



JOB TITLE: COURT SECURITY OFFICER

Department: District Court
Supervisor: Chief Bailiff
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: January 2, 2024

SUMMARY

Court Security Officers (CSO) fulfill a number of vital roles within the court system. First and foremost, they provide armed court security and bailiff services for the First Judicial District of Idaho. Bailiff's/CSO maintain the safety, security, neutrality, integrity and confidentiality of the court system, and ensure the safety of all who use the court facilities. They work to prevent potentially life-threatening activities directed toward judges, court personnel, jurors, witnesses, plaintiffs and defendants, prisoners and the general public. Bailiffs/CSOs control inmate movement within the courthouse. Bailiffs/CSOs operate and manage both the Bonner County Drug Testing and Pretrial Release programs. They also monitor and track compliance with unsupervised probation and assist with Drug Court. Bailiff's/CSOs schedule, initialize and host all daily Zoom, video link and phone hearings. Bailiff's/CSOs are responsible for the safety and security of jurors. They serve as Assistant Jury Commissioners in the Jury Commissioner's absence. They also provide regular administrative support to the Jury Office.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Provides armed escort of in-custody defendants through non-secure public areas and heavily populated public hallways from the Sheriff's holding facility to the courtroom on a daily basis.
- Performs daily inspections, searches of courtrooms, judicial chambers, jury rooms, restrooms, restricted areas and grounds to assure all areas are clear of weapons, drugs and explosive devices.
- Supervises in-custody inmates, including juveniles, charged with violent and non-violent crimes during court proceedings; prevents physical contact associated with in-custody defendants/witnesses. Coordinates with Juvenile Detention in the transport of juvenile prisoners.
- Guards and supervises in-custody defendants in court holding facilities in the absence of the Court Detention Officer. Performs body searches for weapons and contraband.

- Performs armed safety escorts in high-risk volatile situations of litigants, jurors, judges and staff members outside of secure facilities to various locations on and off County property.
- Records and provides all necessary paperwork to Sheriff's transport officers regarding inmate dispositions. Takes persons into custody upon direction of the presiding judge.
- Acts as first responder for fire alarms, emergency evacuations, bomb threats, and acts of violence on courthouse grounds. Assists in the evacuation of all courthouse staff, jurors and all other persons within the courthouse to the evacuation center and directs them to a safe location in order to "clear" the facility.
- Schedules, hosts and manages all Zoom hearings, including identifying participants in the Zoom waiting room. Admits or removes participants in Zoom hearings pursuant to the docket and/or direction of the presiding judge.
- Obtains commitment orders and signatures of judges for defendants who are sentenced to confinement while simultaneously guarding a high number of prisoners and public court attendees. Required to maintain confidentiality of prisoner custody status during all in-custody jury trials.
- Facilitates the movement of court documents and evidence to and from judges, attorneys, witnesses, and others, as directed by the court.
- Prepares courtrooms appropriate for the type of hearing scheduled, e.g., jury trial, custody hearings, traffic court, etc. Prepares court and jury deliberating rooms with proper supplies.
- Assists Jury Commissioner with jurors and jury trials. Exercises responsibility for security and presence of jurors during the trial period; arranges for juror meals during trials; answers all juror questions and solves all juror problems as efficiently as possible. Serves as Assistant Jury Commissioner in the Jury Commissioner's absence. Provides regular administrative support to the Jury Office, including data entry.
- Supervises participants during Drug Court. May be required to take participants into custody per direction of the Drug Court judge.
- Manages and facilitates the courthouse drug testing program, as directed by court order. Collects and tracks specimens and records test results. Persons tested may have sexually transmitted diseases, such as AIDS or Herpes, or infectious or communicable diseases, e.g., Hepatitis. The Court Security Officer must be able to distinguish between a valid sample and one that has been altered or diluted. Submits specimens to outside labs for further analysis based upon court processes and records findings. Coordinates and maintains records of test results from outside testing facilities as directed by court order. Generates and submits affidavits of non-compliance to the prosecutor's office when necessary.
- Performs on-the-spot drug testing on individuals as directed by the presiding judge, and provides court with results.
- Tracks all informal probation requirements as outlined in the judgment. Generates and submits affidavits of non-compliance to the prosecutor's office when necessary.
- Fulfills all records and information requests submitted by the FBI and United States military.
- Fulfills all audio requests of court hearings submitted by attorneys or the general public.

- Maintains security of all court evidence and exhibits. Facilitates the destruction of said evidence and exhibits in accordance with Idaho Statutes, including notification to all parties.

SECONDARY FUNCTIONS

- Operates magnetometer and X-ray machine and conducts front door security, as needed.
- Escorts jurors to the crime scene or other jury views when directed by the presiding judge. Maintains the safety of jurors, the judge, and litigants during views.
- Escorts sequestered jurors to hotel and remains at hotel during period of sequestration; provides for the safety and security of said jurors, handling all nutrition, medical, hygiene requests.
- Serves as a public information source for persons using court facilities, responding to inquiries and giving directions in a professional and respectful manner.
- Performs a wide variety of related duties to help the judge accomplish the work of the court.

JOB SPECIFICATIONS

- High school diploma or general education degree (GED) and a minimum of two years related experience and/or training in law enforcement, probation, or criminal justice.
- First Aid card and CPR certification.
- Must successfully pass department standards for duty weapon qualifications.
- Ability to use a personal computer and associated peripherals, Microsoft Windows 2000 or higher, Microsoft Office XP or higher, databases specific to the County, the court's electronic case management system, SPILLMAN, Internet, Microsoft Outlook and/or Gmail.
- Must have the ability to use handcuffs, pepper spray, Taser device, X-ray screening machine, magnetometer, hand wand and two-way radio. Proficient in the use of duty weapons, handcuffs, leg restraints, belly chains, pepper spray and Taser device.
- Must have confrontation/conflict management skills sufficient to deal with angry jurors and the public, including courtroom eruptions and crowd control in courtrooms.
- Must be skilled in verbal communication and making oneself clearly understandable at all times.
- Ability to maintain a professional image and demeanor sufficient to facilitate the direction of jurors and members of the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal firmly and courteously with the public.
- Ability to remain alert at all times and to react quickly and calmly in emergency situations.
- Ability to maintain proper order in a courtroom.
- Ability to maintain high levels of confidentiality.
- Ability to understand and follow verbal and written directions.

- Ability to keep accurate records.
- Ability to obtain the cooperation of others.

PHYSICAL ABILITIES & WORKING CONDITIONS

The physical demands and the work environment described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is regularly required to walk, sit and use hands to finger, handle, feel, or reach from the floor to overhead while holding a handheld wand (detector.) The employee must occasionally lift and/or move more than 50 pounds with or without assistance, and with or without the aid of equipment and/or devices designed to assist in the lifting effort.

Must exert force when necessary to keep out, control, and detain violent/aggressive subjects attempting unauthorized entry. May also include hand combat in order to control offenders, protect self, jurors, staff, judges and/or members of the public. May be required to singly lift, control, restrain or handcuff individuals of many different sizes, up to and including well in excess of 200 pounds. Must be willing to use deadly force in order to protect the judiciary, public, jurors and staff members.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee is regularly exposed to bodily fluids, fumes, airborne particles, blood borne pathogens, germs, bacteria, and viruses through contact with inmates, the public, jurors and persons being drug tested.

Working conditions include being subject to exposure to potentially violent, disruptive or angry persons, and working with high-risk individuals (i.e. former felons, indigents, etc.). Verbal abuse by angry potential jurors is a frequent occurrence.

The noise level in the work environment is or may be moderate, but could be loud in the event of a fire alarm and live fire drills, or on the shooting range and other specialized firearms training. Required to withstand deafening fire alarm volume without hearing protection for the duration of an evacuation and building search. Exposed to loud noise generated by two-way radios.

Exposed to potentially high levels of radiation exposure emitted by X-ray screening machines. Minimal amount on a daily basis (within Health and Welfare Department laboratory safety guidelines) Radiological assessment/certification required yearly.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____