



## **JOB SPECIFICATION**

GRADE: Prison Officer

DEPARTMENT: Prison

RESPONSIBLE TO: Senior Prison Officer

### **CONDITIONS, DUTIES AND RESPONSIBILITIES:**

1. Acceptance and discharge of Prisoners.  
Filling up and completion of all relevant records forms and observation book entries.
2. Enforcing discipline, security procedures, control of public and objects introduced into the Prison in accordance with the Prison Act/Regulations and Standing Orders and contributing effectively to the safe and secure custody of Prisoners.
3. Ensure that all incidents are reported and dealt with effectively, including bullying, assaults, substance misuse and self harm.
4. Submitting reports as required in a timely manner.
5. Follow set procedures for dealing with Prisoner applications.
6. Maintaining order, security and discipline of Prisoners within and outside the Prison precincts.
7. The locking and unlocking of cells at prescribed times and responsibility for Prison keys until these are handed over.
8. Constant supervision of Prisoners i.e. internal/external working parties, at workshops, mealtimes, recreation and ablution of Prisoners.
9. Escorting and guarding Prisoners to Courts, Hospitals, etc.

10. Supervise open and closed visits, lawyer's visits, Religious Service and such other functions as required.
11. The carrying out of routine searches of cells, body searches of Prisoners and special searches as required.
12. Ensure standards of hygiene and cleanliness are maintained.
13. Checking cells for cleanliness and security conditions, in order to prevent any escapes or penetration attempts.
14. Record and report to his Superior Officer any complaint made by Prisoners.
15. Apply authorized control and restraint procedures where appropriate.
16. Ensure all work is carried out to a high professional standard.
17. Undertake any other duties appropriate to the Grade, which may be required by the Superintendent or Chief Officer.
18. Shall, while serving in the Gibraltar Prison Service, comply with and hold himself amenable to the laws and Regulations now established or which may hereafter be established for the government of the Service and Prison and comply with all Regulations now in force or which may hereafter be made for the organisation and discipline of the said Prison Service and shall not withdraw himself from the said Service except in accordance with the laws and Regulations framed under them.