

City of Poulsbo

Position Description

Position Title: Court Security Officer	Reports To: Sergeant
Department/Section: Police Department	Date: April 2021
Salary Schedule: Non-Represented	FLSA: Non-exempt

General Scope of Work:

Under the general supervision of the Police Department, this position is responsible for performing court security duties such as maintaining order and security in and adjacent to the courtroom, transporting defendants to and from jail, and providing other services as ordered by the Court.

Essential Job Functions:

- Open the courtroom to the public.
- Screen individuals, who may be of the same or different gender, entering the courtroom, including use of a metal detector, wand, or search of personal items being brought into the courtroom.
- Secure and/or inventory any items retrieved, provided, or taken which are prohibited from being in the courtroom, and return any items that are not otherwise illegal to possess, to their rightful owner upon their departure from the courtroom. This includes safe storage of any firearms consistent with state law.
- Search individuals, who may be of the same or different gender, when ordered into custody by the court and inventory any items taken or secured at the time they are ordered into custody.
- Ensure safety, security and courtroom decorum during court sessions.
- Work with the court, prosecution, and the police department on courtroom security best practices, policies, and procedures.
- Provide additional security as needed outside the courtroom as it relates to court participants, court matters, or court activities.
- While on duty, carry a City issued firearm and taser, passing initial, and maintaining, qualifications to carry both in accordance with Poulsbo Police Department policies and requirements. Qualify according to Poulsbo Police Department standards.
- Transport defendants to and from Kitsap County Jail or other jail pickup locations, utilizing City issued vehicle, in accordance with court orders and Poulsbo Police Department policies and requirements.
- Collect DNA samples, as ordered by the court.

- Administer Portable Breath Test (PBT) as ordered by the court.
- Identify circumstances where the court should be made aware of an individual's behavior upon entering, or while in the courtroom (i.e. intoxicated; security risk; etc.). Be able to discreetly pass along any such key information.
- Pursuant to a warrant or other court order, Court Security Officers are authorized to arrest, detain, transport and book individuals into jail. Court Security Officers may also detain individuals without a warrant or other court order when a police officer would have authority to make an arrest without a warrant under RCW 10.31.100 and when the individual(s) to be detained are in or adjacent to Poulsbo City Hall. In such instance, Court Security Officers must contact the Poulsbo Police Department, for an Officer or Sergeant, who will be responsible for making any arrest decisions.
- Identify reasonable and necessary measures to accomplish duties, including reasonable use of force, consistent with Poulsbo Police Department policies, procedures, and training.
- Court Security Officers shall not have authority to initiate, by citation, warrantless arrest or otherwise, any criminal prosecution or infraction. However, Court Security Officers shall write reports to document criminal activity, including any detentions as described above, where they are an involved officer, consistent with, and as required by, Poulsbo Police Department policy and procedures.
- Be trained and ready to perform emergency first aid and CPR procedures as needed.
- Consult with supervisor regarding significant matters in a case.

Additional Job Functions:

May perform portions of the work of other classified positions, as assigned and duties of similar complexity in any City department as assigned.

Reporting Relationships:

This position reports to the Sergeant with additional oversight by the Poulsbo Municipal Court Administrator.

Knowledge, Skills and Abilities:

Knowledge of:

- Sound physical and personnel security practices and measures.
- Criminal justice system and associated terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Basic courtroom practices.
- Office software such as Excel, Word, and Outlook.
- CPR and first aid principles and application.
- Record keeping techniques.

Ability to:

- Work well with others and treat all participants in the court system with courtesy and respect.
- Cooperatively work with various public agencies.
- Accurately and efficiently maintain all records and documentation required by statute, the Poulsbo Police Department, and the Poulsbo Municipal Court.
- Proficiently use computers and software to prepare reports, correspondence and spread sheets.
- Analyze situations accurately and adopt an effective course of action.
- Effectively communicate through written documents, in person, and via telephone.
- Supervise and control groups of courtroom participants.
- Satisfactorily complete training in compliance with Poulsbo Police Department standards.
- Tactfully diffuse any situations which may occur in the course of performing work assignments.
- Enforce department and court policies and procedures, and all applicable laws.
- Function as an effective member of a service-oriented team.
- Safely and legally operate and maneuver city vehicles.
- Safely use and care for firearms.

Education and Experience:

- Graduation from high school or GED, OR
- College degree in Criminal Justice, Social Work or a related field, OR
- Any combination of the above requirements, which provides the education and/or experience necessary to perform the duties of the position.

Licenses and other requirements:

- Must be at least 21 years of age.
- Must possess a valid Washington driver's license and satisfactory driving record.
- Must meet department standards of physical fitness and ability at time of hire.
- Must successfully pass employment reference and background investigation, including polygraph, psychological and medical examinations.
- Must successfully complete the Corrections Officer Academy within six (6) months of hire, pending availability of said class; or have completed an approved equivalency.
- Must acquire CPR/first aid certification as soon as possible after hire date.
- Must acquire BAC/PBT certification.

Working conditions:

- Requires ability to drive and transport individuals from site to site.
- Work is primarily indoors during business hours but may occasionally require working outdoors and evening hours.
- Must have physical endurance, as well as good balance, hearing and vision; sufficient physical strength to exert any necessary and reasonable force.
- Frequent standing and sitting for extended periods and occasional lifting of up to seventy pounds.
- May be exposed to dissatisfied individuals
- May occasionally be exposed to bio-hazardous and toxic materials.

Scope of limited commission.

The scope of the commission granted to Court Security Officers shall be different from that granted to other employees with the same level of commission. Court Security Officers shall be authorized to carry and use firearms, tasers or other weapons issued by the Poulsbo Police Department to perform the duties of the position after successful completion of training in the deployment of the weapons and successful completion of the State Correctional Officer Academy. This commission is only effective while the Court Security Officer is on duty for the City. Nothing in this section shall extend more authority beyond that necessary to accomplish the duties of Court Security Officer.

Other:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Are you able to perform the essential functions of this job, including attendance, with or without accommodation?

Yes ___ No ___

Signature

Date