

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

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**TITLE: JUSTICE BUILDING COURT UNIT / SENIOR DEPUTY**

**NO. D-100**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE: Post Order**

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**Overview of Position:**

Gather daily court information and make bailiff and court guard assignments. Assist the Sergeant in any modifications to security or assignments. Assist the sergeant with statistical data and assist in training staff.

**RESPONSIBILITIES:**

The Senior Deputy makes the daily assignments of all bailiffs, court guards and assists with security of the building. The Senior Deputy will adhere to CSSPPM E-100 (Desk Coordinator Duties) when performing their duties as the Desk Coordinator.

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

- Daily assignment of all courtroom guards and bailiffs;
- Ensure the delivery of inmates to the appropriate courts at the designated time;
- Coordination of inmate transportation to and from CRF, Lerdo and the Justice Building Court Holding Facility;
- Inventory and control all keys for the Justice Building Court Unit Holding Facility;
- Update the activity board to reflect job assignments of all Justice Building Court Unit bailiffs and guards;

- Monitor prisoner activity in the holding facility by video and the intercom system to ensure the safety and security of all inmates in the Justice Building Court Unit Holding Facility;
- Watch the video monitors for building security violations and general courthouse security;
- Monitor emergency alarms and conduct monthly tests;
- Dispatching deputies via the radio system;
- Supervise the activities of the assigned inmate laborers;
- If necessary, review classification of all person(s) remanded by the Courts.
- Notify the appropriate bailiff for any high-risk inmate(s), Orange Band, High Risk Transport, etc.) which are scheduled for a court appearance;
- Perform CJS operations, including but not limited to warrant checks, probation and parole status;
- Performs related duties as necessary or directed by the Sergeant of the unit.

**Procedures:**

The Senior Deputy gathers court information each morning and completes the daily staffing roster. The roster reflects the number of courtrooms that need to be staffed with a bailiff and guards. It also reflects the number of prisoners scheduled for that day's court. The Senior Deputy gathers statistical information and monitors security equipment.

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**TITLE: METROPOLITAN COURT UNIT / SENIOR DEPUTY**

**NO. D-200**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**Overview of Position:**

Gather daily court information and make bailiff and court guard assignments. Assist the Metropolitan Court Unit Sergeant in any modifications to security or assignments. Assist the sergeant with statistical data and assist in training staff.

**RESPONSIBILITIES:**

The Senior Deputy makes the daily assignments of all bailiffs, court guards and assists with security of the building. The Senior Deputy will adhere to CSSPPM E-200 (Desk Coordinator Duties) when performing their duties as the Desk Coordinator.

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

- Daily assignment of all courtroom guards and bailiffs;
- Ensure the delivery of inmates to the appropriate courts at the designated time;
- Coordination of inmate transportation to and from CRF, and Lerdo;
- Inventory and control all keys for the Metropolitan Court Unit;
- Update the activity board to reflect job assignments of all Metropolitan Court Unit bailiffs and guards;
- Watch the video monitors for building security violations and general courthouse security;

- Monitor emergency alarms and conduct monthly tests;
- Dispatching deputies via the radio system;
- If necessary, review classification of all person(s) remanded by the Courts;
- Notify the appropriate bailiff for any high-risk inmate(s), Orange Band, or High Risk inmates, which are scheduled for a court appearance;
- Perform CJIS operations, including but not limited to warrant checks, probation and parole status;
- Performs related duties as necessary or directed by the Sergeant of the unit.

**Procedures:**

The Senior Deputy gathers court information each morning and completes the daily staffing roster. The roster reflects the number of courtrooms that need to be staffed with a bailiff and guards. It also reflects the number of prisoners scheduled for that day's court. The Senior Deputy gathers statistical information and monitors security equipment.

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**TITLE: SENIOR DEPUTY TRANSPORTATION**

**NO. D-300**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE: Post Order**

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**Overview of Position:**

Uphold and obey the provisions of the Constitution and laws of the United States; the Constitution and laws of the State of California; Departmental policies and procedures; and the ordinances of the County of Kern.

**Responsibilities:**

The main duty of the transportation Senior Deputy is to maintain staffing levels and ensure court and medical appointments are completed in a timely manner.

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

- Ensure deputies transport inmates to their various court appointments throughout the county;
- Ensure deputies handle various medical appointments, in a timely manner;
- Ensure transportation vehicles are signed out by deputies, and maintain a transportation vehicle "Sign-out" log;
- Work with the Desk Coordinator to forecast the needs of the unit for the following day and set up the schedule board to ensure coverage of all assignments. Manage schedules to ensure safety is not compromised, while maximizing efficiency;
- Ensure the desk coordinator maintains a list of deputies who want to work overtime in the unit.
- Supervise the activities of any "Work Release" participants assigned to Transportation, and complete the required paperwork;

- Review the Fed Trip sheets and compare to timesheets entries, as needed;
- Coordinate, monitor and maintain the transportation of inmates;
- Ensure that all inmate transportation appointments are handled professionally, efficiently and within scheduled timelines, and the Transportation Unit operates smoothly;
- Demonstrate the ability to operate all transportation vehicles and various types of equipment effectively, properly and safely. Use the correct procedures to avoid damaging any vehicles and/or equipment;
- Ensure 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.
- Assist deputies with the completion of motor vehicle accident reports;
- Ensure that deputies complete their reports (CJIS, LERMS, etc.) in a timely manner;
- Supervise AM shipping at Lerdo;
- Supervise and assist the deputy assigned to the Fleet liaison position in the unit.