



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COURT SECURITY OFFICER

Division: Special Services
Section: Judicial Security
Pay Grade: 114
FLSA Status: Non-Exempt
Classification: Full-Time
Updated on: August 2021

JOB SUMMARY

This **critical** position provides court security detail while Circuit and District Courts are in session at the Charles County Courthouse. Security involves areas surrounding court buildings and offices, and security for the transportation of prisoners and juvenile detainees. Additional duties include completing orders and instructions of the courts and serving warrants and other court documents; arrest powers will be extended while performing these assignments. The employee receives direction from, and reports directly to, the **Supervisor, Judicial Security Section**.

ESSENTIAL JOB FUNCTIONS

- Conducts a search of the courtroom prior to court commencing, during court recesses, and at the conclusion of the court docket.
- Operates security devices such as magnetometers, x-ray machine, CCTV camera systems, and duress alarms, with proficiency.
- Observes spectators, witnesses, victims, and defendants to prevent any disturbances that may occur.
- Evaluates the court docket, demeanor of defendants, volume of spectators and seriousness of the charges during trials to determine the need for additional resources and planning for inmate movements.
- Distributes or passes exhibits, probation orders, appeal waivers and other court paperwork traditionally the duties of a civilian court bailiff.

- Takes charge of defendants ordered into custody by the court to be incarcerated, and ensure a sheriff's temporary commitment is received.
- Maintains control of prisoners in custody and transport prisoners to and from the courts.
- Ensures familiarity and compliance with restrictions on use of restraints on pregnant and immediately post-partum females. Remove restraints when required for juveniles and by request of the judge, only after required staffing increases have been met.
- Maintains order in a courtroom environment, restrains hostile individuals, assists in crowd control, and pursue fleeing persons.
- Writes police reports and conduct criminal investigations for incidents that arise at the Courthouse.
- Responds to duress alarms, medical emergencies, fire alarms and other emergency situations as a first responder.
- Carries out legal orders and directives issued by the Judge.
- Identifies wanted persons through the CCSO Keystone system, ensures the defendant is the wanted person, confirms the warrant status with the Judicial Services and take them into custody.
- Serves protective and peace orders issued by the courts and ensures notification is made to the domestic violence unit for entry and follow up.
- Trains and oversees new and supplemental employees on courthouse and courtroom operations as assigned.
- Accepts delegated assignments to maximize the efficiency of the Unit as deemed necessary by a supervisor.
- Performs additional assignments as directed by the Commander, Special Services Division, or his designee on days that courts are closed or deputy services are not needed at the courthouse.
- Attends and participates in meetings and training sessions, as required.
- Screens all members of the public entering the court house to prevent the introduction of weapons, contraband and illegal substances into the court house.
- Performs other related job duties as assigned.
- Prepares the daily court docket for the days court cases. Includes reviewing names for any outstanding paperwork such as Criminal Summons, Warrants, or Domestic Violence Orders.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). Three (3) years of related work experience.

Licenses or Certifications:

- Must have a valid driver's license.

Special Requirements/Qualifications:

- Must have graduated from a Maryland Police and Correctional Training Commissions (MPCTC) certified Police Academy and, have held certification as a Maryland Law Enforcement officer within the last three (3) years at the time of appointment.
- If a certified law enforcement officer in another state within the last three (3) years, must meet the eligibility requirements per MPCTC to attend a comparative compliance program to become certified police officer through the State of Maryland.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.

- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Knowledge of law enforcement practices, court procedures, and process serving regulations.
- Knowledge of the District Court system.
- Knowledge of the Circuit Court system.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machine.
- Ability to possess strong community relations skills to deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear.
- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by the telephone, or through radio communications.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to assimilate information from a variety of resources. Analyze, evaluate and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to maintain and operate firearms proficiently.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting or stand for prolonged periods of time. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.

Employee Name (Print)	Signature	ID#	Date
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Witness Name (Print)	Signature	ID#	Date
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