**Boundary County**

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date
amended

4/4/2025

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POSTING DATE-COUNTY:

8/7/26

POSTING DATE-PUBLIC:

8/7/26

CLOSING DATE:

8/28/26

NOTICE OF POSITION VACANCY**JOB TITLE:** Detention Deputy/Bailiff**DEPARTMENT:**

Sheriff

Immediate Supervisor Detention Sergeant

JOB CODE # SH14041b**GRADE**

13 Overall Supervisor

Sheriff

POSITION TYPE: FULLTIME**STARTING WAGE:**

23.33

JOB SUMMARY

The Court Security Officer / Bailiff serves as a certified Detention Deputy assigned to provide in-house law enforcement and court security for the Boundary County Courthouse and courtrooms. This armed position is responsible for maintaining safety, security, order, neutrality, integrity, and confidentiality for judges, court staff, jurors, witnesses, defendants, prisoners, and the general public. Must be able to maintain paperwork generated by this process and through the court system

As a Certified Detention Deputy, the role includes full responsibility for the safe and secure custody and humane treatment of persons incarcerated by law enforcement and the courts while they are in the courthouse or courtroom. The position combines courtroom security, custody management, use-of-force responsibilities, and essential administrative support for court proceedings. It functions as the first line of defense against disruptive, violent, or life-threatening activities while ensuring the smooth and dignified operation of the court. Additional responsibilities will include overseeing the care, custody, and control of inmates housed in Boundary County jail, conduct security checks of inmates and facility in accordance with the Boundary County Jail Policy Manual. Deputy will dispense medications as directed by jail physician, maintain control of inmate property, and conduct bookings and releases of subjects housed in the jail.

A unique blend of detention/law enforcement skills, independent judgment, strong people skills, and court procedure knowledge is required. Ongoing physical fitness, regular training (including firearms, less-lethal tools, and detention-specific certification), and close coordination with the Boundary County Sheriff's Office are mandatory. This is a physically and mentally demanding position and is not suitable for individuals who are significantly out of shape or seeking a low-activity role.

POSITION FUNCTIONS

Detention: Maintain security & control of inmates, observe all persons housed inside the jail facility at least every 30 minutes.

Perform all intake and release functions, e.g. ascertain and document inmate's identity, vital statistics, reason detained, physical and mental condition. Search, fingerprint and photograph all inmates upon incarceration. Inventory and store inmate personal property. Make arrangements for medical care if necessary. Administer medical care as needed.

Classify inmates to determine housing location. Provide communication to inmate's attorney, family and bail bondsman.

Issue blankets, jail clothing and hygiene items to inmates being housed. Determine conditions that allow for release.

Implement work/school release and work search programs. Arrange for in-house inmate programs such as religious services, AA and ALANON services, counseling, etc. Deliver emergency messages to inmates regarding death in family, serious injury or illness of family member, property loss, etc. Follow up with necessary assistance. Perform Intoxylizer tests and urine drug screening. Take fingerprints of non-inmates such as elimination prints, concealed weapons, child identification, child care, care of the elderly, immigration and naturalization, postal workers, etc.

Provide security supervision for service providers & delivery persons inside the security area, e.g. electricians, plumbers, etc.

Produce and maintain documentation pertaining to jail related activities, events, conditions and needs; e.g.;

: daily jail logs, mail logs, incident reports, booking forms, property inventories, medical screening, classification forms, etc.

Maintain peace and order in the jail; e.g., positively manipulating inmate behavior with communication skills and a professional demeanor. Distribute medications to inmates as prescribed by physician.

Physically reorganize the population within the jail to manage conflicts or special-needs inmates, & eliminate unnecessary causes of stress, such as weapons, intoxicants or unsafe living conditions. Maintain account of inmate funds.

Search inmate cells & cell areas when appropriate. Isolate inmates exhibiting overly aggressive behavior from other inmates

Physically restrain inmates when appropriate, requesting assistance from other officers when needed. Document actions taken during an incident and act as disciplinary board member when needed.

Maintain the physical plant and equipment. Install new equipment inside and outside the security area, and repair and clean equipment as needed.

Perform additional duties as assigned by the Jail Commander, including but not limited to bailiff duty, mental watch, juvenile watch, etc.

Bailiff: Maintain order, decorum, and security in courtrooms and adjacent areas. Open and close court proceedings, including announcing "All Rise" and assisting with courtroom protocol. •Enforce courtroom rules and ensure compliance with judicial directives during proceedings. Monitor defendants, spectators and participants for disruptive or threatening behavior. Take individuals into custody or assist with courtroom enforcement actions at the direction of the presiding judge. Assist with jury management, including escorting and supervising jurors. Maintain jury security and ensure no improper contact or influence occurs. Facilitate jury deliberation logistics while maintaining strict neutrality.

Security: Provide armed or unarmed security services consistent with Sheriff's office policies. Escort in-custody defendants in coordination with detention and patrol staff. Conduct security sweeps of courtrooms and public areas. Identify prevent, and respond to security threats or disturbances. Confiscate contraband and ensure compliance with courthouse security protocols. Provide general information and assistance to courthouse visitors. Maintain a professional, impartial, and respectful demeanor. Respond to emergencies within courthouse facilities, including disturbances, medical incidents, or evacuations. Coordinate with Sheriff's office personnel and other emergency responders. All other duties as assigned.

JOB TITLE: Detention Deputy/Bailiff continued

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MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High school diploma or GED required. Minimum of 12-24 months of related experience in law enforcement, detention, court security or similar field preferred. Prior experience as a certified law enforcement officer or detention deputy is highly desirable. An equivalent combination of education and experience may be considered. Must obtain and maintain Idaho P.O.S.T. level 1 Detention certification (or equivalent) within one year from date of hire. - Must qualify with a handgun and maintain annual firearms certification. Must obtain and maintain certifications for less-lethal tools (TASER, etc.), defensive tactics, OC pepper spray, First Aid, and CPR. Must pass a pre-employment background check, drug screening, physical agility test, and remain subject to random testing.

TYPICAL WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Physical and mental capacity to handle high-stress, physically demanding situations safely and effectively, including the ability to restrain or control persons of 100+ pounds. This position requires a high level of physical fitness. The employee must be capable of: Prolonged standing, walking, and sitting throughout the day. Restraining resistant or violent individuals (including those equal to or greater than 100 pounds), using force when necessary, and responding quickly to emergencies. Wearing duty gear, body armor, and carrying approved firearms and less-lethal tools. Occasional lifting/carrying up to 50+ lbs. (with occasional demands exceeding 100 lbs. with or without assistance), bending, reaching, stooping, kneeling, and frequent interaction with hostile, unstable, or mentally ill individuals. Working in a courthouse environment that may involve exposure to blood-borne pathogens, variable noise levels, fumes, and emergency situations. Reasonable accommodations may be made for qualified individuals with disabilities. This role is not suitable for individuals who are significantly out of shape or unable to meet ongoing physical fitness, detention certification, and training requirements.

SUPERVISION AND AUTHORITY:

This position is employed, trained, and supervised by the Boundary County Sheriff's Office.

The position operates under law enforcement authority consistent with Idaho law and Sheriff's Office policy. While court is in session, the Bailiff follows the lawful orders and directives of the presiding judge related to courtroom

Outside of courtroom proceedings, direction is provided solely through the Sheriff's Office chain of command.

WORKING RELATIONSHIPS:

Reports through Sheriff's Office chain of command

Works in coordination with judges and court staff during proceedings

Interacts with attorneys, jurors, defendants, and the public

TYPICAL WORK HOURS/equipment

When assigned to Court Security / Bailiff duties, standard work hours are generally 8:00 a.m. to 5:00 p.m., Monday-Friday. When not serving in the court security role, the position may be assigned to day or night shifts within the Sheriff's Office detention operations. Overtime, evenings, weekends, or holidays may be required as needed for court schedules or operational demands. The Boundary County Sheriff's Office will provide primary law enforcement, detention certification, and operational support. Collaboration with experienced personnel from neighboring counties may be necessary from time to time. Computers and peripherals, keys and locks, Drager Alcotest 9510, transport vehicles, restraint devices, firearms, chemical agents, two way radio, telephone/intercom, fax machine, postage meter

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

Authorized by Elected Official/Department Head

Verified by Personnel Director

Date

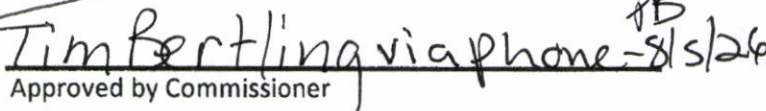
Approved by Commissioner Chair

Approved by Commissioner

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.



 Tim Bertling via phone - 8/5/26 PB

8-4-26