

TOLEDO MUNICIPAL COURT-Judges Division
CLASS SPECIFICATION
Court Security Supervisor

Department: Court Administration
Reports To: Building Operations Chief
Job Code:
Date Established: October 15, 2025
Ordinance No:
Salary Level: 11
Salary Amendments:
Classification Last Revised and Approved:

DEFINITION: The Court Security Supervisor works under the general supervision of the building operations chief. Provides day-to-day oversight of court security bailiffs, including hiring, training, scheduling, and supervising court security bailiffs. Facilitates positive public relations between court security and the public, staff, and building tenants. Assists in maintaining safety and security for court staff, court visitors and building tenants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

➤**Supervises court security bailiffs.** Including, but not limited to, assisting in the recruitment, evaluation and selection of court security bailiffs; providing work direction and supervision to the court's internal security staff; creating court security bailiff work schedule, including scheduling staff to post assignments to ensure adequate staffing and monitoring and approving staff leaves and time-keeping; interpreting, explaining and ensuring compliance with security policies, procedures and practices; conducting security staff briefings; evaluating court security bailiff performance and providing feedback, coaching and correction; maintaining documentation of employee performance; identifying and addressing employee professional needs and deficiencies; completing performance/disciplinary counseling; implementing performance improvement plans; coordinating the provision and maintenance of court-issued uniforms and court security equipment, reviewing and approving crime reports and critical incident reports.

➤**Responsible for training and developing court security bailiffs.** Including, but not limited to, training new court security bailiffs in court procedures, safety, and other aspects of court security bailiff work; providing post-specific job training for court security bailiffs; providing training on the use of all security equipment; developing a system to track required internal security staff certifications, qualifications and licenses; identifying training needs and associated resources; guiding and encouraging staff to professional training and development opportunities; providing input for the annual department training budget; coordinating and implementing appropriate training to establish and maintain appropriate security for organizational safety and security.

➤ **Fosters positive staff and stakeholder relationships to enhance security and public trust.**

Including, but not limited to, facilitating coordination between court security and other departments; working with Court users to promote favorable public relations; promoting interagency collaboration and communication by coordinating activities with various departments and building tenants; responding to questions regarding court security policies and procedures from the public; collecting and maintaining annual statistics related to safety and security; providing service and support to staff and building tenants to maintain and enhance individual and organizational security.

➤ **Assists in maintaining the safety and security of court staff, court visitors and the court building.** Including, but not limited to, coordinating with the Lucas County Sheriff's Office and the Toledo Police Department for continuity of safety and service; facilitating problem-solving related to court safety and security; provides recommendations, expertise and counsel to the building operations chief on matters of safety and security; coordinating security protocols for vendors delivering to, or working within, the Court building; interpreting, explaining and ensuring compliance with court security policies and procedures; coordinating and implementing appropriate training to establish and maintain appropriate security for general individual and organizational safety and security; reviewing and maintaining all security and critical incident reports; monitoring court CCTV surveillance system; participating in planning for high risk events including jury trials and high profile court events.

➤ **Provides back-up to court security bailiffs as needed.** Back-fills security posts as required

➤ **Other duties as assigned. The Toledo Municipal Court Judges retain the right to add, delete, or modify the duties of this position at any time.**

KNOWLEDGE, SKILLS AND ABILITIES NEEDED AT JOB ENTRY:

Knowledge of:

- Knowledge of the procedures, laws and Court rules governing the operation of Court security.
- Knowledge of principles and best practices of court security.
- Knowledge of requirements related to peace officer certification.
- Knowledge of security and building operations-related terminology.
- Knowledge of Court-issued safety equipment, policies and procedures.
- Knowledge of Security-Related CCTV Surveillance Systems.
- Knowledge of Court emergency preparedness standards.
- Knowledge of critical incident response protocols.
- Knowledge of techniques to minimize and de-escalate tensions and confrontations.
- Knowledge of due process, fairness, equity and consistency.
- Knowledge of our multicultural society, differing cultures, and the public's perception of the Courts.
- Knowledge of NORIS applications/LEADS as well as MS Windows/Word/Excel/Outlook applications.

Skill In:

- Skill in verbal communication, including speaking clearly and listening carefully.
- Skill in dealing with the public and establishing and maintaining effective working relationships
- Skill in mediating and building consensus
- Skill in creating an environment of helpfulness, inclusiveness, courtesy and civility
- Skill in getting along with a diverse group of people, confronting appropriately, treating others with respect, and motivating others
- Skill and ability to analyze dangerous field situations rapidly and accurately in order to take safe and effective counter response measures
- Skill in leadership, including leading by example
- Skill in organizing and maintaining records as well as compiling and analyzing information
- Skill in supervising and evaluating others, including providing verbal and written feedback
- Skill in organizing work activities

Ability to:

- Ability to comprehend and implement department and court policies and procedures
- Ability to communicate effectively with staff and the general public in face-to-face, one-on-one settings and using a telephone
- Ability to establish and maintain cooperative working relationships and to effectively communicate with the public, staff and stakeholders
- Ability to interact in a courteous and professional manner with diverse populations, including but not limited to judges, co-workers, and other departments/agencies, and customers (including attorneys, defendants, plaintiffs, and their families as well as contractors and tradespeople)
- Ability to stay abreast of best practices in court safety and security
- Ability to quickly assess situations and respond appropriately
- Ability to maintain self-control under stressful conditions (a professional demeanor), including the ability to effectively communicate with upset, angry or frustrated individuals.
- Ability to maintain an even temper across situations
- Ability to document work activities, work independently with minimal direction, prioritize work tasks and complete them in a logical order, manage time and meet deadlines under time pressures and stress
- Ability to supervise, develop and motivate subordinates
- Ability to give direction, manage change and delegate
- Ability to plan and schedule appropriate internal security staffing levels
- Ability to motivate subordinates to improve or sustain performance and to act with ethical standards in all that they do
- Ability to promote a positive work environment
- Ability to work independently with minimal direct supervision and to use independent judgment to determine the best course of action based on experience and past practices
- Ability to appropriately operate and use Court-issued safety equipment
- Ability to maintain Court-issued safety equipment in good working order
- Ability to operate a computer, including keyboarding skills
- Ability to handle sensitive and confidential information
- Ability to maintain peace officer certification

- Ability to run, read and interpret LEADS, NCIC and other forms of computerized criminal history reports
- Ability to write neatly and legibly
- Ability to read and comprehend written material
- Ability to speak clearly and listen carefully
- Ability to create, maintain, and use a filing system, analyze information, and prepare and maintain business records
- Ability to operate office equipment
- Ability to collect and summarize statistics and prepare and maintain reports
- Ability to follow directions
- Ability to read, write, speak and understand English fluently
- Ability to use technical and professional language related to law enforcement, security, facility maintenance and enhancements

Personal Characteristics of:

Professional, trustworthy, dependable

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in business administration, criminal justice, law enforcement, security or a closely related field, and/or 5 years full-time experience performing supervisory responsibilities or highly responsible work relating to tasks assigned to this position, or any combination of education and experience provided the required skill and knowledge for successful performance would be qualifying. Must be peace officer certified through the Ohio Peace Officer Training Academy.
- Availability: Must be able and available to work 7 a.m. to 3 p.m. during normal business days. Job duties may necessitate working irregular hours. Must be able/willing to be available and respond 24/7, as needed.
- Experience: Minimum of three years' experience in supervising security staff and/or operations required. Experience in managing security within a court setting preferred, but not required. Must be peace officer certified.

ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS:

The physical demands and work environment described are representative of those associated with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- An employee is frequently required to sit and walk a majority of the workday.
- An employee is regularly required to walk, and stand. May involve manipulating up to 25-pound items; occasionally up to 50-pound items.
- An employee is frequently required to communicate orally and in writing.
- An employee is required to report to work on time and meet the Court's attendance standards.
- An employee is regularly required to climb and descend stairs.

SPECIAL REQUIREMENTS:

Pre-employment screening required including employment references, criminal background check, and possibly pre-employment testing. Convictions, including but not limited to, offenses involving fraud or theft, or crimes involving violence or weapons, are incompatible with the position of Court Security Supervisor. Must be LEADS certifiable. Must complete all training required to maintain peace officer certification. The incumbent is expected to adhere to all Court policies, guidelines, practices and procedures, act as a role model both inside and outside the Court; perform job duties as workload necessitates in a timely, accurate and thorough manner.