



CITY OF PRINCE RUPERT

EMPLOYMENT POSTING

Posting Title: Guard I (CASUAL)

Department: RCMP Detachment

Application Posted: May 11, 2021

Application Deadline: May 25, 2021

Union: CUPE Local 105

Rate of Pay: \$30.07

Hours: The hours of work are based on 12 Hour day shifts (6:00 am to 6:00 pm) and 12 Hour night shifts (6:00 pm to 6:00 am). Workers must remain on site during their complete shift. Scheduled breaks may vary depending on operational events.

NATURE OF POSITION:

A casual RCMP Detachment Guard employment opportunity is available to provide holiday and sick time coverage for full time employees. Reporting to the RCMP Office Manager, this position provides for the care and wellbeing of persons incarcerated. The successful applicant will have the ability to maintain confidentiality. **Employment will be contingent upon the successful completion of a security clearance to the RCMP "Enhanced Reliability" level.**

DUTIES & RESPONSIBILITIES:

- Responsible for the overall supervision of prisoners while in custody as per the provisions of the RCMP National Operational Policy Manual.
- Monitor all prisoners to ensure their security and wellbeing.
- Organize meals for prisoners as required.
- Record prisoner activity and maintain the prisoners' log book. Maintain the overall cleanliness of the guard room and cell block.
- Assist regular members in the booking-in and release procedures of all prisoners.
- Conduct searches of cells and maintain cell block security.
- Ensure all personal effects removed from prisoners by RCMP members are properly secured.
- Monitor fire safety and be fully conversant with the Detachment Fire Safety Plan.
- Administer prescription medications.
- Perform other duties applicable to the Guard room as laid out in Unit Supplements and the Guard Room Training Manual.

REQUIRED KNOWLEDGE, EDUCATION & ABILITIES:

- Grade 12 or GED (General Educational Development);
- Good working knowledge of Microsoft Office Software (Word, Excel & Outlook);
- Ability to learn and operate various computer information management systems including PRIME;
- Excellent written and verbal communications skills.

Please submit your cover letter and resume to:

Email: asna.shareef@rcmp-grc.gc.ca

RCMP Detachment: Office Manager
100 6th Ave West
Prince Rupert, BC, V8J 3Z3

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.