

Purpose and Responsibilities

10002.1 GENERAL DUTIES

- (a) The purpose of this manual is to provide a basic knowledge of the duties of a bailiff, a standardized approach to application of that knowledge, to acquaint the Deputy/SSO with courtroom procedures and court related activities, and to assist in understanding and performing the duties of a court officer.
- (b) The bailiff functions of the Court Operations Division consist of courtroom Deputy and Sheriff's Special Officer (SSO).
- (c) The primary function of the bailiff is to provide security and maintain order in the courtroom, thereby ensuring the protection of the court and facilitation of the proper administration of justice.
- (d) Bailiffs are an integral part of the court team. For that reason, the impression a bailiff creates in the minds of court officers and members of the public must be that of an objective, unbiased professional.
- (e) Generally, the duties of the bailiff include providing security for the judge and court staff, escorting inmates, affecting the arrest of specified individuals and making appropriate contributions toward the court's work product. Included in that list, of course, is the bailiff's responsibility to assist in the organization and control of court operations.
- (f) The primary function of the Sheriff's Special Officer is to provide additional security in the courtroom when a need has been identified and safe and secure transportation of custodies within courtrooms and secure hallways.

10002.2 ADDITIONAL DUTIES-BAILIFF

- (a) Assist in the morning search of all inmates entering the facility.
- (b) Act as a back-up Deputy in courtrooms requiring additional security.
- (c) Patrol the building's interior and exterior as directed by the Sergeant.
- (d) Assist in the unloading and loading of all inmates being picked up by Sheriff's transportation.
- (e) Conduct a search of the facility prior to closing.