

**Polk County Sheriff's Office Job Description**  
**2219 Bailiff**

March 30, 1994, May 1, 2006, Revised November 19, 2009

**Position Concept:**

The Bailiff maintains custody of prisoners to and from the courtrooms, provides security and decorum within the courthouse facility. The member performs courtroom management, operations and security duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Bailiff may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Control the docket
- Maintain security/control of defendants
- Search courtroom prior to hearings
- Procure court dockets
- Perform weekend and holiday duty
- Escort Judges to the courtroom
- Arrest/take custody of persons sentenced
- Fingerprint defendant
- Transport court snap-outs to Classification
- Ensure defendants are fed
- Escort defendants
- Escort and assist jurors
- Maintain safety and security of judges
- Conduct searches of court facilities
- Control emotionally/physically ill persons
- Provide security at the Second District Court of Appeals
- Conduct scheduled alarm tests
- Transport inmates/defendants
- Collect DNA
- Maintain order and security for court

**Education, Professional Certification or License:**

- High School or GED
- State of Florida, Basic Recruit Certificate of Compliance for Correctional Officer or Law Enforcement
- Valid Florida driver's license

**Professional Experience:**

- Minimum one (1) year experience in guarding prisoners, law enforcement or related field is preferred

**Status:**                             Civilian             Sworn             Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk                     Foreseeable Risk

**Environmental Conditions:**

- Works near or around potentially dangerous or violent persons
- May work in inclement weather conditions

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Resistance/Control Continuum
- Scheduling
- Paperwork
- Judge's requirements
- Jail classification center
- Court documents
- Dietary needs of inmates
- Courtroom procedures
- Duress alarm system
- Communication radio codes and signals
- Fingerprinting procedures
- Collecting DNA
- Holding areas
- Control room procedures

**Ability to:**

- Operate office equipment
- Speak clearly
- Read and write English
- Follow Judge's instructions
- Operate motor vehicle

**Skills:**

- Observation
- Interpersonal
- Telephone
- Weapons proficiency

**Physical Requirements:**

- Bend/squat
- Lift/drag/carry heavy objects up to 150 lbs.
- Walk
- Run 50 yards
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Stoop