

## BAILIFF

### GENERAL SUMMARY

The primary functions of a Bailiff are to play an important role in the courtroom. They are primarily responsible for maintaining order and security in the courtroom and assisting the judge in orderly conduct of a trial. Keeping court disruptions to a minimum, through removal, or arrest. They will need the ability to analyze situation and adopt quick, effective and reasonable courses of action.

The Bailiff needs to have a general knowledge of court procedures and of police methods, practices and procedures. The Bailiff will need the ability to exercise tact and judgement in handling visitors of the court and in maintaining the behavior of inmates.

**\*This is an on-call position that is planned to serve 15-20 hours per week\***

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

#### General Duties

- Always remain alert and professional in appearance and demeanor.
- Transport inmates safely to and from the courtroom.
- Ensure proper documentation is in their possession for the legal transfer of inmates.
- Place restraint devices on inmates.
- Conduct clothed body search of inmate prior to being transported to court and upon returning from court.
- Maintain radio communication with Control Center, advising them of change in status or assigned location.
- Be courteous when assisting court staff and the public, without sacrificing the security of the courtroom.
- Prepare bond forms.
- Enforce courtroom rules of behavior and warn persons not to disturb procedure.
- Provide information to the Control Officer for an appropriate entry on the jail activity log.

#### Trial/Courtroom Duties

- Open court and inform the judge that court is ready.
- Take custody of jurors, assist jurors in finding seats, and distribute jury questionnaires.
- Relay messages from jurors to court and families.
- Advise court personnel and attorneys when verdicts are reached.
- During deliberations, the Bailiff shall remain available to the court.
- Escort defendants to and from the courtroom.
- Collect evidence from juries.
- Prevent, noise, or other distractions in the courtroom during trial.
- Remove firearms or other harmful devices from the courtroom or from people in the courtroom. By conducting searches and security sweeps of the courtroom, restricted areas, and public access.
- Take custody of defendants in the courtroom and transport them to the correctional facility.
- Assist medical staff with medical emergency services if such assistance does not distract the Bailiff from providing appropriate security.

- Preventing jurors from contacting the public, escorting them as needed, and keeping them safe from harm.
- Control access to the bench and other restricted areas.
- Quickly address any disturbance.
- Enforce the decorum of the courtroom and remove those who are non-compliant with standards.
- Comply with the directives of the judge with respect to security related activities.
- Perform duties incidental to the efficient functioning of the court.
- Make forthwith arrest as directed by judge.
- Stand for hours at a time.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform the necessary duties, including ability to pursue, apprehend, restrain and control inmates and to manage the prevention of inmate assaults
- May be required to successfully complete a physical readiness test yearly
- Must meet minimum vision requirements and have normal hearing
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- Will be required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Two years of corrections or law enforcement experience preferred
- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of self-defense techniques
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently