



# *Provincial Job Description*

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***TITLE:***  
**(536) Community Safety Officer**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Provides physical, psychological, social, cultural and environmental safety for everyone working in or attending SHA facilities.

***QUALIFICATIONS:***

- ◆ Security Officer Applied certificate
  - ◆ Community Safety Officer designation

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Interpersonal skills
- ◆ Communications skills
- ◆ Organizational skills
- ◆ Ability to work independently
- ◆ Ability to deal with aggressive/violent individuals
- ◆ Basic computer skills
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ **Previous:** Eighteen (18) months previous experience working as a Security Officer which includes on the job training to obtain the Community Safety Officer designation.

## ***KEY ACTIVITIES:***

### **A. Enforcement & Investigation**

- ◆ Investigate property offence (Sections 334(b) Theft and 430(1) Mischief) of the Criminal Code for the purpose of receiving information, evaluating and liaising with the police agency of jurisdiction as required.
- ◆ Search subjects and seize items within scope of designate (Section 495 (1) (a)(b)(c) (e.g., weapons, drugs).
- ◆ May detain and/or make arrests or unarrests (including Mental Health apprehensions).
- ◆ Enforces designated provincial statutes, municipal bylaws, SHA property/directives, and limited Criminal Code of Canada violations under Section 495 (1) (a)(b).
- ◆ Provides traffic direction/guidance (e.g., parades, protests, construction, etc.)
- ◆ Provides supervision for detained individuals arrested by law enforcement awaiting Physician assessment.
- ◆ Investigates issues/concerns/complaints in cooperation with local security staff and police.
- ◆ Writes initial reports for follow-up.
- ◆ Receives and exhibits found property and returns to rightful owners when identified.
- ◆ Retrieves/captures photo/video evidence from all available sources.
- ◆ Criminal intelligence sharing amongst local law enforcement agencies pertaining to healthcare for client, employee, public safety.

### **B. Provide Security for Staff, Patients, Clients and Visitors**

- ◆ Guards and observes patients, helps to locate missing or wandering patients.
- ◆ Guards lock-up areas.
- ◆ Responds to incidents that occur which may result in injury to persons.
- ◆ Defuses violent or aggressive situations.
- ◆ Restrains non-compliant individuals.
- ◆ Ensures patient census is accurate.
- ◆ Provides assistance to the safe drive/safe walk programs.

### **C. Protect / Secure Facility and Property**

- ◆ Monitors security cameras.
- ◆ Secures entrances and offices throughout the facility.
- ◆ Execution of non-violent provincial statutes and bylaws.
- ◆ Patrols SHA designated properties to deter theft, vandalism, illegal parking and damage.
- ◆ Apprehends and detains suspects, removes and documents contraband.
- ◆ Removes and catalogues dangerous weapons.
- ◆ Ensures safety of SHA designated properties.
- ◆ Monitors suspicious activities.

**C. Protect / Secure Facility and Property (Cont'd)**

- ◆ Responds to all emergencies.
- ◆ Escorts staff moving cash.
- ◆ Manages key control procedures.
- ◆ Unlocks and locks all doors at regular intervals.
- ◆ Enforces parking regulations and control.
- ◆ Provides daily and pre-landing inspections of heliport.

**D. Related Key Work Activities**

- ◆ Conduit to local law enforcement agencies and other partnering agencies (e.g., Social Services, Security Intelligence Unit - Province of Saskatchewan, Correctional Services, etc.) for SHA.
- ◆ Liaises with various professional and community groups.
- ◆ Assist in outreach and referrals for vulnerable persons.
- ◆ Documents incidents and activities (e.g., patient activity logs).
- ◆ Reports incidents to police, agency and/or department.
- ◆ Issues parking passes, tickets, lockers, keys.
- ◆ Counts cash.
- ◆ Performs photo identification checks.
- ◆ Delivers and picks up medications.
- ◆ Admits/discharges bodies from the morgue.
- ◆ Monitors fire systems and checks fire equipment (e.g., extinguishers).
- ◆ Assists with Emergency Preparedness Plan.
- ◆ Calls codes during emergencies.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Date: April 19, 2023***