



COURT SECURITY DEPUTY

DEFINITION:

A sworn deputy of the Stephenson County Sheriff's Office in the Law Enforcement Division assigned to the Stephenson County Courthouse in a security capacity.

DISTINGUISHING FEATURES:

Under the supervision of an Investigations Sergeant, deputies assigned to court security are responsible for maintaining order and decorum in the courtroom and for providing security in the courtroom and other court premises. Court Security Deputies may guard prisoners, make arrests, screen citizens entering the courthouse, and perform court related clerical duties.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Conducts security screening to citizens entering the courthouse to include searching of individuals and their property.
- Transport individuals who are in custody at the Stephenson County Jail back and forth to the Stephenson County courthouse for their court appearances.
- Take individuals who are in custody into the courtrooms to be seen by a judge for their court appearances.
- Document actions by court during court appearances for those who are in custody such as: new court dates, bond reductions, and sentencings.
- Protects and guard's judges and non-judicial officers and employees of the designated courts, property belonging to such courts, jurors, parties, attorneys, witnesses and the general public.
- Take individuals into custody who are in the building and have active warrants.
- Take individuals into custody, who are in contempt of court.

- Work closely with court staff to include judges, attorneys, clerks and bailiffs.
- Provide security outside the building as needed; take reports as needed for incidents that occur inside or outside the building.
- Serve papers such as subpoenas, order of protections, and no trespass notices.
- Provide security for county board meetings and late night probation meetings.
- May be assigned special projects or additional duties as needed. Receives, participates in, and provides varied police-related training.
- Work in the capacity as a patrol deputy as needed.
- Promotes compliance with Office policies and procedures and facilitates a positive attitude toward the Office, its members, and the citizens on a daily basis through his/her own personal example.
- Makes appropriate notifications to command staff.
- Completes any other assigned task.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision designated by the Sheriff, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

Deputies assigned to Court Security generally do not supervise members unless they are in a training capacity.

KNOWLEDGE AND SKILLS:

- Knowledge in the laws, codes, and ordinances set by the Federal government, State government, and the County.
- Knowledge of Office General Orders, policies, rules and procedures.

- Ability to establish effective working relations with peer deputies, other members of the Sheriff's Office staff, other county employees and officials, and individuals and groups in the community.
- Ability to perform the duties of a patrol deputy as needed.
- Exercise sound judgement within established guidelines.
- Expresses ideas and communicates clearly and concisely both orally and in writing.
- Acts effectively in emergency and stressful situations by using good judgement, and self-discipline.
- Works effectively and timely to analyze and resolve problems.
- Ability to be dependable, punctual, and timely with minimal supervision.
- Knowledge of the practices and procedures required to insure the maintenance of order and security within a courtroom and on court premises.
- Working knowledge of warrants, petitions, calendars, orders and other court documents and forms.
- Working knowledge of court procedures and practices and legal terminology.
- Ability to exercise patience, tact, courtesy, resourcefulness and dependability.
- Ability to safely operate Office equipment, weapons, and vehicles in normal and emergency conditions.

TRAINING AND EXPERIENCE:

- Graduation from high school or the equivalent.
- Graduation from a state approved police training academy.

WORKING CONDITIONS & PHYSICAL DEMANDS:

A deputy assigned to court security, must be prepared to perform the duties of a patrol deputy at any given time; therefore, court deputies must be physically and emotionally prepared to perform moderate to heavy physical exertion such as walking, standing for extended periods of time, running, climbing, and fighting. The work environment may involve imminent danger from conditions or events that cannot be fully anticipated or protected against including life-threatening conditions. Work exposes the employee to individuals who may display violent, erratic behavior and carry communicable diseases. Work may involve the use of hand truck and dollies to transfer property and evidence. There may be exposure to blood and other body fluids. Generally, will work daytime hours, Monday-Friday, with court holidays off.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to maintain reasonable and customary attendance.