

## Position Guidelines

### 15001.1 COURTROOMS PRESIDING OVER CRIMINAL LAW MATTERS

Deputies assigned to a courtroom are an integral part of the court team. Their primary responsibility is to ensure the safety and security of their assigned courtroom. This includes protecting judicial officers (such as judges and commissioners), attorneys, court clerks, court reporters, inmates (where applicable), and members of the public. Department Members are the primary instrument for maintaining law and order within the justice center courtrooms and their actions greatly influence the efficiency and effectiveness of court operations.

(a) Preparing the Courtroom

1. Prior to the opening of the courtroom the bailiff will conduct a search of their assigned courtroom and any temporary holding cells in the courtroom. Bailiffs are responsible for securing and controlling access to the courtroom by unlocking the courtroom doors.
2. The court clerk will provide the bailiff a copy of the court calendar and will be used to cross reference to the in-custody list to determine who is scheduled to appear in the courtroom that day.
3. For misdemeanor cases, a roll call of the court calendar will be conducted with the court clerk for any out of custody defendants. For walk in defendants, verify the defendant's presence and notify the clerk.
4. Prior to the judge entering the courtroom, the bailiff will make necessary announcements and/or speeches.

(b) New Arraignments

1. The courtroom clerk will provide the bailiff with a pre-filled out fingerprint form for all new arraignments.
2. The bailiff will use an ink pad to collect fingerprints and then return the completed form to the court clerk.

(c) Notice to Sheriff paperwork

1. The bailiff will complete a Notice to Sheriff paper check with the Main Control Guard Station no later than [REDACTED].

(d) End of Shift

1. Prepare desk area for the following day.
2. Ensure all in-custody paperwork is submitted to detention. This includes but is not limited to Notice to Sheriff, statewide transportation orders or any paperwork related to an inmate's court appearance or scheduled appearance.
3. Complete a search of the courtroom and holding cell, if applicable, for contraband, safety/maintenance issues or lost items.
4. Lock the front door.

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#### 15001.2 MAIN CONTROL GUARD STATION

##### (a) Staffing

1. 
2. Each staff member must be relieved by another staff member before leaving the guard station. All incoming staff shall be thoroughly briefed on the Guard Station status, inmate count, log verification, and all other relevant information.
  - i. The closing staff member will remain in the guard station until:
    - A. All logs are complete and updated.
    - B. All keys are accounted for.
    - C. The condition of all security equipment is verified.
3. Notify the Sergeant of any discrepancies in the security equipment or key sets.
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

##### (b) Receiving Inmates

1. Opening Deputy will be responsible for preparing the Justice Center court lists for all inmates scheduled to be transported to their Justice Center each day.
2. Coordinate the unloading of all inmates received from Sheriff's Transportation.
3. Assign inmates to holding tanks based on their courtroom assignment and jail classification.
4. Maintain an accurate count of all inmates entering and leaving the Justice Center.
5. Coordinate the morning search of all inmates entering the facility.

##### (c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all safety checks and any detention related activity in the Court Operations Log.

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5. Review court remand paperwork for new bookings before transportation arrives for pickup.
- (d) Returning Inmates and court paperwork to Transportation
  1. Central Justice Center - All outlying guard stations will attempt to consolidate the inmates into the central (Detention) holding area as soon as feasible.
  2. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility. Provide Sheriff's Transportation Deputy with all paperwork from the court to be dropped off to the appropriate jail facility.
  3. Coordinate the loading of all inmates being picked up by Sheriff's transportation.
  4. Ensure that all inmates have been accounted for and all the holding cells and detention elevators have been searched and are free of inmates prior to closing.
- (e) Additional Duties
  1. In coordination with the Administrative Deputy, enter the daily inmate statistics information into the Court Operations log.
  2. Coordinate with the Administrative Deputy and provide the necessary data for compliance with monthly inspections in accordance with Title 15.
  3. In cases of emergency, coordinate emergency response and provide pertinent information to first responders.

### 15001.3 PROWLER DEPUTY

- (a) Security Checks
  1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.
- (b) Receiving Inmates
  1. Assist in the unloading and loading of all inmates received from Sheriff's Transportation.
  2. Assist in the morning search of all inmates entering the facility.
- (c) Managing Inmates
  1. Facilitate inmate movement to and from court.
  2. Perform safety checks per OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks and record on the Court Operations Log.
  3. Assist in the handcuffing and escorting of inmates being sent to and from court.
  4. The primary duty of the Prowler Deputy will be the escorting of inmates to and from the various courtrooms.
    - i. In Justice Centers that have unsecured hallways, such as open doors to judges' chambers or court staff, inmates will be physically escorted by a Deputy.

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5. Any deputy can assist in processing court remands. The processing Deputy or "New Book" Deputy can submit the proper new booking paperwork to the Main Control Deputy.
  6. Distribute inmate lunches.
- (d) Additional Duties
1. Act as an additional Deputy in courtrooms requiring additional security.
  2. Patrol the building's interior and exterior as needed or as directed by the Sergeant.
  3. Assist in the loading of all inmates being picked up or dropped off by Sheriff's Transportation.
  4. Respond to any additional radio calls, e.g. medical aids, disturbances, etc.
  5. Conduct a thorough search of the justice center before closing to ensure all inmates and members of the public are no longer in the facility to ensure the facility is secured.

#### **15001.4 CENTRAL JUSTICE CENTER DETENTION DEPUTY**

The below procedures apply to the following locations: 2 West, 3 West, 2 East and D5.

- (a) Opening Procedures
1. The Deputy assigned to opening the holding tank will check out the tank keys with Main Control (Central Holding).
  2. Collect necessary court lists from the designated area (e.g., inmate alpha list, inmate separation list, and master courtroom list).
  3. Prior to inmates arriving, search all cells in the holding tank to ensure cleanliness, and check for contraband or maintenance issues. Issues shall be documented using appropriate reporting (area log, 24 hour log, information report, etc.)
  4. Conduct an inventory of assigned less lethal platforms and ensure their working condition. Log the serial numbers of less lethal items, hospital bag, bolt cutter, sledgehammer, and medical kit in the Court Operations Log.
- (b) Staffing Requirements
1. 
    - i. The guard station will be manned at all times when inmates are present.
  2. Staff members must be relieved by another staff member before leaving the guard station.
    - i. Off-going staff will remain until:
      - A. Logs are complete and updated.
      - B. Keys and all security equipment are accounted for and verified.

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- C. Oncoming staff are fully briefed.
- 3. Staff will not leave the guard station to attend to emergencies unless directed by the Detention Sergeant or Shift Commander.
- 4. Prowler Deputies will handle activity around the outside of the guard station.
- 5. During a complete facility evacuation, guard station staff will be the last to leave unless the station becomes uninhabitable.
- (c) Receiving Inmates
  - 1. Coordinate the movement of all inmates received from Main Control.
  - 2. Maintain an accurate account of all inmates entering and leaving the holding cells.
- (d) Managing Inmates and Staff
  - 1. Coordinate lunch breaks to ensure adequate staffing.
  - 2. Coordinate and oversee inmate movement to and from court.
  - 3. Log all safety checks in the Court Operations Log.
  - 4. Review all "Notice to Sheriff" paperwork and any other documentation for inmates returning to Main Control, including new bookings.
- (e) Returning Inmates to Main Control/Closing Procedures
  - 1. Oversee the transfer of all paperwork to Main Control.
  - 2. Consolidate inmates into one holding area when the inmate count allows. Main Control will coordinate these consolidations.
  - 3. Ensure that all inmates are accounted for and conduct a final search of the holding cell area prior to closing.
  - 4. Log completed closing procedures in the Court Operations Log.
- (f) Additional Duties
  - 1. Complete a monthly inspection in accordance with Title 15.
  - 2. Enter all required information on the Court Operations Stats Tracker.