

MUNICIPAL COURT SECURITY OFFICER

FLSA Status – Non Exempt

EEO Code – D/Protective Service Workers

Class Code – E430

GENERAL DESCRIPTION OF DUTIES

Municipal Court Security Officer performs security duties for the Municipal Court and assists in coordinating the activities of the court, swearing in of witnesses, and ensuring that appropriate decorum and order is maintained in the courtroom. This position is armed and may be required to use force for the protection of those present in the court room or to effect an arrest.

SUPERVISION RECEIVED

The individual in this classification works under the general supervision of the Police Patrol Commander. While on duty, this individual works under the direct supervision of the Police Shift Commander.

SUPERVISION EXERCISED

Supervision is not a function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Ensures the court room is prepared for court procedures. Maintains order and decorum in the court room. Swears in witnesses, officers, and defendants prior to testimony. Assist in the movement of personnel and documents within the court during any court proceeding.
2. Exercises limited sworn police authority as authorized by the Chief of Police and department policy. Conducts searches of arrested persons or prisoners. Transports prisoners to and from the court as necessary.
3. Maintains written records and prepares reports regarding use of force or arrest incidents in the court room, which are reviewed by a patrol supervisor and used for prosecution and office activities.
4. Develops security plans in conjunction with other court and police personnel. Implements security procedures as required. Coordinates with a police supervisor when extra security needs are anticipated.
5. Completes other tasks or duties within the courtroom environment as assigned by the Municipal Court Judge.
6. Maintains effective working relationship between co-workers and other law enforcement agencies.

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7. Assists in organizing and coordinating the movement, sequestering, and logistical support of jury operations.
8. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains Department issued equipment.
2. Maintains proficiency by attending training conferences and meetings, reading job related materials, keeping current with firearms and other skills trainings, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of security practices and procedures.
- Knowledge of federal, state, and local laws.
- Knowledge of firearm use and safety precautions.
- Knowledge of use of force laws and procedures, and non lethal procedures, and defensive tactics methods and techniques.
- Knowledge of personal safety techniques and practices.

Skills

- Skill in the use of personal computers and communication equipment such as radios, telephones, etc.
- Skill in the use and care of firearms and other defensive equipment.
- Skill in effective communication (written and oral).
- Skill in defensive tactic methods and techniques.
- Skill in utilizing personal safety techniques and practices.

Abilities

- Ability to project a professional image while coordinating and assisting in court room activities.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to foster positive interaction between the community and the Municipal Court.

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EXPERIENCE AND TRAINING

High school graduation or equivalent.

SPECIAL REQUIREMENTS/LICENSES

Must be at least 21 years of age with no criminal record and possess a valid driver's license with acceptable driving record.

Must successfully complete a pre-employment psychological evaluation, drug screening, and medical evaluation.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Previous college-level training or experience in law enforcement or security. Knowledge of community and surrounding areas. Previous training related to security equipment or operations, e.g., first aid, CPR, use of force, firearms training, etc. Bilingual (Spanish/English).

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility and the ability to communicate with a variety of individuals. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort to subdue or control.

WORKING CONDITIONS

Work locations are generally in an indoor environment. Occasional contact with individuals who may become violent or combative, who may be under the influence of drugs/alcohol, who may be mentally ill or who may have communicable diseases. This position may be required to sit/stand for extended periods while performing various duties.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 06/09