

## **CIVILIAN POSITION DESCRIPTION**

**Title:** Special Constable

**Division:** Operations Support

**Section:** Court Security

**Supervision:** Sergeant Court Office

**Date:** July 2010

### **Position Objectives:**

To transport prisoners to courts, detention centres and other police agencies.

To ensure that the security and safety of the prisoners is maintained.

To provide court security.

### **Key Activities:**

1. Understanding and executing emergency procedures, including fire evacuation, medical response, high risk movement and care of prisoners, including persons who are emotionally disturbed or have a mental illness.
2. Maintaining the security of Provincial, General Division, Young Offender, Family and Immigration Courts and for public areas within court buildings; searching court facilities and liaising with Belleville Police Service officers as required.
3. Understanding and complying with the Belleville Police Service Court Security Plan.
4. Ensuring that all personal property, such as belts, ties, shoelaces or any article with which a prisoner could harm himself/herself, is removed and stored securely prior to the prisoner being placed in a cell.
5. Assessing security risks and providing appropriate security measures; controlling and handcuffing prisoners who become violent.

6. Ensuring that prisoners detained in custody for extended periods of time are provided meals in accordance with policy and procedure of the Belleville Police Service.
7. Ensuring a supervisor is apprised of all instances in which a prisoner is classified as a high risk.
8. Maintaining related administrative paperwork as required.
9. Searching and securing prisoners prior to transport and supervising them prior to and during court appearances.
10. Transporting prisoners to and from lock-up facilities and elsewhere in the Province of Ontario as required by the judicial process.
11. Applying of appropriate use-of-force restraint techniques.
12. Recording daily prisoners statistics and preparing reports (number of prisoners, distance of travel, court times).
13. Performing special duties where required, including festivals and other public occasions.
14. Taking court ordered DNA samples/endorsements and all associated documentation pursuant to the DNA Identification Act (Bill S-10) and completing all required internal documentation for tracking and submission to the National DNA Data Bank (NDDB).
15. Assisting the Court Clerk by serving documents on in-custody persons.
16. Performing other duties, consistent with provincial appointment, as assigned by the supervisor.