



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Special Constable – Prisoner Escort
BRANCH: Administrative Services
UNIT: Court Services
REPORTS TO: Court Supervisor
PAY SCALE: Level 7B to 11B

CORE COMPETENCIES

The **Special Constable – Prisoner Escort** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	<ul style="list-style-type: none">• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.• Address others whose behaviours are contrary to TBPS values.• Demonstrate required level of job-related skill.• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.• Comply with all relevant codes of conduct, policies, and procedures.• Exercise self control, adaptability, and flexibility in stressful or difficult situations.• Accept responsibility for own actions regardless of consequences.• Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	<ul style="list-style-type: none"> • Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	<ul style="list-style-type: none"> • Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	<ul style="list-style-type: none"> • Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.

<p>Adaptability</p>	<ul style="list-style-type: none"> • Remain effective and retain perspective and/or maintain control and composure in the face of difficult or demanding situations. • Display a positive attitude when working under conditions that are unclear or fluctuating. • Adjust own behaviours and approaches when faced with new information and changing situations. • Ability to focus on more than one task simultaneously and prioritize competing demands.
<p>Health & Safety Awareness</p>	<ul style="list-style-type: none"> • Report unsafe conditions and/or health and safety risks to a supervisor. • Follow health and safety policies and procedures for self and others. • Avoid shortcuts that increase health and safety risk to self and others. • Awareness of and avoids safety complacency. • Work in a manner that prevents injury to self and others. • Follow safety and other regulations when handling prisoners and operating vehicles and/or equipment. • Use and/or wear all required protective equipment and devices.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Special Constable – Prisoner Escort** is responsible and accountable to the Court Supervisor for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Transport prisoners to and from the Thunder Bay Courthouse, from other institutions, and escort prisoners within the confines of the courthouse to courtrooms, lawyers’ interviews, etc. at required times.
- Receives prisoners brought to the holding area, conduct searches, controls the receipt, and return of all property, and secures persons in holding and individual cells.
- Searches security area at beginning and end of day.
- Escorts prisoners into courtroom, controls access of prisoners to unauthorized persons or articles, takes into custody and searches persons sentenced or having outstanding warrants, and prepares arrest reports and makes arrests as required.
- Notifies the Court Supervisor and/or Court Sergeant of unusual activity and security risks/problems.
- Escorts released persons to designated areas.

- Provides meals to prisoners.
- Executes D.N.A.orders.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- Secondary school diploma.
- Must possess a valid OACP certificate (oacpcertificate.ca).
- Must successfully complete the PIN test and achieve a minimum score of Level 7 in the Leger 20m Shuttle Run.
- Excellent interpersonal skills with the ability to deal with the public, persons in custody and with individuals who may be verbally abusive in a professional, courteous, and tactful manner.
- Demonstrated ability to communication in a clear and concise manner.
- Observational and organizational skills with the ability to meet priorities and timelines.
- Must possess a valid driver's license permitting full driving privileges in Ontario and no more than six (6) demerit points.
- Must possess a valid First Aid/CPR certificate.
- Must be able to meet the requirements of a Special Constable under the Community Safety and Policing Act.

WORKING CONDITIONS

- Required to work 8-hour dayshifts Monday to Friday, working hours range from 0700 – 1800, based on a 40-hour work week.
- Regular need to give close attention to surroundings, either hearing or seeing what is happening.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Psychological and PIN testing
- Panel Interview

APPROVAL:

Prepared by: Superintendent D. Taddeo, #515	Initial Date Created: November 8, 2021
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