

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: SUPERVISORS DUTIES, JUSTICE COURT UNIT

NO. C-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

- The Justice Building Court Unit consists of the Justice Building Court, Juvenile Justice Center, Traffic Court and County Administrative Building. The sergeant supervises deputy sheriffs at those facilities.

RESPONSIBILITIES:

- The sergeant has supervisory responsibilities for all Justice Building Court Unit security, bailiffs and prisoner guards.

Essential Functions and Duties Include, but are not limited to:

- Scheduling personnel;
- Preparation of Employee Performance Reports;
- Briefing and training employees;
- Keeping statistical information for the unit, including overtime, extra help and sick leave usage;
- Delegation of appropriate duties to assigned Senior Deputy and others;
- Suggesting, researching and completing staff work on anticipated problems and concerns;

- Interacting with the courts at the highest levels, including the Presiding Judge and Court Executive Officer, to insure the department is meeting the needs of the court effectively and efficiently;
- Coordinating work with other supervisors and employees within the division;
- Keeping the Section Lieutenant and Division Commander apprised of situations that affect the division and the department;
- Reviewing and inspecting staff in order to ensure quality performance and appearance;
- Monitoring the court magnetometer screening operations;
- Assuring the prompt appearance of all deputies involved in the handling of inmates;
- Insisting on pro-active law enforcement by requiring the arrest or detention of suspects who violate criminal statutes while in and around the courts;
- Reviewing and completing reports;
- Accommodating lawful requests from Judges;
- Supervise the maintenance of all logs and records;
- Performing related duties as necessary or directed by competent authority;
- Coordinating with County Departments for security at public hearing and meetings.

Procedures:

The Sergeant reviews the activity board to ensure bailiff and court guard assignments meet the needs of the courts operation each day. The Sergeant is available to and interacts with the Judges to address any security issues regarding unusual or high profile criminal, civil or family law court cases.

The Sergeant interacts with the Personnel Department, Planning Department, General Services Department and Board of Supervisors regarding security needs at the various public meetings held in County Buildings.

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**TITLE: SUPERVISORS DUTIES - KERN COUNTY SUPERIOR COURT,
SERGEANT - METROPOLITAN COURT UNIT**

NO. C-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Metropolitan Court building is a 7 story multi-use building with 17 courtrooms. This sergeant supervises approximately 30 deputies whose mission is to ensure the safety and order of the court.

Responsibilities:

The sergeant has supervisory responsibilities for all Metropolitan Court Unit security, bailiffs, and prisoner guards. The sergeant facilitates the operation of the court.

Essential Functions and Duties Include, but are not limited to:

- Reviewing and inspecting staff in order to ensure quality performance and appearance;
- Scheduling personnel;
- Preparation of Employee Performance Reports;
- Briefing and training employees;
- Interacting with the courts at the highest levels, including the Presiding Judge and Court Executive Officer, to insure the department is meeting the needs of the court effectively and efficiently;
- Keeping statistical information for the unit, including overtime, extra help and sick leave usage;
- Delegation of appropriate duties to assigned Senior Deputy and others;

**TITLE: Supervisors Duties - KERN COUNTY SUPERIOR COURT,
Sergeant - METROPOLITAN COURT UNIT**

NO. C-200

- Keeping the Section Lieutenant and Division Commander apprised of situations that affect the division and the department;
- Assuring the prompt appearance of all deputies involved in the escorting of inmates;
- Insisting on pro-active law enforcement by requiring the arrest or detention of suspects who violate criminal statutes while in and around the courts;
- Suggesting, researching and completing staff work on anticipated problems and concerns;
- Reviewing and completing reports;
- Coordinating work with other supervisors and employees within the division;
- Accommodating lawful requests from Judges;
- Supervise the maintenance of all logs and records;
- Monitoring the court magnetometer screening operations;
- Performing related duties as necessary or directed by competent authority.

Procedures:

The Sergeant reviews the activity board to ensure bailiff and court guard assignments meet the needs of the courts operation each day. The Sergeant is available to and interacts with the Judges to address any security issues regarding unusual or high profile criminal, civil or family law court cases.

The Sergeant interacts with the Personnel Department, Planning Department, General Services Department and Board of Supervisors regarding security needs at the various public meetings held in County Buildings.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: TRANSPORTATION SERGEANT

NO. C-300

EFFECTIVE DATE:

REVISED:

APPROVED BY:

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Transportation Unit consists of several buses, vans, and sedans utilized to transport inmates to daily appointments. This sergeant supervises approximately 30 deputies whose mission is to ensure the safe transport of inmates.

Responsibilities:

The primary duty of the transportation sergeant is to oversee the safe and efficient operation of the transportation unit, and to supervise subordinates to improve work performance.

Essential Functions and Duties Include, but are not limited to:

- Ensure that all transportation functions are accomplished in an efficient, effective and professional manner;
- Assure the prompt and safe transportation of all inmates to and from all court appearances, medical appointments, and allied facilities;
- Schedule all Unit personnel, in accordance with Memorandum of Understanding (MOU);
- Supervise the performance of personnel assigned to the Transportation Unit;
- Prepare and present Employee Performance Report(s) for all Unit personnel;
- Ensure that all required Unit personnel receive Departmental mandated training, and additional training as needed;
- Ensure all Unit personnel are informed and/or educated regarding all relevant Departmental Training Bulletins;
- Review and stay updated on Unit's paperwork, including but not limited to; Crime and Incident reports, CJIS reports, BLUE Team reports, employee injury reports, statistical reports/logs, and records;

- Assure coverage of all assignments to ensure safety is not compromised, while maximizing efficiency;
- Assure that maintenance; including safety inspections, are performed on all vehicles assigned to the Transportation Unit, ensuring that the vehicles are safe for daily operations;
- Assure that the Unit maintains outstanding relationships with MCI representatives, service staff;
- Communicate and coordinate with the Federal Government, the District Attorney's Office, the Public Defender's Office, various local attorney's office, various bail bond agencies, local authorities/agencies/institutions, the Financial Services Division, private corporations/businesses, and numerous agencies/departments/institutions from all over California and the United States;
- Assure efficient coordination and professional liaisons with the Fresno United States Marshal's Service (USMS), and ensure that the contract between the United States Marshal's Service and the Kern County Sheriff's Office is being followed;
- Coordination with Fleet Services;
- Coordinate transportation functions with other Divisions, Sections, and Units in the Department;
- Coordinate with other Unit Supervisors within the Downtown Services Division;
- Assure efficient coordination and professional liaisons with: Kern County Sheriff's Office Fleet Services, Kern County General Services Garage, Kern Schools Bus Maintenance Facility, and other repair facilities. To ensure that scheduled maintenance; including safety inspections, is performed on all vehicles assigned to the Transportation Unit;
- Assure that all personnel assigned to the Transportation Unit are scheduled for "Class B" medical examinations by coordinating with the Transportation Fleet liaison, approved medical facility,, Kern County Personnel Department, and the Kern County Sheriff's Personnel Division;
- Assure efficient and professional coordination with County Personnel regarding the scheduling of Department of Transportation (DOT) random drug/alcohol testing of "Class B" drivers. Maintain DMV and DOT records and protocols.
Become familiar with the rules and laws governing the County of Kern and the State of California, with the extradition of inmates;
- Assure that all deputies assigned to the Transportation Unit demonstrate the ability to operate all transportation vehicles and various types of equipment effectively, properly and safely, and use the correct procedures to avoid damaging any vehicles and/or equipment.

Procedures:

Supervise subordinates, to improve their efficiency and quality of performance by:

- Inspections, evaluations, and reviewing job performances and reports to ensure adherence to current policies, procedures, Section Directives and Unit Orders;
- On-the job instruction in the proper performance of assigned duties;
- Provide effective leadership, control, and directions conducive to effective performance and high morale.

Treat subordinates with respect and civility:

- Refrain from using coarse, violent, or profane language when talking to subordinates.

Assume responsibility for the proper conduct and discipline of subordinates:

- Ensure compliance with policies and procedures;
- Follow rules and guidelines set forth in Civil Service Rules, appropriate employee organization M.O.U., and applicable law.

Inform Section Lieutenant of any significant or unusual conditions existing in the Sheriff's Office or the Division Commander if Section Lieutenant is unavailable.

- Keep the Court Services Lieutenant informed of any problems that may be affecting your ability to perform your duties in an efficient manner; such as, illness or personal issues that may affect job performance.