

Court Duties Study Guide

State the Major Responsibilities of the Court Bailiff

The court bailiff has several important duties, including:

- **Attending all court sessions** and remaining until dismissed by the judge.
 - **Conducting physical inspections** of the courtroom before and at the end of each session.
 - **Securing the courtroom** when court is not in session.
 - **Maintaining order** and etiquette during court sessions.
 - Ensuring the **personal safety of the judge and other court participants**.
 - **Maintaining custody of inmates** in the courtroom.
 - **Assisting with inmate transportation** between the detention facility and courtroom.
 - **Providing security** in hallways, chambers, and other courthouse spaces.
 - Conducting **random security checks** of courthouse perimeters, including parking areas and building entrances.
 - **Serving warrants, arrest orders, and other processes** as directed by the court.
 - **Evacuating court officials, inmates, and jurors** in emergency situations.
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Identify Proper Procedures for Conducting a Holding Cell Search

1. **Remove the inmate from the cell** and place them out of sight of the cell.
 2. **Frisk the inmate** before they leave the holding area.
 3. Conduct a **thorough inspection**:
 - Check **light fixtures, air vents, window frames**, and other hidden areas.
 - Probe **holes or cracks** in walls, floors, and ceilings.
 - Inspect **crossbars and locks** for tampering.
 4. If contraband is found:
 - **Call another officer** to witness the discovery.
 - **Document the contraband** found, including time and place.
 - **Place the contraband in a secure container**, label it, and store it in the evidence room.
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State Proper Procedures for Conducting a Courtroom Search

1. **Remove non-essential personnel** from the courtroom before conducting a search.
2. Establish a **search pattern** to cover all areas systematically.
3. Focus on areas where inmates will be seated:
 - **Remove any items** that could be used as weapons (pens, scissors, etc.).
 - Inspect **benches, tables, chairs**, and other courtroom furnishings.
4. Inspect **light fixtures, air vents, ashtrays, trash cans**, and other potential hiding spots.

5. **Document and secure any contraband** found, following departmental policy.
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Conduct a Thorough Screen or Search of a Person Entering a Court Facility in a Practical Exercise

1. Direct individuals to place **metal objects** (keys, phones, etc.) into a tray before passing through a metal detector.
 2. **Use a hand-held metal detector** to scan from the top of the body down to the legs.
 - Make sure to scan **both sides of the body** thoroughly.
 - Address any alarms and ask the individual to remove any additional objects until cleared.
 3. For higher security concerns, **conduct a clothed pat-down search**:
 - Use proper **pat-down techniques** as outlined in the "In-Custody Transportation" block.
 4. Ensure **all bags and personal belongings** are screened via x-ray or similar equipment.
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Demonstrate the Proper Technique for Conducting a Cell Search, Identifying Contraband, and Documenting Items Found

1. **Before starting**, wear appropriate safety equipment (gloves, etc.).
 2. **Remove the inmate** from the cell and frisk them.
 3. Conduct the search:
 - **Check all potential hiding spots**, including holes, cracks, light fixtures, and air vents.
 - Inspect **door locks, bars**, and window frames for tampering.
 - Ensure all **furniture and fixtures** are thoroughly examined.
 4. If contraband is found:
 - **Call another officer to witness** the discovery.
 - **Document the contraband**, noting the time, place, and specifics of the item.
 - **Secure and label** the contraband and store it in the designated evidence area.
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Demonstrate the Proper Technique for Conducting a Courtroom Search

1. **Remove all non-essential personnel** from the courtroom.
 2. **Establish a search pattern**:
 - Cover all areas systematically, including **benches, tables, and chairs**.
 3. Inspect specific areas for potential security risks:
 - **Light fixtures, air vents, trash cans**, and any hidden areas.
 4. **Focus on inmate seating areas**, removing items that could be used as weapons.
 5. **Document and handle any contraband** found, ensuring it is dealt with according to protocol.
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Identify Proper Seating Arrangements for Court Participants

1. **Defendant:** Sits at the defense table.
 2. **Officers:** Stand or sit near the defendant, especially in high-risk trials.
 3. **Judge:** Positioned at the judge's bench.
 4. **Jury Members:** Seated in the jury box.
 5. **District Attorney(s):** Positioned at the prosecution table.
 6. **Defense Attorney(s):** Sit with the defendant at the defense table.
 7. **Inmates:** Typically seated in the jury box or front row, depending on the courtroom setup.
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Identify Security Precautions to Take in Courthouse Facilities and for Individuals Present

1. **Single-point entry** for the courthouse to control access.
2. **Continuous monitoring** of all access points.
3. **Screening of individuals and belongings** upon entry, using metal detectors and x-ray machines.
4. Conduct **random security checks** of courthouse perimeter, parking areas, and building entrances.
5. Ensure **controlled access for judicial officers**, prohibiting unauthorized individuals from restricted areas.
6. **Escort jurors and high-profile individuals** securely to and from the courtroom.
7. **Establish clear weapons policies:**
 - Post visible signage about prohibited items.
 - Have **secure storage for firearms** if law enforcement personnel are involved.