

TOLEDO MUNICIPAL COURT-JUDGES' DIVISION  
CLASS SPECIFICATION  
**Court Security-Bailiff**

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Department: Court Administrator  
Reports to: Building Operations Chief  
Job Code: 8027  
Date Established: November 7, 2018  
Ordinance No.: 470-18  
Salary Level: 9  
Salary Amendments:  
Classification Last Revised and Approved: March 20, 2019; August 22, 2019

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**DEFINITION:** Under general supervision of the Building Operations Chief or designee, responsible for providing security at the Main (Front) Entrance Post of the Toledo Municipal Court. Follows proper protocols to screen people and packages entering the facility through the Toledo Municipal Court security screening portal, provides safe access and maintains the integrity of the judicial process by ensuring the safety of those who work in or visit the courthouse, establishes cooperative working relationships with court sheriff's deputies and other stakeholders, performs law enforcement duties associated with the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Provides a professional, courteous and respectful security presence at the Main Entrance of the Court.** Including, but not limited to, greeting individuals entering the court; treating court employees, visitors and the general public with respect; maintaining order in the front entry vestibule area; answering questions, providing helpful directions or information, modeling procedural fairness values.
- **Screens all persons and packages entering the courthouse.** Including, but not limited to, maintaining control access through the Front Entry security screening portal; monitoring individuals passing through the magnetometer; screening individuals with a handheld metal detector wand, as necessary; performing pat-down frisk searches, as necessary; processing through the x-ray screening device all loose items, bags, purses, briefcases, packages or other items being brought into the courthouse; performing hand-searches of packages or personal items, as necessary; confiscating and securing contraband, including weapons, as necessary.
- **Confiscates, secures and documents contraband and/or weapons brought in to the facility.** Including, but not limited to, utilizing safe practices to confiscate and secure contraband and/or weapons; following chain of custody and destruction protocol, as necessary; completing all required documentation; detaining individuals found to convey or attempt to convey contraband and/or weapons into the Court.

- **Completes reports and documents.** Including, but not limited to, completing paperwork and documenting activities; maintaining logs; writing fact-based reports concerning arrests, injuries, witness statements, lost items, critical incidents, etc.; preparing and processing court security documents; completing any other reports as directed.
- **Performs law enforcement duties within the boundaries of assigned duties.** Including, but not limited to, detaining and arresting individuals in the front entry vestibule area who are in alleged violation of any law and/or ordinance, including any laws related to the safety and security of the court; communicating and coordinating with the Console in the event of an emergency or critical incident; assisting with building emergencies, such as evacuation procedures, bomb threats, etc., as directed; providing first aid and CPR, as necessary.
- **Miscellaneous.** Including, but not limited to, operating a LEADS/NORIS computer terminal, attending mandatory role-call, staff meetings and/or trainings, as required; performing any other functions as directed by the Building Operations Chief.
- **Other duties as assigned. The Toledo Municipal Court Judge's Division retains the right to add, delete, or modify the duties of this position at any time**

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Knowledge of Municipal Court Operations, and Court Security policies and procedures
- Knowledge of legal terminology, and federal, state, and municipal laws and ordinances particularly those related to court security
- Knowledge of Law Enforcement and Court Security rules and regulations
- Knowledge of techniques and procedures to detect concealed weapons, contraband, and hazardous objects
- Knowledge of Court-issued safety equipment, policies, and procedures
- Knowledge of investigative procedures
- Knowledge of NORIS Applications, ReportWise, LEADS, MS Windows/Word/Outlook
- Knowledge of basic math
- Knowledge of de-escalation techniques
- Knowledge of required ethics and conflict of interest avoidance

### **Skill in:**

- Skill and ability to provide CPR and basic First Aid
- Skill in verbal communication including speaking clearly and listening with comprehension
- Skill in effective written communication, including spelling, grammar, punctuation, and proofreading
- Skill and ability in maintaining proficiency in the use of force application, restraints and unarmed self-defense

- Skill and ability in analyzing dangerous situations rapidly and accurately in order to take safe and effective evasive measures to protect self and others
- Skill in organizing work activities
- Skill in documenting work activities, working independently with minimal direction, prioritizing work tasks, managing time, and meeting deadlines under time pressure and stress
- Skill in operating standard office equipment (including, but not limited to, telephone, printer, copier,)
- Skill in operating a computer and keyboarding skills
- Skill in using screening techniques, methods and procedures as well as operating screening equipment (magnetometers and x-ray) to detect concealed weapons, contraband and hazardous objects
- Skill in operating, maintaining, and troubleshooting problems with safety and security equipment

**Ability to:**

- Ability to correctly interpret and apply court, and department policies and procedures necessary to ensure fulfillment of essential duties
- Ability to effectively handle potentially volatile situations
- Ability to detect emergency situations
- Ability to address problems involving several variables in new or unusual situations
- Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations
- Ability to stay alert for long periods throughout the work day
- Ability to quickly assess situations, and react and respond appropriately
- Ability to effectively analyze information and apply judgment
- Ability to establish priorities at an emergency scene
- Ability to minimize and de-escalate tensions and confrontations
- Ability to maintain a clean, neat, professional appearance, and wear required uniform or clothing and equipment
- Ability to create an environment of helpfulness, inclusiveness, courtesy and civility
- Ability to provide quality service that ensure individuals are treated with courtesy dignity and respect
- Ability to maintain self-control and a professional demeanor under stressful conditions, including the ability to effectively communicate with upset, angry, or frustrated individuals including those accused of or convicted a crime, and to not react negatively to verbal abuse
- Ability to establish and maintain cooperative working relationships with others
- Ability to interact in a courteous and professional manner with diverse populations including, Judges, attorneys, co-workers, court staff, litigants, victims, and their families
- Ability to listen to individuals to obtain information necessary to provide meaningful and accurate assistance
- Ability to read and comprehend written material, including case entries, and other legal documents
- Ability to run, read, and interpret LEADS reports

- Ability to handle sensitive or confidential information
- Ability to maintain accurate records
- Ability to follow directions
- Ability to participate and contribute to a team environment
- Ability to testify in court if required
- Ability to adhere to conventional officer safety standards and safe work practices
- Ability to subdue combative persons and remove them from the courthouse, as required by the situation
- Ability to perform the essential functions of the position
- Ability to maintain the required OPOTA certification and complete mandated annual Continuing Professional Training during the term of employment with the court

***Personal Characteristics of:***

Other – even-tempered, dependable, attentive to detail, courteous, good judgment, fair, honest, professional and culturally sensitive.

**MINIMUM QUALIFICATIONS:**

- Education: Graduation from High School or GED Certificate **required**. An Associate's Degree or completion of a minimum 60 semester hours (or the two year equivalent class rank) at an accredited college or university, in criminal justice, law enforcement, sociology or related field, preferred but not required.
- Certification: Possession of a Current Ohio Peace Officer certification, to include successful qualification of the OPOTA mandated firearms qualification course of fire, is **required**. Maintenance of required certifications and firearms qualification is mandated for the entire term of employment with the Court.
- Appointment: The appointment of powers is at the discretion of the Sheriff of Lucas County, who reserves the right to rescind the appointment for cause. Maintaining appointment is an essential qualification for this position.
- Experience: One (1) year verifiable experience (with a minimum of 1,000 hours) as a certified peace officer, or its military equivalency, preferred but not required. Two (2) years full time experience working in a court, correctional or law enforcement environment preferred but not required.
- Availability: Must be able and available to work during the prescribed hours for Part-time Security and Screening at the main entrance (08:00 a.m. to 1:00 p.m.) on the days required (Monday through Friday). May be assigned to work hours beyond prescribed hours, or be required to have schedule changes, with little notice to meet the Court's operational needs. Every effort will be made to provide advance notice of such.
- Background: May not have prior convictions for fraud, theft, or crimes involving violence or weapons, or other crimes that would adversely affect the Court Security-Bailiff's

ability to support the work and function of the department, or represent the Court in a fair, credible and professional manner. Must be LEADS certifiable.

#### **ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS:**

The physical demands and work environment described is representative of those associated with performing the essential functions of this job. Reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position. Because the primary function of the Court Security-Bailiff is security and may involve physical contact, it is imperative that all Court Security-Bailiffs are physically able to meet the physical demands of the job including, but not limited to,

- An employee is frequently required to walk or stand at least 5 hours per day
- An employee is regularly required to push, pull or lift up to 40 pounds at any given time
- An employee is regularly required to physically restrain an individual, to include take-downs, handcuffing and supervising individuals until transferred to appropriate authorities
- An employee is required to don and wear safety equipment, including but not limited to firearm, OC spray, Taser, restraints, and bullet resistant vest, in accordance with Court policy
- An employee is frequently required to communicate orally, including speaking and listening
- An employee is frequently required to use close vision and distance vision
- An employee is frequently required to manually use hands to finger, handle, or feel
- An employee is regularly required to reach with hands and arms
- An employee is regularly required to write
- An employee is regularly required to read typed and handwritten documents
- An employee is regularly required to climb stairs, stoop, balance, bend and run
- An employee is regularly exposed to verbal or physical assault
- An employee is regularly at risk for exposure to outside weather conditions, blood/airborne disease/pathogens, hazardous materials, temperature extremes or animals and includes working in close proximity to radiation producing equipment