as prescribed by policy to attend to and escort persons in custody. Knowledge of relevant sections of WHMIS and workplace safety to take DNA samples and escort prisoners.
- Knowledge of NAPS policy and procedures, Community Safety and Policing Act and Health Canada sections related to handling and preservation of evidence, including continuity and security of drugs and proper DNA approved procedures and techniques for obtaining and retaining blood and saliva samples.
- Knowledge of application software programs to prepare, update and maintain court-related records and to register sex offenders. Organizational skills to coordinate and track all arrangements and documentation pertaining to detachment case files being processed in court.
- Knowledge of RCMP electronic card scan (CCRTIS) and CJIM and legislation for submitting fingerprints to the National Fingerprint Repository.
- Knowledge of audio/visual equipment used in lock-up facility.

INTERPERSONAL AND COMMUNICATION SKILLS:

- Oral communication and interpersonal skills to liaise with and communicate, relay and exchange information, much of which is sensitive and confidential, with Judges, Justices of the Peace, Crown Attorneys, defense lawyers, uniformed officers, witnesses, victims, probation and parole officers, court staff and the public. Oral communication skills to testify regarding continuity of drug exhibits in court, as required. Interpersonal skills to interact with prisoners to elicit their cooperation while escorting them to and from court appearances and cells.
- Written communication skills to compose and prepare court-related documents.

PROBLEM SOLVING/COMPLEXITY:

- Assesses documentation and information requirements for crown prosecutors et al, and follows up with paperwork that has not been included in crown briefs or has not been prepared, in the process of managing case files.
- Resolves situation when prisoner does not attend court due to error, making appropriate emergency arrangements to have him/her appear in court, as required.
- Schedules court dates according to officer availability and reschedules to resolve conflicting dates.

JUDGEMENT AND DISCRETION:

- Performs a wide range of work within the policies and procedures of the NAPS, Ministry and the court system. Works under minimal daily supervision within defined parameters and procedures.
- Arrangement of prisoner escorts and courtroom sitting based on security requirements for individual situations.
- Makes decisions regarding day-to-day case management and document composition, processing and routing.

RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:

There is no formal responsibility for the work of other employees.

PHYSICAL AND SENSORY DEMANDS:**Physical Demands**

- Occasional lifting and carrying court brief case (weighing >22 lbs). Finger dexterity for keyboarding to prepare court documents (25%).
- Bodily exertion to apply use of force when restraining offender including custodies that physically resist.
- Frequent prolonged sitting while at court and driving.

Sensory Demands

- Visual: using computer to enter and retrieve data and produce court documents; intense observation when monitoring prisoners, public areas and video security cameras.
- Auditory: listening to court proceedings.
- There is a requirement to apply concentration when working within the courtroom while recording pertinent events and outcomes and while monitoring prisoners and others in courtroom to ensure the safety and security of those in attendance.
- Must exercise alertness when escorting prisoners, while constantly observing their actions and behaviors.
- Deadlines to complete court-related documents prior to court date; escorting prisoners to court dates in a timely manner when they must be transported from bail facilities in other locales.

WORKING CONDITIONS:

- Works in a variety of environments: office, courtroom, and occasionally outdoors while driving.
- Considerable work is spent in a prisoner transport vehicle or aircraft.
- Exposed to the danger of frequent physical threats and potential disease from prisoners through exposure to bodily fluids.
- Exposed to noise in court and when escorting/transporting prisoners.