



JOB DESCRIPTION

Title: **COURT SECURITY OFFICER**
Department: Police
Class Code: 4132
FLSA Status: Non-Exempt
Effective Date: April 5, 2004 (Rev. 05/2009)

GENERAL PURPOSE

Under supervision of the Police Chief or his designee, and under general supervision of the Judge and the Court Administrator, provides a range of court security services. The primary responsibility of the court security officer is to provide a safe environment for the Judge, court personnel, attorneys and the general public.

ESSENTIAL DUTIES

- Assures that criminal defendants, who are in custody, are prevented from having physical contact with family, friends, or spectators in order to prevent the passing of weapons or contraband.
- Observes all persons entering the court room, their movement and their activities; limits access to the bench and other restricted areas. Monitors entry magnetometer.
- Searches the interior of the court room, judicial chambers, jury room, restrooms and other restricted areas each morning prior to the arrival of any other court participants. Conducts similar searches following any recesses to assure the rooms are clear of weapons, explosives, or contraband.
- Assists all court personnel with security issues as needed.
- Formally opens court; relays messages to and/or from judge to convene court, assembles jurors, requests presence of attorneys or judge, etc. by use of personal communications and telephone.
- Sees to the needs of the jury to include monitoring, directing and controlling juror activities, including verdict deliberation period, to ensure performance of court duties in compliance with orders, rules and regulations by observing and informing jurors of proper procedures when appropriate.
- Escorts jury members to court ordered locations (such as crime scenes) by use of approved transportation.
- Arrests persons who violate court order and/or city ordinances in the Court Security Officer's presence by taking the offender(s) into custody.
- Collects and preserves contraband from persons who enter the courtroom building, including evidence, and then surrendering the property/evidence to Murray City law enforcement personnel.
- Assists generally in court regarding signing of orders and other documents.

- Provides direction and general information to persons entering the building.
- When directed by the court, provides criminal back ground checks (BCI, III, NCIC, etc) of defendants.
- Upon instructions of the court, takes into custody individuals and arrange transportation to the Adult Detention Center.
- When required, assists in investigation and follow-up investigation of documents provided to the court as proof of completion of court dates.
- Writes and files incident case reports, arrest reports, etc. for each case handled during the shift.
- Is familiar with and operates portable hand-held intoxilyzer equipment; operates metal detectors and other screening devices; successfully completes emergency vehicle operation training.
- Wears the official Court Security Officer uniform of the Murray City Police Department.
- Signs off on “fix-it” violation citations as violation is repaired or corrected.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Must have a high school diploma or equivalent (GED).

Special Requirements

- Current Utah State POST certification as Special Function Officer (Category II).
- Must possess a valid Utah Driver License.
- Must be a United States citizen.
- Must be at least 21 years of age.
- Must demonstrate good moral character as determined by a background investigation.
- Must qualify with department issued firearm.

Necessary Knowledge, Skills and Abilities

- Knowledge of criminal laws, ethical principles, and rules of proper verbal and written communication.
- Ability to remain composed in stressful situations; ability to react quickly; ability to establish and maintain effective working relationships with the police, court personnel, other agencies, and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and specialized software, police radio, phone, calculator, fax machine, copy machine; handgun, handcuffs, Breathalyzer, video surveillance equipment, metal detector, and first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may frequently be required to stand for long periods of time while court is in session.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office or courtroom environment, with occasional work outdoors. The noise level in the work environment is usually quiet in the office to moderately noisy outdoors.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____