### POSITION DESCRIPTION
Ministry of Public Safety and Solicitor General

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Assistant Deputy Warden</th>
<th>POSITION NUMBER(S):</th>
<th>Various</th>
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<tbody>
<tr>
<td>DIVISION: (e.g., Division, Region, Department)</td>
<td>Corrections Branch, Adult Custody Division</td>
<td>LOCATION:</td>
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<td>UNIT: (e.g., Branch, Area, District)</td>
<td>Fraser Regional, Alouette (for Women), Kamloops Regional, North Fraser Pretrial, Prince George Regional, Surrey Pretrial, Vancouver Island Regional, Nanaimo, Ford Mountain Correctional Centres</td>
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<tr>
<td>SUPERVISOR'S TITLE:</td>
<td>Warden / Deputy Warden</td>
<td>BUSINESS LEADERSHIP:</td>
<td>Business Leadership</td>
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Note, this generic job description includes all of the key elements of the position in the nine locations above. There may be slight variations due to unique conditions in each correctional centre.

### PROGRAM

The Corrections Branch plays a leading role in the criminal justice system by protecting the community through offender management and control. The Branch manages community work service and supports offenders to make positive changes in their behaviour and attitudes.

Adult Custody is one of two divisions of the Corrections Branch and is responsible for the care of approximately 2,800 male and female inmates. Adult Custody provides custodial supervision for adults sentenced to incarceration and those remanded to custody. It provides core programs and additional services which balance risks and needs; ensures linkage with Community Corrections based on common core programming and integrated case management; communicates with stakeholders and participates as a pro-active partner in the criminal justice system.

The management team of a correctional centre works within unique operational imperatives: risk-based supervision, proven rehabilitation programs, fiscal efficiency achieved primarily through well planned staff and shift management, compliance with legislation, policy, security and safety standards, 24 x 7 operation, and positive interactions with government, local agencies and interest groups.

### PURPOSE OF POSITION

There are six Assistant Deputy Warden (ADW) positions: 1) Sentence Management, 2) Staffing, 3) Standards, 4) Regulation, 5) Programs, and 6) Ford Mountain Correctional Centre. Incumbents rotate through each department within their correctional centre/district. The details of each Assistant Deputy Warden position and their associated duties are listed herein.

**Assistant Deputy Warden – Sentence Management**

Reporting to the Warden, the Assistant Deputy Warden develops and implements all processes within the Centre related to the admissions and assessment of inmates, their placement within the centre, temporary absences, transfers to other centres and jurisdictions, court attendance and discharge procedures and for the bed load management of the Centre.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.
Assistant Deputy Warden - Staffing
Reporting to the Warden, the Assistant Deputy Warden is a member of the Centre Management Team and is responsible for ensuring adequate staffing, training and staff development to maintain safety and security within a correctional centre, while monitoring and managing FTE and related expenditures to achieve budget expectations.

The position develops the Centre’s strategy for the staff resource management plan, including recruitment, training, development, succession planning, performance review, shift schedules and attendance management, and directs its implementation.

The Assistant Deputy Warden is responsible for directing and managing staff and inmate safety and accident prevention programs, and is a local contact for Occupational Health and Safety and WCB issues.

The position develops and implements wellness initiatives directed at the overall health and welfare of staff working within the correctional centre.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.

Assistant Deputy Warden – Standards
Reporting to the Warden, the Assistant Deputy Warden is responsible for proactively determining the level of compliance with standards and regulatory services within their Correctional Centre. The Assistant Deputy Warden assesses Centre performance against both the intent and the letter of Branch and Ministry standards and policies, the Correction Act and Regulation and other related acts and regulations that govern the operation of a correctional centre.

The position develops and maintains Standing Operating Procedures (SOP) for the Centre, consistent with current legislation and Centre operations. The position evaluates the degree of compliance by all departments with respect to standards and procedures and advises senior managers on compliance.

A second role of this position is to conduct provincial inspections of other centres, identify areas of non-compliance and make recommendations for improvement directly to the Provincial Director.

The position conducts the formal quasi-judicial inmate disciplinary hearing process and applies formal sanctions and dispositions. The position also conducts internal investigations and makes recommendations to the Warden.

The position is responsible for the development, maintenance and operation of the information technology systems for the Centre, including both administrative and operational security systems, that are compatible with operating systems used in other correctional centres, and that are compliant with government standards. The Assistant Deputy Warden oversees the collection, maintenance, enhancement and integrity of Centre data, including those defined by Key Performance Indicators. The position also has regional responsibilities by providing support to other centres.

The Assistant Deputy Warden has a prominent role in communicating with a variety of justice related agencies within government and the local community. The Assistant Deputy Warden represents the Centre in formal and informal settings, responds to oversight agencies, prepares the Centre’s response to contentious issues, and develops briefing notes for the Warden and Headquarters.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.

Assistant Deputy Warden - Regulation
Reporting to the Deputy Warden-Operations, the Assistant Deputy Warden determines the need for, authorizes and conducts quasi-judicial administrative hearings into an offender’s misconduct and determines and imposes the disposition. By appointment of the Warden, and in compliance with the Correction Act Regulation, the Assistant Deputy Warden - Regulation is the designated Disciplinary Hearing Officer for the Centre. Acts as the primary contact for Centre staff regarding labour relations matters.

Assists the Deputy Warden - Operations and the Deputy Warden – Programs with supervision, program and policy implementation.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.

Assistant Deputy Warden - Programs
Reporting to the Deputy Warden-Programs, the Assistant Deputy Warden is responsible for assisting the Deputy Warden – Programs and acting as their Second in Command. The Assistant Deputy Warden supervises the Correctional Supervisors – Programs, overseeing all inmate work programs, supervision of Food Service Contract, Alcohol and Drug
Contract, Native Liaison Contract, Vocational Program Contract, CORE Programming, Case Management, Visits, and contracted programs in the Centre.

The Assistant Deputy Warden - Programs, as a remission awards assessor for the Centre, reviews inmate conduct against the Regulation and determines the amount of earned remission to be credited to each inmate.

By appointment of the Warden, and in compliance with the Correction Act Regulation, the Assistant Deputy Warden - Programs is a designated Disciplinary Hearing Officer for the Centre and determines the need for, authorizes and conducts quasi-judicial administrative hearings into an offender's misconduct and determines and imposes the disposition.

Assists the Deputy Warden - Operations and the Deputy Warden – Programs with supervision, program and policy implementation.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.

**Assistant Deputy Warden – Ford Mountain Correctional Centre**

Reporting to the Deputy Warden-FMCC, the Assistant Deputy Warden is responsible for assisting the Deputy Warden in the safe custody, control and supervision of sentenced adult inmates. The position manages all security systems and programs for the centre having an operational capacity of up to 115 sentenced sex offenders and Mentally Disordered Offenders (MDO). The position has a central role in daily safeguarding the public, staff and inmates, consistent with a key objective of the Ministry.

The Assistant Deputy Warden supervises correctional staff, coordinates observation and intervention procedures and assesses the impact of any circumstance or situation that might affect safety and security, taking corrective action as necessary. The position applies and enforces appropriate policies and procedures for staff and inmate placement, supervision, control and security, and participates in the investigation of inmate offences.

The Assistant Deputy Warden manages and maintains operational effectiveness, readiness and accessibility of all facilities and equipment in the Centre, including buildings and security related communications and computer systems.

The Assistant Deputy Warden develops or manages an active schedule of inmate work activities and rehabilitative programs involving almost all inmates. The position is responsible for the development and operation of services and programs for the centre’s inmates and oversees food, health and other contracted services. The position manages work programs and prepares proposals for contracted services.

The Assistant Deputy Warden manages staff training, and staff and inmate safety and accident prevention programs.

The position directs the Centre’s re-entry programs for the transition of inmates to the community.

The Assistant Deputy Warden provides effective determination on matters such as discipline, spending and budget control, and approval and monitoring of leave and benefits.

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**NATURE OF WORK AND POSITION LINKS**

**Assistant Deputy Warden – Sentence Management**

The Assistant Deputy Warden - Sentence Management is responsible for the intake and release processes for inmates to the Centre and for the bed load management of the Centre.

Initial and accurate risk assessments and classifications of inmates are critical to appropriate placements, safety of the public, staff and inmates, prevention of violence and escapes, efficient utilization of scarce correctional centre beds and the prevention of legal liabilities. The Assistant Deputy Warden oversees the calculation of sentences, interpretations of court documents, completion of risk assessments and the compliance of classification procedures with relevant criminal code provisions and federal and provincial acts, and Branch policies and standards. The position exercises delegated decision-making authority regarding the temporary absence of inmates.

The position faces challenges in managing the complex processes of case planning, referrals of inmates to centre education and rehabilitative programs, and preparations internally, and with external agencies, for full or conditional release. Additional responsibilities occur in each centre to accommodate local needs or special services, such as, programs for aboriginal inmates, female inmates and Mentally Disordered Offenders (MDOs).

The Assistant Deputy Warden is the designated manager of the Canadian Police Information Centre (CPIC) computer database and is responsible for controlling its use in the centre under exacting RCMP procedures.

As a member of the Centre management team, the position participates in the corporate management of the Centre, and may be assigned responsibility for a variety of tasks, including developing operating procedures, conducting inmate
Disciplinary hearings and liaison with external agencies.

**Links**
- Centre Management Team, to: develop strategic plans to address operational issues.
- Provincial Assistant Deputy Wardens - Sentence Management Committee, Correctional Service of Canada, Correctional Centres in other provinces, to: negotiate and arrange inmate transfers and unit closure, considering budgets, space, inmate program needs, facilities requirements and cost-effective bed occupancies throughout the province.
- Deputy Wardens - Operations, to: ensure that classification and placement decisions accurately reflect security considerations.
- Mental Health Coordinator, Forensic Liaison Worker, Healthcare professionals to: decide on placements; prepare release plans and transfers.
- Women Offender Committee, to: coordinate case management and core programs.
- Deputy Warden - Programs, to: make referrals; explain inmate needs and help determine the most appropriate Centre program(s); discuss inmates' health needs, placement and progress.
- Occupational Health & Safety Committee, to: participate as a management representative; assist in investigations of employee accidents and make recommendations.
- HQ Policy Analysis to: clarify or interpret sentence calculations, judges’ orders, and Crown documents.
- Immigration officers, to: establish custody, holding arrangements and permitted contacts for foreign inmates.
- Sheriffs’ Services (Court Services), to: coordinate timely intake of new inmates from court, the return of remanded inmates to court, and the transport of inmates between centres.
- Regional Manager of Community Corrections, National Board of Parole, to: provide advice regarding inmates being considered for release to community supervision; prepare and provide parole files and associated documentation for Parole Board Hearings.
- Office of Investigations and Standards Office (ISO), Office of the Ombudsman, to: respond to inmate complaints about sentence calculation, classification, placement and personal effects.
- Centre Committees, to: chair the Remission Awards Panel in determining remission (time off for good behaviour) for all sentenced prisoners; participates on the Mentally Disordered Offenders Committee comprised of correctional staff and health care professionals to discuss transfers within the centre, to other centres, to mental hospitals, assessing level of risk for self harm or suicide.
- Video Court Development Team, to: develop and promote the use of video court provincially, and maintain relevant usage statistics.
- BC Public Service Agency, to: consult as a resource for postings, discipline and other human resources matters.
- Information and Privacy Commissioner's Office to: oversee inmate access to information using Branch and Centre FOI rules.
- Justice Agencies, Police (municipal and federal), Crown Counsel, Judges, lawyers, Court Officials, Probation Officers, Correctional Service Canada, Immigration Centres and Crowns in other provinces, to: determine conditions of release; organize releases and transfers of inmates; determine risk status of offenders; advise authorities of releases; resolve outstanding problems regarding sentence calculations or special considerations for inmates; obtain inmate history.
- Community and Social Service Agencies such as alcohol and drug treatment centres and transition houses, to: plan inmate releases.
- Other ministries, boards, commissions e.g. Ministry of Attorney General, Ministry of Human Resources, ICBC, BC Transit, BC Ferries, WSI, Telus, to: exchange information, make inmate transport arrangements, resolve telecommunications issues in the inmate call control system.
- IT Services, to: oversee all computer applications and upgrades for Unit records.
- HQ, to: inform staff of inmate intake (including those who may pose a special interest, such as a high media profile), general sentence, contact provisions and date of inmate release so that victims can be notified.
- Victims, Police and Community Victim Services, to: notify victims/refer notices regarding intake, general sentence, contact provisions and date of inmate release.

**Assistant Deputy Warden - Staffing**
The efficient operation of a correctional centre depends on rigorous attention to staff and shift management. Mandatory
security, safety and staffing regimens must be maintained with qualified staff and balanced with careful control over regular and ancillary staff costs. The management of staff leave, recruitment, overtime, shift scheduling and attendance are key cost considerations. The management and coordination of staff training and development are essential in maintaining and retaining an effective workforce. These areas form the major challenges faced by the Assistant Deputy Warden and guide the position’s work.

With this perspective, the Assistant Deputy Warden participates in the corporate administration of the centre as a member of the management team; recruits qualified security staff, develops and implements cost-effective staffing procedures and schedules; conducts training needs analyses; develops and delivers training programs, and supervises the centre’s safety programs.

LINKS
Centre’s Deputy Wardens and Assistant Deputy Wardens, to: establish adequate staffing levels, to identify and monitor staff development, performance and attendance issues.
Correction Centre Director of Business and Finance, to: monitor FTE utilization and related expenditures.
Provincial Assistant Deputy Wardens – Staffing Committee, to: ensure a consistent approach to human resource management.
Shop Stewards, to: promote a constructive labour relations climate.
Centre Management Committee, to: participate as a member; develop strategic plans to address operational issues.
OSH Committee, to: participate as a management representative; direct and manage staff and inmate safety and accident prevention programs; proactively manage issues and respond to inquiries and complaints with a strong and active communications role.
Joint union-management committee, to: participate as a management representative; direct and manage union/employer relations and issues.
Justice Institute, to: recruit qualified staff and identify relevant training programs.
Worker’s Compensation Board, to: explain due diligence on behalf of the Centre in response to inspections, orders, penalties and appeals as the primary management representative.
BC Public Services Agency, to: consult on recruitment issues, employee benefits, employee absences, job action, interpretation of legislation and collective agreements, HR policies, grievances/disputes, hearings and WCB rulings.

Assistant Deputy Warden - Standards
The Assistant Deputy Warden reviews and reports on all processes related to the Centre’s compliance with standards, policies and regulations regarding internal security and other regulatory/statutory decision-making processes, providing recommendations to the Warden.

The Assistant Deputy Warden is the first point of contact for local advocacy groups, external review and oversight agencies and plays a strong and active communications function in proactively managing issues and responding to inquiries.

The Assistant Deputy Warden applies the Correction Act and Regulation and applicable statutory material, Branch policies and procedures, and fosters a climate of procedural fairness in the Centre.

The Assistant Deputy Warden is responsible for the development and management of information technology systems for the Correctional Centre, including both the administrative and operational security systems. As a manager of information technology systems, the Assistant Deputy Warden is responsible for providing cost effective and efficient software and hardware.

LINKS
Assistant Deputy Wardens - Staffing, to: assist in labour relations issues and in staff recruitment and training.
Deputy Warden - Operations, to: resolve information technology issues; to coordinate inmate disciplinary hearings; to develop SOPs.
Community Advisory Board, to: discuss security and program delivery issues and their impact in the community
External review and oversight agencies such as the Office of the Ombudsman, Freedom of Information and Protection of Privacy Office, and the Investigation and Standards Office, to: respond to inquiries and recommendations.
Branch headquarters analysts, Legal Services, CITS and contracted service agencies, to: consult on program, policy, legal issues and challenges, and information technology issues.
Local advocacy groups in consultation with the appropriate program director, to: proactively manage issues and respond
to inquiries and complaints with a strong and active communications role.
Inmates’ legal representatives, to: respond both orally and in writing to legal issues.

Other Correctional Centres and Corrections Headquarters, to: conduct provincial inspections and audits to ensure compliance with standards; to prepare reports for the Provincial Director; to consult headquarters regarding interpretation of provincial policies; provide provincial information technology support.

Assistant Deputy Warden - Regulation
The Assistant Deputy Warden - Regulation position provides expertise regarding inmate Disciplinary Hearings, investigations and related procedural issues raised by staff.

The position acts as the informal labour relations ombudsman for the Centre and is the primary contact with the BC Public Service Agency for the Centre and promotes a positive labour relations climate in the Centre.

The position provides assistance to Deputy Wardens and Assistant Deputy Wardens in the daily operation of the Centre, including security and program activities.

Important challenges and decisions of the position include conducting expeditious Disciplinary Hearings that are, and are seen to be, fair and impartial. This position decides on the need for a Hearing and the resultant disposition of proceedings.

As a member of the management team, the Assistant Deputy Warden – Regulation recommends security and program policies and procedures that protect the public, staff and inmates and guide staff in the conduct of their regular duties and in the event of assaults, escapes and riots.

LINKS
- Centre Management Committee, to: participate as a member; develop strategic plans to address operational issues.
- Deputy Wardens - Operations, Deputy Warden - Programs, to: advise regarding the status of disciplinary hearings, projects, assignments and records; prepare SOPs; identify information technology issues; develop SOPs.
- Centre Committees, to: participate as a member, including the Remission Awards Panel that determines remission (time off for good behaviour) for all sentenced prisoners; participate on the Mentally Disordered Offenders Committee comprised of correctional staff and health care professionals to discuss transfers within the centre, to other centres, to mental hospitals, assessing level of risk for self harm or suicide.
- BC Public Service Agency, to: act as the primary contact for the Centre on labour relations; consult as a resource for labour relations issues, such as discipline, suspensions and other collective agreement matters.
- Branch headquarters analysts, Legal Services and contracted service agencies, to: exchange information on program, policy, legal issues and challenges; clarify or interpret the Regulation in unusual or complex disciplinary circumstances.
- Inmates’ legal representatives, to: respond both orally and in writing to legal issues.
- Police agencies, to: exchange information regarding the security of the Centre or criminal/behavioural actions of offenders on release programs; assist with inmate intake/release, intelligence gathering, or obtain information on inmates known at the centre.
- Occupational Health and Safety Committee, to: participate as a management representative; oversee or assist in investigations of accidents resulting in injury to staff, and report findings and recommendations to the Deputy Warden of Operations; participate in managing staff and inmate safety and accident prevention programs.
- Worker’s Compensation Board, to: clarify policies and regulations; assist in preparing reports and documentation in response to inspections, orders, penalties and appeals.
- WSI representatives and contractors, to: supervise routine repairs to the Centre; verify satisfactory completion of all required repairs; maintain a record of all BCBC-related requests for repairs and expenditures.
- Provincial Assistant Deputy Wardens Committee, Correctional Centres in other provinces, to: exchange information; remain current on security and inmate disciplinary policies and procedures.
- Assistant Deputy Warden - Staffing, to: assist in labour relations issues and in staff recruitment and training.
- Sheriffs’ Services (Court Services), to: assist with the intake of new inmates from court, the return of remanded inmates to court, and the transport of inmates between centres.
- Office of Investigations and Standards Office (ISO), Office of the Ombudsman, to: exchange information regarding inmate complaints about sentence calculation, classification, placement and personal effects.
- Video Court Development Team, to: coordinate the use of video court provincially, and maintain relevant usage
• Information and Privacy Commissioner's Office to: clarify inmate access to information using Branch and Centre FOI rules.

• Other ministries, boards, commissions e.g. Ministry of Attorney General, Ministry of Human Resources, ICBC, BC Transit, BC Ferries, BCBC, Telus, to: exchange information; assist with inmate transport arrangements; identify telecommunications issues in the inmate call control system.

• Justice Institute, to: participate in the recruitment of qualified staff and identification of relevant training programs.

Assistant Deputy Warden - Programs

The Assistant Deputy Warden is responsible for assisting the Deputy Warden – Programs and acting as their Second in Command. The Assistant Deputy Warden supervises the Correctional Supervisors – Programs, overseeing all inmate work programs, supervision of Food Service Contract, Alcohol and Drug Contract, Native Liaison Contract, Vocational Program Contract, CORE Programming, Case Management, Visits, and contracted programs in the Centre.

The Assistant Deputy Warden - Programs, as a remission awards assessor for the Centre, reviews inmate conduct against the Regulation and determines the amount of earned remission to be credited to each inmate.

The Assistant Deputy Warden provides effective determination on matters such as discipline and discharge, spending and budget control, and approval and monitoring of leave and benefits.

The Assistant Deputy Warden - Programs position provides expertise regarding inmate Disciplinary Hearings, investigations and related procedural issues raised by staff.

The position provides assistance to Deputy Wardens and Assistant Deputy Wardens in the daily operation of the Centre, including security and program activities.

Important challenges and decisions of the position include conducting expeditious Disciplinary Hearings that are, and are seen to be, fair and impartial. This position decides on the need for a Hearing and the resultant disposition of proceedings.

As a member of the management team, the Assistant Deputy Warden - Programs recommends security and program policies and procedures that protect the public, staff and inmates and guide staff in the conduct of their regular duties and in the event of assaults, escapes and riots.

LINKS

• Centre Management Committee, to: participate as a member; develop strategic plans to address operational issues.

• Deputy Wardens - Operations, Deputy Warden - Programs, to: advise regarding the status of disciplinary hearings, projects, assignments and records; prepare SOPs; identify information technology issues; develop SOPs.

• Centre Committees, to: participate as a member, including the Remission Awards Panel that determines remission (time off for good behaviour) for all sentenced prisoners; participate on the Mentally Disordered Offenders Committee comprised of correctional staff and health care professionals to discuss transfers within the centre, to other centres, to mental hospitals, assessing level of risk for self harm or suicide.

• BC Public Service Agency, to: act as the primary contact for the Centre on labour relations; consult as a resource for labour relations issues, such as discipline, suspensions and other collective agreement matters.

• Branch headquarters analysts, Legal Services and contracted service agencies, to: exchange information on program, policy, legal issues and challenges; clarify or interpret the Regulation in unusual or complex disciplinary circumstances.

• Inmates' legal representatives, to: respond both orally and in writing to legal issues.

• Police agencies, to: exchange information regarding the security of the Centre or criminal/behavioural actions of offenders on release programs; assist with inmate intake/release, intelligence gathering, or obtain information on inmates known at the centre.

• Occupational Health and Safety Committee, to: participate as a management representative; oversee or assist in investigations of accidents resulting in injury to staff, and report findings and recommendations to the Deputy Warden of Operations; participate in managing staff and inmate safety and accident prevention programs.

• Worker's Compensation Board, to: clarify policies and regulations; assist in preparing reports and documentation in response to inspections, orders, penalties and appeals.

• WSI representatives and contractors, to: supervise routine repairs to the Centre; verify satisfactory completion of all required repairs; maintain a record of all BCBC-related requests for repairs and expenditures.
- Provincial Assistant Deputy Wardens Committee, Correctional Centres in other provinces, to: exchange information; remain current on security and inmate disciplinary policies and procedures.
- Assistant Deputy Warden - Staffing, to: assist in labour relations issues and in staff recruitment and training.
- Sheriffs' Services (Court Services), to: assist with the intake of new inmates from court, the return of remanded inmates to court, and the transport of inmates between centres.
- Office of Investigations and Standards Office (ISO), Office of the Ombudsman, to: exchange information regarding inmate complaints about sentence calculation, classification, placement and personal effects.
- Video Court Development Team, to: coordinate the use of video court provincially, and maintain relevant usage statistics.
- Information and Privacy Commissioner's Office to: clarify inmate access to information using Branch and Centre FOI rules.
- Other ministries, boards, commissions e.g. Ministry of Attorney General, Ministry of Human Resources, ICBC, BC Transit, BC Ferries, BCBC, Telus, to: exchange information; assist with inmate transport arrangements; identify telecommunications issues in the inmate call control system.
- Justice Institute, to: participate in the recruitment of qualified staff and identification of relevant training programs.

**Assistant Deputy Warden – Ford Mountain Correctional Centre**

The Assistant Deputy Warden maintains a highly controlled internal environment while managing and improving security, treatment programs and inmate services. The position works in a continuously changing environment, viz., inmate turnover, building renovations, new technology, inmate transfers, new restraint and deterrent equipment, and new provincial policies and standards governing adult custody.

Special challenges include: dealing with the special needs of sex offenders and MDOs, planning for the transition of inmates to the community, the prevention of escape, suicide and assaults of staff or inmates, the interdiction of drugs, weapons or other contraband, and the placement and management of sex offenders and mentally disordered, physically ill, or predatory inmates.

The Assistant Deputy Warden works in close proximity to potentially hostile offenders and manages programs affecting all inmates in the frequently changing population of the Centre.

The Assistant Deputy Warden manages the delivery of Core programs Cognitive Skills, Substance Abuse Management and Violence Prevention and other self-help programs to inmates, such as Adult Basic Education, basic literacy, vocational training and Sex Offender program which have been demonstrated to reduce recidivism, a central goal of the Branch.

The Assistant Deputy Warden manages contract work that supports the operations of the centre (healthcare, food services) as well as work which benefits the community and work which generates revenue for Corrections.

Inmate work programs require significant direction, entrepreneurial skill, initiation and monitoring. The position prepares work proposals and business cases, negotiates contracts or agreements with all levels of government and non-profit agencies.

The Assistant Deputy Warden manages the inmate canteen, recreational and hobby opportunities, and special events organized for the benefit of the inmates. The Assistant Deputy Warden manages the inmate visitation programs, inmate committee meetings and responses to inmate complaints.

Decisions made by this position protect life, health and safety of staff, inmates and the public.

**LINKS**

Centre Management Committee, to: participate as a member; develop strategic plans to address operational issues.

Provincial Assistant Deputy Wardens – Staffing Committee, to: ensure a consistent approach to human resource management.

Community Correction (Probation) Offices, to: obtain personal community information, current and past responses to supervision and comments affecting eventual release.

Victim Services, to: provide up to date sentence details and obtain victim impact information.

Community professionals to: identify any past program activities and interaction toward eventual release.

National Parole Board to: support the needs of the Board in their decision making process.
Shop Stewards to: promote a constructive labour relations climate.

WCB to: act as one of the management representatives; explain due diligence on behalf of the centre in response to inspections, orders, penalties and appeals.

Community and Social Service Agencies such as alcohol and drug treatment centres and transition houses, to: plan inmate releases.

Assistant Deputy Wardens - Staffing, to: assist in labour relations issues and in staff recruitment and training.

OSH Committee, to: participate as a management representative; direct and manage staff and inmate safety and accident prevention programs; proactively manage issues and respond to inquiries and complaints with a strong and active communications role.

Joint union-management committee, to: participate as a management representative; direct and manage union/employer relations and issues.

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

**Assistant Deputy Warden – Sentence Management**

1. **35%** Supervises inmate intake, classification (security level), assessment and placement processes for sentenced inmates, including the determination of security and risk levels to others and to the inmate; interprets holding documents; verifies legal grounds to accept intakes; creates an inmate count check list; manages the centre’s bed load plan; directs the documentation and storage of all inmate personal effects; oversees maintenance of detailed inmate records; oversees sentence administration including the calculations of sentences and remissions for good behaviour; attends court to respond to classification decisions.

2. **15%** Develops, implements and evaluates operational policies and procedures for all Sentence Management Unit (SMU) activities; manages the human, financial and material resources of the unit; assigns work; deploys, supervises, disciplines and trains staff; conducts work planning and performance reviews; participates in hiring panels and promotions; acts as Step 1 grievance responder; approves overtime and special staff leaves; conducts formal and informal investigations regarding staff behaviour and/or misconduct; resolves issues, decides on disciplinary actions such as suspension; makes recommendations to Warden for cases of serious misconduct.

3. **10%** Participates as a member of the Centre Management Team to ensure effective and efficient management of the centre with respect to staff deployment and program and service delivery; assesses impact of management team decisions on the SMU; conducts inmate disciplinary hearings; manages the centre’s bed load plan; coordinates with Assistant Deputy Wardens - Sentence Management in other correctional centres for inmate transfers and bed utilization; negotiates inmate transportation runs with Court Services; develops and maintains classification documentation to be forwarded to other centres to develop appropriate security placements.

4. **10%** Develops and manages inmate admission, transport and discharge operational processes, policies and protocols; reviews inmate profiles and ‘write-ups’ and makes decisions to protect safety of public, staff and victims; notifies and writes reports for HQ regarding the release of high risk offenders; supervises parole arrangements and resolves problems escalated by staff; conducts release planning and works with community agencies and probation officers regarding issues such as financial and community support.

5. **10%** Evaluates on-going cases to identify appropriate candidates for transfer to lower security levels or conditional release; reviews remission information and calculations monthly for all sentenced inmates; approves all temporary absences (where inmate leaves, e.g., for compassionate or medical reasons); sets times, contact provisions and other conditions for absence; responds to and/or manages critical incidents; conducts inmate disciplinary hearings; conducts release planning and works with community agencies and probation officers regarding issues such as financial and community support, case preparation and processes for returning inmates to the community.

6. **15%** Directs the use of civilian and inmate databases, including CORNET (Corrections Branch Network) and ICARS (Image Capture & Retrieval System, a provincial photo database of inmates); trains staff, supervises the data recording of all new admissions and releases; supervises the data recording of all new admissions and releases for the Correctional Centre; oversees the use of the Canadian Police Information Centre (CPIC, a national RCMP database) for which the position is the designated contact, and the JUSTIN system (court and police database); plans and manages information technology systems for the Centre including both administrative and operational security systems and initiatives.

7. **5%** Performs related duties, such as: conducts reviews and investigations; develops policies and Standing Order Procedures; develops or implements new initiatives; takes the lead in managing and coordinating special projects and project teams; plans and schedules activities for the drug dog and staff; authorizes inmate temporary absence...
## Assistant Deputy Warden - Staffing

1. **30%** Develops the Centre’s strategy for the overall staff resource management plan including staff development and succession planning; manages staffing systems, including shift schedules and attendance management, overtime, staff rotation and leave management in a manner which meets operational requirements while minimizing costs.

2. **20%** Develops and manages staff recruitment, training, development and performance appraisal systems to provide the centre with appropriately qualified staff; champions staff development and training, including the implementation and maintenance of on-site performance-based training initiatives; develops annual staff training needs analyses and identifies required resources; conducts orientations; develops training programs; coordinates and delivers training and trains trainers; conducts performance planning, staff evaluation and promotional panels; investigates disciplinary issues; provides functional support to all Centre supervisory staff on personnel issues.

3. **15%** Counsels Centre staff on career opportunities and personal issues affecting job performance; makes referrals to medical, psychological and addiction services; mediates disputes between staff; advises and counsels staff on human resource issues and guides the resolution of conflicts; promotes a working climate of staff ownership and participation.

4. **10%** Develops staffing policies and Standing Orders for the Centre, prepares job descriptions and staffing requests; promotes a positive labour relations climate in the Centre within the Master and Component Agreement and relevant personnel policies; manages administrative systems associated with Centre-specific Public Service Agency functions.

5. **10%** Manages the centre’s safety programs including accident prevention, investigations and safety equipment; interprets OHS policy and WCB requirements; assesses OHS needs and allocates funds for relevant resources; assesses workplace safety to determine if workplace practices comply with the WC Act and OHS Regulations; conducts risk assessments regarding violence in workplace and responds to WCB inspections, orders, penalties and appeals; acts as the primary liaison with the Worker’s Compensation Board; plans, develops and implements wellness initiatives for the health and well-being of all correctional staff working in the correctional centre.

6. **10%** Manages the administrative unit; assigns work; supervises, disciplines and trains staff; conducts work planning and performance reviews; participates in hiring panels and promotions; acts as Step 1 grievance responder; approves overtime and special staff leaves; conducts investigations regarding staff behaviour and/or misconduct; resolves issues, decides on disciplinary actions such as suspension; makes recommendations to the Warden for cases of serious misconduct.

7. **5%** Performs other duties: reviews policies and Standing Orders, investigates critical incidents, manages special projects and leads project teams, as required.

## Assistant Deputy Warden - Standards

1. **40%** Assesses all processes related to the Centre’s compliance with standards, policy and regulations and other regulatory/statutory decision-making processes; responsible for gathering and analyzing Correctional Centre data to proactively establish or confirm performance measures and determine whether performance requirements are being met and to satisfy Branch accountability and performance reporting requirements; develops reports to the Centre Management Team and to Branch Headquarters for comparison with other correctional centres and to meet senior management reporting requirements; reviews the Centre’s compliance with legislation, policy and standards and makes recommendations for remedial action or changes to Branch or Centre policy and standard operating procedures; monitors legislation and maintains contact with interest groups to identify improvements and evaluate the degree of compliance; recommends corrective actions; develops and maintains SOPs.

2. **25%** Plans and manages information technology systems for the Centre including both administrative and operational security systems and initiatives; provides cost effective and efficient software and hardware and maintains systems that are compatible with operating systems used in other correctional centres and that are compliant with Corporate Information Technology Services (CITS) operating standards; collects Centre data; maintains Key Performance Indicators; develops the local intranet; identifies IT training needs and provides training to Centre users; acts as a resource to other correctional centres on IT issues. assigns work to an IT specialist; conducts performance planning and review; responds to grievances at Step 1.

3. **15%** Communicates with government and external agencies; drafts responses and briefing notes for ministry executive regarding public issues, complaints from public, inmates or advocacy groups (see position Links).

4. **10%** Conducts general and issue-related inspections of other centres regarding compliance with legislation and standards and makes recommendations to senior headquarters staff.

5. **10%** Conducts and performs a quasi-judicial role in formal inmate disciplinary hearings; provides expertise to the Centre and headquarters on standards and procedures in formal hearings; conducts formal staff training in inmate
disciplin ary processes and procedures; advises staff on procedural standards for hearings and monitors proceedings for compliance; carries out ‘arms-length’ internal investigations and reviews of incidents and staff actions with potential legal consequences, some of which enter the public domain.

**Assistant Deputy Warden - Regulation**

1. **25%** Conducts fair and impartial Disciplinary Hearings of internal charges brought against inmates in accordance with the Correction Act Regulation; allows all relevant facts to be presented and allegations to be substantiated by fact and evidence; provides a just determination of the facts; determines disposition and penalties such as, reprimands, temporary or permanent restrictions on activities or programs, confinement to segregation unit for up to 30 days or forfeiture of earned remission (up to 60 days); provides written reasons to the inmate for the decision and the penalty imposed; prepares written proceedings and maintains records of all inmate Disciplinary Hearings

2. **20%** Acts as the focal point of contact for Centre staff regarding labour relations issues; clarifies terms and benefits described in the collective agreement; oversees the resolution of issues, concerns and problems raised by staff; disciplines staff through verbal warnings and written reprimands; authorizes or recommends staff suspensions; recommends discharge of staff to the Warden for Deputy Minister approval; monitors, assesses and reports staff attendance, STIIP, leave management, overtime, staff rotation, shift schedules; assists in the organization and management of inmate work and program schedules; assists in the development and implementation of the Centre’s staff resource management plan and wellness initiatives for the health and well-being of all correctional staff; clarifies WCB and OHS regulations; chairs staff recruitment panels; plans and conducts staff training and needs analyses for supervisors; assigns the duties of investigating officer for alleged inmate offences, inmate accidents and injuries

3. **15%** Reviews written reports from staff regarding alleged breaches of centre rules by inmates; determines if sufficient grounds exist to convene a Disciplinary Hearing; provides inmate with notification regarding pending disciplinary hearing and the details of the alleged infraction; orders, if warranted by circumstances, that an inmate be confined to a segregation unit pending the conclusion of the disciplinary hearing; reviews the need for continued confinement every 24 hours until the inmate is released from segregation; orders inmate releases from segregation

4. **15%** Supervises staff in the absence of the Deputy Warden - Operations or Deputy Warden - Programs; assigns and monitors work; acts as Step 1 in the grievance procedure; consults with Operations and Programs staff to address staff-inmate issues and to plan or implement security or program procedures; drafts policies, proposals and custody protocols related to program delivery and business partnerships; plans, organizes, directs, controls and evaluates responses to significant critical incidents, hostile aggressive behaviours and major disturbances; conducts investigations and enquiries and prepares reports and recommendations; authorizes random and strategic offender, visitor, cell unit or centre searches and frisks to prevent the introduction of or to locate contraband; schedules and authorizes offender and visitor movements throughout the Centre; authorizes visitors to the Centre utilizing screening procedures and security frisks; takes charge of or oversees the Control Centre during emergencies, in the absence of the Control Supervisor; coordinates contingency plans for fires, riots or emergencies involving the Centre as a whole

5. **10%** Authorizes short and longer term separate confinement of an inmate on reasonable grounds as set forth in the Regulation; authorizes use of physical restraints (up to 16 hours); determines the amount of earned remission to be credited to each inmate based on criteria in the Correction Act Regulation; acts as a Remission Awards Assessor for the Centre, according to the Correction Act Regulation; participates on remission awards panels; maintains written records of remission awards

6. **10%** Calculates the number and type of security staff and identifies equipment required for each shift or planned event; provides tactical teams with equipment required for altercations or a breaches of security; coordinates internal security arrangements to prepare inmates for deployment to work activities

7. **5%** Prepares reports and documentation on security issues and systems, buildings, asset maintenance, equipment and events on a daily basis; reviews and drafts policies and procedures regarding security, equipment, new technology, systems applications, and recommends changes; reviews access to information by individuals and the community under Freedom of Information regulations.

**Assistant Deputy Warden - Programs**

1. **40%** Ensures the daily delivery of Programs and Services by overseeing and providing direction to the Correctional Supervisors in their areas of responsibility, which include Core Programs, Program contractors, Visits, Menu Preferences, Native Liaison, I/M requests, Social Assistance, work gangs, maintenance shop/laundry, inmate jobs and pay, kitchen supervision, recreation/canteen, vehicles, libraries, staff supervision and tours.

2. **10%** Conducts fair and impartial Disciplinary Hearings of internal charges brought against inmates in accordance with the Correction Act Regulation; allows all relevant facts to be presented and allegations to be substantiated by fact
and evidence; provides a just determination of the facts; determines disposition and penalties such as, reprimands, temporary or permanent restrictions on activities or programs, confinement to segregation unit for up to 30 days or forfeiture of earned remission (up to 60 days); provides written reasons to the inmate for the decision and the penalty imposed; prepares written proceedings and maintains records of all inmate Disciplinary Hearings

3. 10% Acts as the focal point of contact for Centre staff regarding labour relations issues; clarifies terms and benefits described in the collective agreement; oversees the resolution of issues, concerns and problems raised by staff; disciplines staff through verbal warnings and written reprimands; authorizes or recommends staff suspensions; recommends discharge of staff to the Warden for Deputy Minister approval; monitors, assesses and reports staff attendance, STIIIP, leave management, overtime, staff rotation, shift schedules; assists in the organization and management of inmate work and program schedules; assists in the development and implementation of the Centre’s staff resource management plan and wellness initiatives for the health and well-being of all correctional staff; clarifies WCB and OHS regulations; chairs staff recruitment panels; plans and conducts staff training and needs analyses for supervisors; assigns the duties of investigating officer for alleged inmate offences, inmate accidents and injuries

4. 10% Reviews written reports from staff regarding alleged breaches of centre rules by inmates; determines if sufficient grounds exist to convene a Disciplinary Hearing; provides inmate with notification regarding pending disciplinary hearing and the details of the alleged infraction; orders, if warranted by circumstances, that an inmate be confined to a segregation unit pending the conclusion of the disciplinary hearing; reviews the need for continued confinement every 24 hours until the inmate is released from segregation; orders inmate releases from segregation

5. 10% Supervises staff in the absence of the Deputy Warden - Operations or Deputy Warden - Programs; assigns and monitors work; acts as Step 1 in the grievance procedure; consults with Operations and Programs staff to address staff-inmate issues and to plan or implement security or program procedures; drafts policies, proposals and custody protocols related to program delivery and business partnerships; plans, organizes, directs, controls and evaluates responses to significant critical incidents, hostile aggressive behaviours and major disturbances; conducts investigations and enquiries and prepares reports and recommendations; authorizes random and strategic offender, visitor, cell unit or centre searches and frisks to prevent the introduction of or to locate contraband; schedules and authorizes offender and visitor movements throughout the Centre; authorizes visitors to the Centre utilizing screening procedures and security frisks; takes charge of or oversees the Control Centre during emergencies, in the absence of the Control Supervisor; coordinates contingency plans for fires, riots or emergencies involving the Centre as a whole

6. 10% Determines the amount of earned remission to be credited to each inmate based on criteria in the Correction Act Regulation; acts as a Remission Awards Assessor for the Centre, according to the Correction Act Regulation; participates on remission awards panels; maintains written records of remission awards

7. 5% Calculates the number and type of security staff and identifies equipment required for each shift or planned event; provides tactical teams with equipment required for altercations or a breaches of security; coordinates internal security arrangements to prepare inmates for deployment to work activities

8. 5% Prepares reports and documentation on security issues and systems, buildings, asset maintenance, equipment and events on a daily basis; reviews and drafts policies and procedures regarding security, equipment, new technology, systems applications, and recommends changes; reviews access to information by individuals and the community under Freedom of Information regulations.

**Assistant Deputy Warden – Ford Mountain Correctional Centre**

1. 25% Manages the safe custody, control and supervision of sentenced adult inmates; maintains inmate discipline; supervises staff in managing the daily operation of the centre; maintains the effective working order of electronic, surveillance, security, fire safety and communications systems; reviews policy and Standing Orders and makes recommendations for improvements; implements rigorous staff attendance management procedures

2. 20% Manages the reception, transfer and placement and subsequent re-classification and release of all inmates incarcerated in the centre; manages the collection, retention and disbursement of information relative to an inmate’s case management, core program involvement and health and welfare needs; directs the planning, control, direction and monitoring of all phases of programs for the smooth transition of inmates to the community and preparations internally, and with external agencies, for full or conditional release; conducts investigations of critical incidents and inmate disciplinary hearings

3. 20% Supervises specialized inmate treatment programs for sex offenders and MDOs, and manages contracted professionals, such as psychologists; leads and supervises staff delivering Core Programs, Adult Basic Education and Vocational training; manages up to 8 revenue generating work programs designed to provide inmates opportunities to develop job skills and to reduce correctional centre costs and/or generate revenue

4. 25% Determines and recommends appropriate staffing levels; manages cost-effective staffing arrangements,
including shift schedules, supervision, attendance, overtime, staff rotation and leave management in a manner which meets operational requirements; monitors staff development; identifies and manages training programs for centre staff; performance and attendance; assigns work; conducts performance reviews; recruits staff; responds at Step 1 in the grievance process.

5. 10% Manages the centre’s safety programs including accident prevention, investigations and safety equipment. The position interprets OHS policy and WCB requirements; assesses OHS needs and allocates funds for relevant resources; assesses workplace safety; ensures workplace practices comply with WC Act and OHS regulations; conducts risk assessments regarding violence in the workplace and responds to WCB inspection orders, penalties and appeals.

FINANCIAL RESPONSIBILITY

Spending authority for leaves of absence, shift changes, vacation, STIIP, overtime.
Develops budget plans and recommendations.
Assists in the planning, development and implementation of operational priorities and in the development of budget strategies.
Prepares cost estimates for building maintenance and construction.
Overall budget for the Sentence Management Unit, including salaries and benefits: $_________
Spending authority for goods and services: travel warrants for inmates, new clothing, bedding, telephones, equipment, office supplies, up to budget amount of: $_________
Develops budget plans and recommendations.
Plans and manages staffing, training and staff development systems within an environment with mandatory security, safety and staffing requirements and regular ancillary staff with the objectives of minimizing costs while meeting operational requirements.
Develops and implements cost-effective staffing procedures and schedules.
Negotiates with legal counsel to develop appropriate recommendations for financial settlements of issues brought by internal and external individuals or groups.
Conducts cost-benefit analyses of Centre practices using Key Performance Indicators as points of reference.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

<table>
<thead>
<tr>
<th>Role</th>
<th># of Regular FTE’s</th>
<th># of Auxiliary FTE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly supervises staff</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Supervises staff through subordinate supervisors</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

* Provides direction to the Supervisor, Operations and Programs as required.

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

<table>
<thead>
<tr>
<th>Role</th>
<th># of FTE’s</th>
<th>Role</th>
<th># of FTE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises students or volunteers</td>
<td>D</td>
<td>Provides formal training to other staff</td>
<td></td>
</tr>
<tr>
<td>Lead project teams</td>
<td>as req’d.</td>
<td>Assigns, monitors and examines the work of staff</td>
<td>**</td>
</tr>
</tbody>
</table>

* Provides training sessions on procedures, administrative systems and processes to new and current centre staff.
** Correction Officers re inmate files

SPECIAL REQUIREMENTS

- Disciplinary Hearing Chairperson Certificate (ADW – Standards and ADW – Regulation)
TOOLS / EQUIPMENT

Knowledge of the use and deployment of restraint/security devices, e.g., handcuffs, OC spray, batons, CED/taser, ballistic vests, transportation vehicles.

The position monitors and assists in the maintenance of the Building Security and Communications System (BCSC), including the effective operation of electronic surveillance, communications, security and fire safety equipment throughout the Centre.

The position monitors and documents availability, inspection and usage of equipment, such as fire extinguishers, hoses, restraint devices, tear gas, OC spray, CED/tasers, specialized vehicles and riot gear.

Digital cameras and Video Equipment.

WORKING CONDITIONS

The position works on call in a 24 x 7 operation; frequently exposed to potential physical and medical hazards through daily contact with inmates.

As an on call manager, the position is required to be available immediately by telephone and attend the Centre, as necessary. These duties significantly restrict personal commitments and social behaviour.

The position is on call approximately 12 weeks per year.

The position is a peace officer by definition and is held to a higher standard of conduct, both on and off duty, by the employer, the public and the courts.

WORK EXAMPLES

The position is required to check the manual calculation of all Conditional Sentence Orders (CSOs) that are completed by the Records Officers. A CSO is a sentence that is served in the community with conditions and the offender reports to his/her Probation Officer.

When an inmate is remanded into custody for a Breach of CSO and subsequently the Court orders the CSO terminated, the offender must serve the remaining balance in custody. Given the complexity of these orders and the start and stop rules as per the Criminal Code of Canada (CCC), the Records Officer must confirm the start and stop date from entries on the Court's Justin Computer System. The calculation must be completed manually as the current CORNET system does not have the capability to perform this calculation. As with all sentence calculations, the Records Supervisor checks the CSO to confirm the key dates, the amount of time remaining and that it is entered correctly on the CORNET system.

The extra check that is completed by the position ensures that the sentence this accurately entered on the CORNET system. An inmate could be held too long or released to soon into the community if a calculation error was made. Thus, the inmate could sue the Corrections Branch with a writ of Habeas Corpus for being held illegally and this could be very costly and an embarrassment to the Corrections Branch and the Provincial Government. Further, this could also result in disciplinary action against staff.

COMMENTS

First Nations and aboriginal communities are becoming more involved in the Case Management and sentence planning of inmates, necessitating the development and maintenance of professional contacts in the community.

New responsibilities include the oversight functions that are devolving from the Office of Investigation, Inspection and Standards to individual correctional Centres. The position provides expertise in conducting disciplinary panels, reporting on operational performance and managing specialized information technology. The responsibilities of the position have become more complex due to fewer Centres and increasingly complex litigation.
EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

SIGNATURE: ________________________  DATE: ________________________

ORGANIZATION CHART (Example)

```
  Warden

  /\                                  /\                                   /\
 /  \                              /  \                                /  \     
|    |                            |    |                                |    |      
|  Warden Operations     | Assistant Deputy Warden Sentence Management | Deputy Warden Programs |
|_______________________|_______________________|_______________________|
|                      |                        |                      |
|  Assistant Deputy Warden - Regulation | Assistant Deputy Warden Staffing | Assistant Deputy Warden - Programs |
|____________________________________|__________________________|_______________________|
|                                    |                        |                      |
|  Correctional Supervisor Operations |                        |                      |
|____________________________________|__________________________|_______________________|
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Tony Porter  May 14, 2008
SELECTION CRITERIA

- Grade 12 (GED)
- Related university degree or diploma preferred
- 2 years related supervisory experience
- Experience in adult correctional environment or several years of related experience or equivalent combination of education, training and experience
- Experience with computer systems and software - Outlook email, internet, Word, Excel, Adobe
- Demonstration of formal leadership training and/or education
- Certification as a disciplinary panel chairperson or equivalent position (preferred qualification)

COMPETENCIES

Ability to:
- Develop, interpret and implement operational standards, policies and procedures in a correctional institute.
- Communicate orally and in writing.
- Deal with difficult and potentially volatile people.
- Apply analytical problem solving, conflict resolution, mediation and coaching skills.
- Conduct in-depth investigations into staff/inmate misconduct, carry out reviews of service delivery and preside at inmate disciplinary hearings.
- Understand the importance of sensitive and confidential information and act with discretion.
- Establish and maintain cooperative working relationships with a variety of justice related organizations and interest groups; contribute to a variety of plans and initiatives that involve external agencies and the correctional centre.
- Work productively with individual staff and work teams, effectively, fairly, consistently and in accordance with established human resources policies, procedures and guidelines; understand the service needs of a client/customer (internal or external) and actively focus on anticipating, meeting and exceeding the needs in a timely and appropriate manner.
- Take action to achieve challenging goals and high standards
- Manage external audit projects.
- Actively influence, persuade, resolve conflict or negotiate with individuals and groups at various levels within and outside the correctional Centre to obtain consensus, acceptance, agreement or behavioural change.
- See attached competencies for Assistant Deputy Warden.

Knowledge of:
- Adult Institutional Services policies and procedures related to the admission, classification and discharge of inmates, case management and conditional release, including manual and electronic record systems.

<table>
<thead>
<tr>
<th>Provincial Policies and Legislation</th>
<th>Federal Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parole Act, Offence Act, Correction Act and Regulation, Public Service Act</td>
<td>Criminal Code of Canada, Youth Criminal Justice Act</td>
</tr>
<tr>
<td>Freedom of Information and Protection Act</td>
<td>Corrections and Conditional Release Act,</td>
</tr>
<tr>
<td>Motor Vehicles Act</td>
<td>Young Offenders Act Prisons and Reformatories Act,</td>
</tr>
<tr>
<td>Investigation and Standards Office</td>
<td>Canadian Charter of Rights and Freedoms</td>
</tr>
<tr>
<td>Workers Compensation Act and OHS Regulation</td>
<td></td>
</tr>
</tbody>
</table>

- BCGEU Master and Master and Component Agreements and relevant government personnel policies.
- Staff recruitment, training, development and performance appraisal systems.
- Shift scheduling practices in a 24 hour 7 day a week operation.
- Media practices and the criteria for preparation and presentation of information affecting the Centre and its personnel.
- Knowledge of computerized security systems.
ASSISTANT DEPUTY WARDEN
COMPETENCIES

The following competencies were identified by a representative group of the assistant deputy wardens from all correctional centres. These competencies are not listed in any order of priority but were identified as the most critical competencies required for performing at an exceptional (particularly capable) level.

1. **Decisive Insight** combines the ability to draw on one’s own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

2. **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

3. **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The “team” here should be understood broadly as any group with which the person interacts regularly.

4. **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

5. **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

6. **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

7. **Developing Others** involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual’s actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

8. **Organizational Commitment** is the ability and willingness to align one’s own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.