

CITY OF TOM BEAN POLICE DEPARTMENT MUNICIPAL COURT BAILIFF (RESERVE)

JOB DESCRIPTION

Reserve Bailiffs work under the direct supervision of the Chief of Police. The bailiff will independently carry out the daily tasks of a Bailiff in the courtroom.

HOURS

The Tom Bean Municipal Court holds pre-trial hearing, jury trials, bench trials, show cause hearings, and juvenile dockets on the fourth (4th) Monday of each month, or as otherwise determined by the Judge. There is a 2-hour minimum commitment per month.

JOB DUTIES

The Bailiff is responsible for all security aspects of court operations, including ensuring that the judge, judicial staff, and general public visiting the courtroom are safe. Maintaining order, safety, and security in the court room. Monitoring security scanner and weapons detectors when individuals enter the court for actual or potential weapons. Takes and maintains custody of in-court commitments. Supervises the transfer and custody of prisoners. Aids the public in emergency situations. Performs duties in accordance with specific written and oral instructions and established court procedures. Transfers paperwork to the judge. Ejects people from the court room when necessary / required. Provides help to witnesses going to and leaving the stand.

MINIMUM REQUIREMENTS

Bailiffs must have completed fifteen years of unsullied law enforcement service; and should possess an "advanced" (TCOLE) peace officer license. Must be a U.S. Citizen, at least 21 years of age with a valid driver's license. Must have a high school diploma or its equivalent. Must have passed a medical exam, including a drug screening, vision test, psychological assessment and background investigation. Must be able to withstand frequent and prolonged: Walking, Standing & Sitting. Must be able to react quickly to dangerous situations and capable of subduing violent individuals when necessary.

TRAINING REQUIREMENTS

The bailiff must have successfully completed the basic police officer academy, and the TCOLE mandated 10999 Court Security Officer training course.

ASSIGNMENT

Bailiffs are assigned to the Administrative Unit within the Department.

SALARY / BENEFITS INFORMATION

This position is a reserve / volunteer position. There is no salary or benefits offered for this position.