



## IDENTIFICATION

Department	Position Title	
Justice	Admissions/Discharge and Escort Officer	
Position Number	Community	Division/Region
82-250	Yellowknife	Corrections/North Slave Correctional Complex

## PURPOSE OF THE POSITION

Working on a rotating schedule, the Admissions/Discharge and Escort Officer is responsible for completing the admission and discharge process for inmates. The position is also responsible for completing internal/external escorts while maintaining the health, safety, and security of the complex, and providing secure and accurate storage of inmate personal effects. As part of the facility operations team the incumbent supervises incarcerated persons in custody in accordance with operational standards established in the NWT Corrections Division, in order to provide safe and secure custody, rehabilitation of person in custody and to facilitate their reintegration into their communities. Ensures the ongoing provision and enforcement of policy and services in accordance with the Corrections Mission, Vision, and Value statement.

## SCOPE

- Reports to the Territorial Sentence Administrator.
- One of four positions reporting to the Territorial Sentence Administrator.
- Works primarily in the admissions area of the facility or other assigned posts as directed.
- Supervises up to 48 persons in custody when required.
- Processes 40-50 admissions to custody per week.
- Performs security escorts internal/external for persons in custody, contractors and visitors as required.
- Acts as Territorial Sentence Administrator when required.
- Participates in the orientation, training and mentoring of new employees.
- Performs searches regularly.
- Operation of scanning/search equipment.
- Is a Peace Officer while on duty.



- Work is carried out subject to the provisions of the *Criminal Code* (Canada), the Charter of Rights and Freedoms, the *Youth Criminal Justice Act* (Canada), the *Youth Justice Act* (NWT), the *Prisons and Reformatory Act* (Canada), the *Corrections Act* (NWT), *Corrections Regulations* (NWT) the *Public Service Act* (NWT), policies such as the Corrections Service Directives, Facility Standing Orders and the Human Resource Manual.

## **RESPONSIBILITIES**

### **1. Responsible for the admission & discharge of inmates and supporting operations of the North Slave Correctional Complex, within established guidelines, to maintain health, safety, and security.**

- Completing the admission and discharge process for persons in custody.
- Providing support to facility operations.
- Completing initial risk assessments.
- Entering data, information and writing reports on the Corrections Offender Management System (COMS).
- Interpreting warrants and admission documentation for persons in custody upon intake to the facility.
- Prepare persons in custody for departure from the facility for temporary absences, release, court, transfers, or appointments.
- Monitors and responds to correspondence from the Courts and the RCMP.
- Performs initial intake assessments and other documentation for persons in custody upon admission to the facility.
- Provide guidance to new admissions to the facility to support integration into custody.
- Communicate with law enforcement agencies and other stake holders regarding persons in custody court and warrant information.
- Communicate with Correctional Health Services on assessment and persons in custody needs.
- Escorting and transporting persons in custody on temporary absences, court, community outings etc.
- Acts as Territorial Sentence Administrator when required.
- Provide advice on the admissions and discharge process to regional facilities.
- Responding and assisting with emergency situations or critical incidents within the facility.
- Arrangement and facilitation of internal/external escorts.
- Mentoring staff to competently perform admissions and discharge duties in the absence of an Admissions/Discharge and Escort Officer.



- Maintaining knowledge in respect of interpreting legal documents and persons in custody finances to ensure adherence to the intake/release process, policies and procedures.

**2. To ensure a safe and secure setting that contributes to a safe and healthy living environment for persons in custody while ensuring the safety of public and staff.**

- Responding to persons in custody requests, complaints, or allegations, and exercising decision-making authority in these matters where appropriate.
- Directly supervising persons in custody activities, enforcing rules and standards of behavior in doing so.
- Participating in scheduled persons in custody activities and meetings, observing and assessing persons in custody behavior and intervening when appropriate.
- Scheduling and supervising recreational activities.
- Observing and collecting information and writing various reports on recommendations of security, safety, personnel issues, incidents, accidents, and persons in custody, behaviour/progress and other operational issues as requested or required.
- Assessing daily, persons in custody needs, behaviours, and interactions with others.
- Monitoring, recording, and reporting persons in custody movements within and outside the facility.
- May be required to use physical force or the use of tactical equipment within the established legal and policy framework.
- Planning and conducting unit searches and frisks of persons in custody for the purpose of maintaining contraband control and ensuring facility security and integrity is maintained.
- Applying consequences, monitoring behavior and documenting outcomes.
- Participating in or delivering relevant staff training.
- Adhering to staff dress and deportment standards to reflect professional standards and adherence to health and safety regulations.
- Following institutional security and safety procedures.

**3. To manage persons in custody to assist and contribute to a safe and secure working environment by.**

- Acting as a positive role model for persons in custody.
- Leading and directing responses in emergency situations or critical incidents.
- Performing personal observations of persons in custody, reviewing running records and reports.



- Addressing behavioural issues in a constructive manner.
- Counsel and support persons in custody as required.
- Communicating with other facility staff on persons in custody issues to ensure group involvement and knowledge is solicited.
- Assisting in the provision of resident and facility services within established guidelines.
- Provide input into the release process of persons in custody.

## **WORKING CONDITIONS**

### **Physical Demands**

Physical confrontations with persons in custody, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately 1-3 times per month, usually with a high degree of intensity.

### **Environmental Conditions**

The incumbent works in a secure environment where there can be exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention with persons in custody.

### **Sensory Demands**

The incumbent must use the combined senses of sight, touch, and hearing simultaneously to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, persons in custody groupings/gangs).

### **Mental Demands**

The incumbent will be required to interact with persons in custody who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Leadership and team building skills.
- Ability to act appropriately during crisis/stressful situations.
- Knowledge of and ability to assess human behavior and persons in custody issues.
- Problem solving and decision-making skills.



- Interpersonal skills with demonstrated verbal and written English communication skills.
- Ability to work in a diverse environment.
- Knowledge of corrections policies and procedures.
- Knowledge of admissions and discharge processes within a correctional environment.
- Knowledge of practical corrections techniques and theories (i.e. social deviance, mental health, etc.) with the ability to exercise sound judgment in application (use of restraints, non-violent crisis intervention, suicide and self-harm intervention).
- Ability to interpret court documents (i.e. warrant of committals, fine defaults, remand warrants etc.).
- Knowledge of and ability to use MS Operating Systems, MS Office, and Internet and E-mail applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Grade 12 Diploma (i.e. CAEC) combined with successful completion of the NWT Corrections Northern Recruitment Training Program.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Some requirements (\*) will be requested at the time of a verbal job offer, and physical requirements will be assessed by a physician prior to issuance of a written offer of employment.

- Successful completion of the Territorial Sentence Calculation Course within 12 months of initial hire
- Satisfactory Vulnerable Sector check\*
- Class 4 drivers' license\*
- First Aid certification\*
- Acceptable hearing acuity
- Acceptable ability to speak clearly, loudly, and quickly
- Acceptable mobility, strength, endurance, and balance
- Acceptable visual acuity
- Acceptable ability to distinguish odours

**Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred