



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 HOLDING OFFICER (CONTRACTUAL)

Division:	Special Services
Section:	Judicial Security
Pay Grade:	CO 1 / Contractual
FLSA Status:	Non-Exempt
Classification:	Full-Time
Updated on:	May 2022

JOB SUMMARY

This **critical contractual** position provides custody of detainees while Circuit and District Courts are in session at the Charles County Courthouse. Security involves detainee holding locations, 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 other court documents. The employee receives direction from, and reports directly to, the **Supervisor, Judicial Security Section**.

ESSENTIAL JOB FUNCTIONS

- Process the admission of inmates into the facility and conduct an initial search of the inmate for contraband.
- Remove non-allowable property, account for money, label and package personal property of the inmate.
- Supervise inmates and hold until transfer of custody.
- Check various court documents for accuracy and completeness concerning the length of sentence, nature of offense, fines and/or bonds and ensuring measures are taken to have these documents corrected and/or modified, if necessary.
- Coordinate transportation of inmates from court holding to the Detention Center.
- Administer urinalysis on juvenile offenders for juvenile services.
- Monitor holding area and behavior of inmates to ensure the safety and security of all detainees. Counsel or "talk down" stressed or agitated inmates.

- Collect court dockets and commitments from the Circuit and District Court and transport to the Detention Center.
- Coordinate with courts and judges regarding inmate judicial appearances.
- Review and maintain all court papers until inmates are transported.
- Receive requests for professional visits, arrange the visit, if possible, escort inmates, and conduct searches of inmates upon conclusion of the visits.
- Ensure the maintenance of the court holding facility by reporting and completing repair orders. Oversee the cleanliness of the facility.
- Collect and serve the supplied lunch from the Detention Center kitchen.
- Operates security devices such as magnetometers, x-ray machine, CCTV camera systems, and duress alarms, with proficiency.
- 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.
- 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.
- 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.
- Accepts delegated assignments to maximize the efficiency of the Unit as deemed necessary by a supervisor.
- Performs additional assignments as directed by the Commander, Judicial Security Section, or his designee on days that courts are closed or specialist services are not needed at the courthouse.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Minimum 2 years of correctional 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 Corrections Academy and, have held certification as a Maryland Correctional Officer within the last three (3) years at the time of appointment.
- Must possess or be able to obtain firearms certification through the Maryland Police and Correctional Training Commission.
- 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 be able to 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 physically restrain combative detainees.
- 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 standing 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 a confined indoor environment involving stressful situations.
- Stand exposed to and intervene in life-threatening situations to include detainee fights, crowd control, and pursuit of fleeing detainees.