CLASSIFICATION SPECIFICATION

Classification:	Guard	**Department:**	RCMP
Pay Grade:	17L	**Division/Section:**	

I. JOB FUNCTIONS

Performs guarding and clerical work involved in maintaining the security of the jail area.

II. TYPICAL DUTIES

Opens, closes doors, and monitors prisoners visually.
Uses closed circuit TV in cells to check prisoners' physical condition.
Prepares and serves meals to prisoners.
Maintains daily records, including prisoner log, meal counts, and incident reports.
Ensures completed documentation is attached to C-13 prisoner forms.
Handles inquiries related to the gaol procedures and prisoners in custody.
Provides information to superiors and RCMP members regarding prisoners.
Monitors and maintains supplies.
Advises supervisor of necessary cell maintenance.
Assists in first aid on prisoners in emergency situations.
Assists other staff in performing their duties.

III. WORKING CONDITIONS/EFFORT

May occasionally be exposed to prisoners with contagious diseases.

IV. KNOWLEDGE, ABILITY AND SKILL

Communicates effectively both orally and in writing.
Understands and effectively carries out oral and written instructions.
Deals tactfully and effectively with staff.
Follows prescribed methods and procedures as outlined in the policies and guidelines.
Reacts quickly and calmly in emergency situations.
Keeps detailed records.
Uses photographic equipment.
Good knowledge of RCMP policies and procedures.
Knowledge of the courts and legal system.
Knowledge computer office applications.
Good observation skills.
Knowledge of Surrey's policies, procedures and standards.
Knowledge of the activities and functions of other sections.
Knowledge of applicable safety regulations.
Physical strength, stamina and coordination to carry out the duties of the position.

V. EDUCATION AND EXPERIENCE

Successful completion of Grade 12 or equivalent, supplemented by related training and experience.

VI. LICENSES, CERTIFICATES

Safety oriented first aid certificate. Must be able to obtain and maintain RCMP security clearance.