



## Samoa Police, Prisons & Corrections Services

### Duty Statement and Performance Assessment

Position / Title	:	Corrections Officer
Portfolio	:	Prisons & Corrections Operations
Location	:	Tanumalala Prison
Salary Grade	:	\$16,273.00
Reports to the	:	Manager Custody

#### Primary Purpose of Role:

Contribute to making our communities safer by providing effective and efficient custodial services through an enabling environment within the prisons that promote the safe, secure and fair treatment of prisoners.

#### Key Accountabilities:

The successful candidate will perform the following key duties and responsibilities in an efficient, effective and ethical manner.

#### SECURITY

- Operate within the policies and procedures of the prison and unit when conducting prison(s), cell(s) and inmate(s) inspections.
- Carry out daily routine of the unit such as; escorting and supervising prisoners to and from prisons, courts, hospital, daily work areas, trainings and rehabilitation programme and other form of engagements etc.
- Identify and minimise potential risk to the security of prisoners and other staff, and take remedial action if necessary.
- Have a continuous and high level of physical and mental fitness in executing security duties at all time.

#### COMPLIANCE

- Comply with all relevant legislative, policies and Commissioners Orders, such as use of allocated resources accordingly etc.
- Apply all sentence compliance requirements, example receiving of new prisoners and detainees, interviewing of prisoners and detainees, searching prisoners and detainees, handling prisoners and detainees personal belongings, updating and prisoner performance etc.

#### ADMINISTRATION

- Prepare and submit prisoner progress reports to the Officer-In-Charge on a weekly basis
- Identify and report on suggested improvements on work methods to achieve unit's objectives

- Implementation of initiatives, programs and activities that will improve the performance of functions/services of the SPCS
- Provide accurate statistics of prisoners for management, report, policy and decision making purposes

## **OFFENDER MANAGEMENT**

- Encourage and facilitate participation of prisoners in training and rehabilitation programmes
- Facilitate dispute resolution for prisoner complaints and grievances

## **TEAMWORK**

- Act as a positive role model for other staff and prisoners
- Participate in team activities to contribute to the achievement of SPCS goals, i.e., budget and planning process etc.
- Foster and maintain sound working relationships with the Commissioner and management, staff, and all other stakeholders
- Maintain team communication processes to ensure information is effectively communicated to all unit staff and / or prisoners.

## **Selection Criteria:**

### **1. Skills and Abilities**

- 1.1. Good written and verbal skills in English and Samoan to satisfactorily compile and complete prisoner progress reports, daily work logs etc.
- 1.2. Demonstrate excellent interpersonal and communication skills in a professional and disciplined manner to establish and maintain a safe working environment with prisoners ensuring rules/regulations are followed with minimum coercion
- 1.4 Possess sound judgment to make decisions regarding the progress of the prisoners such as whether to impose penalties, withdraw privileges etc with little confrontation as possible
- 1.5 Ability to work effectively with staff, and contribute to team activities to deliver results, but at the same time is reliable to work unsupervised
- 1.6 Excellent time management skills to assist with the ability to multi-task and ensure work expectations are completed at the end of every shift
- 1.7 Display good computer skills in both Microsoft Word and Excel

### **2 Personal Attributes**

- 2.1 High level of moral integrity and commitment to duty and service
- 2.2 Show patience and tolerance when necessary, but at the same time be firm and assertive when the situation arises
- 2.3 Model and promote positive attitude and values of the SPCS

### **3 Experience and Past Work Performance**

- 3.1 Relevant work experience in similar role(s) in custodial services
- 3.2 Demonstrate understanding of security, safety, and prisons issues, and have the ability to address and take remedial action if necessary to minimise potential risk
- 3.3 Understanding of government legislations/policies/procedures/operations appropriate to the position

### **4 Qualification**

- 4.1 A tertiary qualification and /or other achievements in a related field will be considered