

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

TITLE: TEMPORARY/RELIEF BAILIFFS

NO. F-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

Judges and their Bailiffs develop a close working relationship. Bailiffs become very familiar with how the Judge wants their courtroom managed. When the regular assigned courtroom bailiff is on vacation, sick or otherwise absent from duty, it becomes necessary to replace them with a temporary/relief bailiff. The following procedures serve as a minimum guideline for deputy's working in the capacity of a temporary/relief bailiff.

PROCEDURE

- Deputies acting as temporary/relief bailiff should introduce themselves to the judge and ask him/her how they would like their court to open, i.e., formal or informal announcement;
- Keep in mind that each judge is different and may demand procedures or policies that differ from other courts;
- Stay near the courtroom you are assigned unless properly relieved. You are responsible for security in that courtroom;
- Practice good public relations. You are a representative of the Sheriff. You should display a serious, diplomatic, and cooperative attitude.

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

TITLE: BAILIFF'S DUTIES - JUSTICE BUILDING COURT UNIT

NO. F-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Orders

Overview of Position:

Bailiffs work closely with judicial officers, court staff, attorneys, and the public to help facilitate the operation of the court in a safe and professional manner.

RESPONSIBILITIES:

The security of the courtroom is the first priority for a bailiff. Each bailiff has a duty to be alert for dangerous situations and security lapses.

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

- Bailiffs are in charge of courtroom security unless a supervisor or ranking officer assumes responsibility of the courtroom. This does not relieve guards from their responsibilities while escorting or guarding inmates;

- Bailiffs are to remain in the courtroom when court is in session. Bailiffs are not prohibited from leaving the courtroom to locate an attorney, interpreter, or other persons, at the request of the Judge. If security would be breached the bailiff is not to leave. The bailiff will advise the Judge of the reason he cannot leave and call the coordinator to request assistance;

- Clerical duties such as handling files, forms, etc., will not be performed at the expense of security;

- Dangerous situations and security lapses will be reported to the supervisor or officer-in-charge immediately;
- Each day, prior to court, the bailiff shall inspect the courtroom, adjacent hallways, and any other auxiliary facilities to their court, to assure there are no breaches of security or safety, weapons or contraband, and no hazards exist for citizens, prisoners, or the court.
- Bailiffs shall inspect and secure their courtroom when court adjourns for the day;
- Bailiffs shall confer daily with the coordinator regarding the activities they anticipate in their respective courtrooms. The bailiff must inform the coordinator as to the time their courts will commence each day. Bailiffs may be used for other duties within the division when their presence in the courtroom is not required;
- The bailiff is responsible for the strategic placement of guards, witnesses, and defendants in the courtroom;
- The bailiff will ensure that in-custody inmates are in court on time. The bailiff shall report to the supervisor or officer-in-charge any complaints relative to the transportation of prisoners or the failure of prisoners to appear in court when ordered;
- The bailiff will notify the coordinator when their court is done for the day. The bailiff will periodically update the coordinator with the status of the court. Updates should be made at least twice daily;
- Bailiffs will not act as guards in their own courtrooms; however, they may be required to do so when other alternatives are not available;

- The bailiff has final responsibility to check all orange band classification inmates coming in their court to ascertain the reason for the classification. The bailiff shall communicate this information to the appropriate court security staff, guard(s) and the coordinator;
- The bailiff will ensure that in-custody inmates are in court on time and or advise the court for the delay;

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

TITLE: METROPOLITAN COURT UNIT / METRO COURT BAILIFF

NO. F-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

Bailiffs work closely with judicial officers, court staff, attorneys, and the public to help facilitate the operation of the court in a safe and professional manner.

Responsibilities:

The security of the courtroom is the first priority for a bailiff. Each bailiff has a duty to be alert for dangerous situations and security lapses.

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

- Bailiffs are in charge of courtroom security unless a supervisor or ranking officer assumes responsibility of the courtroom. This does not relieve guards from their responsibilities while escorting or guarding inmates;
- Bailiffs are to remain in the courtroom when court is in session. Bailiffs are not prohibited from leaving the courtroom to locate an attorney, interpreter, or other persons, at the request of the Judge. If security would be breached the bailiff is not to leave. The bailiff will advise the Judge of the reason he cannot leave and call the coordinator to request assistance;
- Clerical duties such as handling files, forms, etc., will never be performed at the expense of security;

- Dangerous situations and security lapses will be reported to the supervisor or officer-in-charge immediately;
- Each day prior to court, the bailiff shall inspect the courtroom, adjacent hallways, and any other auxiliary facilities to their court, in order to assure there are no breaches of security or safety, weapons or contraband, and no hazards exist for citizens, prisoners, or the court.
- Bailiffs shall inspect and secure their courtroom when court adjourns for the day;
- Bailiffs shall confer daily with the coordinator regarding the activities they anticipate in their respective courtrooms. The bailiff must inform the coordinator as to the time their courts will commence each day. Bailiffs may be used for other duties within the division when their presence in the courtroom is not required;
- The bailiff is responsible for the strategic placement of guards, witnesses, and defendants in the courtroom;
- The bailiff will ensure that in-custody inmates are in court on time. The bailiff shall report to the supervisor or officer-in-charge any complaints relative to the transportation of prisoners or the failure of prisoners to appear in court when ordered;
- The bailiff will notify the coordinator when their court is done for the day. The bailiff will periodically update the coordinator with the status of the court. Updates should be made at least twice daily;
- Bailiffs will not act as guards in their own courtrooms; however, they may be required to do so when other alternatives are not available;
- The bailiff has the final responsibility to check the classification of all orange band / “high risk” inmates which come in their courtroom. The bailiff shall communicate this information to the appropriate court security staff, guard(s) and the coordinator;
- Per Penal Code section 992(a), the bailiff is responsible for obtaining the fingerprint card(s) from the court clerk, ensuring their proper completion and returning the card to the court clerk as soon as possible. The bailiff or his/her designee will inspect the card making sure it is completed properly and with legible fingerprint prior to returning it to the court clerk.