Cape Breton Regional Municipality

320 Esplanade
Sydney, Nova Scotia, B1P7B9
Career Opportunities: cbrm.ns.ca/jobs
Email: jobapplications@cbrm.ns.ca
Fax: 902-563-5582

JAIL GUARD(S)

Temporary, Part-time

JOB SCOPE: Under the general supervision of the Inspector in charge of Central Division of the Cape Breton Regional Police Service, or designate, is responsible for the security, supervision, and control of clients in the lock-up facility or in their care. Responsibilities also include ensuring that proper cleanliness and physical security standards are being maintained. Successful applicants must be able to work with policy and procedures, standing orders, and interim directives as issued occasionally by the Cape Breton Regional Police Service.

DEPARTMENT: Police

BARGAINING UNIT: CUPE Local 933

SALARY: $28.16 per hour

MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- Grade 12 or GED Equivalent.
- A graduate of a recognized Correctional Officer Program with one year's experience or an acceptable equivalent combination of qualifications and experience may be considered.
- Graduates from other recognized applicable programs may be considered.
- Must possess and maintain a valid Nova Scotia Drivers' License with access to reliable transportation.
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.
- Current CPR and First Aid Certification.
- Polygraph examination*, Physical examination*, Visual examination*, Hearing examination*, Drug screening*

CLOSING DATE FOR APPLICATIONS: Friday, December 4th, 2026 at 4:00PM

Please quote **Competition Reference #26.96-E** and apply using any channel below:

E-mail: jobapplications@cbrm.ns.ca | **Fax:** 902-563-5582

In-person or drop-box (Attn: HR): 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

We'd like to extend our gratitude to all applicants. Applicants selected to move forward will be contacted by Human Resources.

Guided by Employment Equity principles, we encourage applications from members of designated groups, including but not limited to Indigenous peoples, people of African descent, other racially visible persons, persons with disabilities, women in underrepresented occupations or positions, and members of the 2SLGBTQIA+ communities.

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320 Esplanade
Sydney, Nova Scotia, B1P7B9
Email: hr@cbrm.ns.ca
Phone: 902-563-5058 **Fax:** 902-563-5582
Career Opportunities: cbrm.ns.ca/jobs

JOB DESCRIPTION

Position Title/ Classification:	Jail Guard		
Department:	Police Services	**Location:**	Police Central
Reporting to:	Inspector or designate	**Bargaining Unit:**	CUPE Local 933
Salary:	$28.16 per hour		

JOB SCOPE

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MAIN FUNCTIONS

- Care for the safety and well-being of clients, mindful of the dignity of the individual.
- Must be able to demonstrate a basic knowledge of client care and processes in a hospital setting.
- Process and document all information with respect to booking, care and release of clients.
- Read and maintain knowledge of all policies and correspondence pertaining to the lockup.
- Document and advise the Sergeant on duty of concerns with respect to safety of clients or violations of any policy or directive pertaining to the lockup.
- Document and safeguard clients' personal property (belongings).
- Ensure that the necessary supplies are available, and that the general cleanliness of the lockup is maintained.
- Ensure the proper operation of equipment and report problems or deficiencies.
- Conduct fingerprinting and photography when required.
- Conduct tele-warrants (Remands) when directed.

- This position requires high behavioral and cognitive demands; self-supervision required, attention to detail, exposure to distracting stimuli, and performance of multiple tasks.
- Other duties as directed by the Inspector in charge or Staff Sergeant.

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- Current CPR and First Aid Certification.
- Polygraph examination*
- Physical examination*
- Visual examination*
- Hearing examination*
- Drug screening*

***Please Note: only applicants who are screened in may be required to successfully complete these assessments. The assessments must show the capacity of performing tasks of the classification.**

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent observation skills
- Demonstrated organizational skills
- Demonstrated communication skills both verbal and written
- Good interpersonal skills