

## **Volume 3 - Bailiff**

- **Chapter 1 - Introduction**
- **Chapter 2 - Legal Requirements From The State**
  - • **3-02/010.00 - Court Attendance**
  - • **3-02/015.00 - Court Crier**
  - • **3-02/020.00 - Courtroom Bailiff**
  - • **3-02/025.00 - Lockup Personnel**
- **Chapter 3 - Department Rules And Regulations**
  - • **3-03/010.00 - Deputy Conduct**
  - • **3-03/015.00 - Bailiff-Judge Relationship**
  - • **3-03/020.00 - Court Staff Relationship**
  - • **3-03/025.00 - Public/Press Relations**
  - • **3-03/025.05 - Bailiff/Public Relations**
  - • **3-03/025.10 - Press Relations**
  - • **3-03/025.15 - Photographing, Recording and Broadcasting in the Courtroom**
  - • **3-03/030.00 - General Duties of a Bailiff**
  - • **3-03/035.00 - Reporting Time**
  - • **3-03/040.00 - Dark Courts**
  - • **3-03/045.00 - Prohibited Activities for Deputies**
  - • **3-03/050.00 - Uniforms and Equipment**
- **Chapter 4 - Court Security**
  - • **3-04/010.00 - Knowledge of Courts Calendar to Assist with Potential Security Issues**

- • **3-04/010.05 - Communication of Court Security Issues on Future Cases**
- • **3-04/010.10 - Notification to Supervisor Regarding Court Security Issues**
- • **3-04/010.15 - Supervisor Response to Court Security Incidents**
- • **3-04/015.00 - Requests for Additional Court Security / Backup**
- • **3-04/020.00 - Security Equipment**
- • **3-04/020.05 - Court Security Alarm System (A iPhone)**
- • **3-04/020.10 - Hand-Held Radios**
- • **3-04/020.15 - Metal Detectors**
- • **3-04/025.00 - Control of Spectators/Audience to Enhance the Safety and Security of Court Staff**
- • **3-04/025.05 - Courtroom Dress Code**
- • **3-04/025.10 - Managing Uncooperative, Argumentative, or Highly-Emotional Persons**
- • **3-04/030.05 - Media Access**
- • **3-04/030.10 - Protected Witnesses**
- • **3-04/030.15 - High Profile Defendants**
- • **3-04/030.20 - Cases Involving Gangs**
- • **3-04/030.25 - Cases Involving High Security Defendants**
- • **3-04/030.30 - Dissident Groups/Passive Resisters**
- • **3-04/030.35 - Demonstrators/Demonstrations**
- • **3-04/030.40 - Highly Emotional Cases**
- • **3-04/040.05 - Daily Security Routine for Bailiffs**
- • **3-04/040.10 - Courtroom Searching**
- • **3-04/040.15 - Search Screens at Courtroom Entrance**

- • **3-04/040.20 - Security Incidents**
- • **3-04/040.25 - Judicial Threats**
- • **3-04/040.30 - Security Threats**
- • **3-04/040.35 - Bomb Threats**
- • **3-04/040.40 - Hostages**
- • **3-04/040.45 - Escapes**
- • **3-04/040.50 - Disaster Plans**
- • **3-04/040.55 - Security Incident Reporting**
- • **3-04/050.00 - Inmate Restraint Motion / Court Declaration**
- **Chapter 5 - Basic Courtroom Duties And Responsibilities**
- • **3-05/010.00 - Courtroom Preparation**
- • **3-05/015.00 - Formal/Informal Openings**
- • **3-05/020.00 - Assisting the Court**
- • **3-05/025.00 - Court Documents/Files**
- • **3-05/030.00 - Witnesses**
- • **3-05/035.00 - Closed Sessions**
- • **3-05/040.00 - Custody Cases**
- • **3-05/045.00 - Recesses**
- • **3-05/050.00 - Closing Court**
- **Chapter 6 - Evidence**
- • **3-06/010.00 - Weapons**
- • **3-06/015.00 - Hazardous Materials**
- • **3-06/020.00 - Photographs/Diagrams**

- **Chapter 7 - Jury Trials**
- • **3-07/010.00 - Bailiff Responsibilities During a Jury Trial**
- • **3-07/010.05 - Secondary Search of Inmates Prior to Entering a Courtroom During a Jury Trial**
- • **3-07/015.00 - Jury Deliberation Room**
- • **3-07/020.00 - Court Policy on Jury Maintenance and Handling**
- • **3-07/025.00 - Preparing the Courtroom for a Jury Trial**
- • **3-07/030.00 - Jury Panel**
- • **3-07/030.05 - Presence of Defendant During a Jury Trial**
- • **3-07/030.10 - Selection of Jurors**
- • **3-07/030.15 - Anonymity of Jurors**
- • **3-07/030.20 - Examination of Jurors**
- • **3-07/030.25 - Alternate Jurors**
- • **3-07/030.30 - Instruction to Jurors on Courtroom Procedures**
- • **3-07/035.00 - Order of Trial (Criminal)**
- • **3-07/040.00 - Order of Trial (Civil)**
- • **3-07/045.00 - Court Recesses During Jury Trial**
- • **3-07/050.00 - Jury Admonishment at Adjournment**
- • **3-07/050.05 - Threats Against a Juror**
- • **3-07/050.10 - Corrupt Influencing of Jurors**
- • **3-07/050.15 - Misconduct of Jurors**
- • **3-07/055.00 - View of a Crime Scene by the Jury**
- • **3-07/060.00 - Instructions to Jurors by the Judge**

- • **3-07/065.00 - Bailiff's Oath**
- • **3-07/070.00 - Jury Deliberation**
- • **3-07/075.00 - Verdict and Instruction Forms, Exhibits**
- • **3-07/080.00 - Viewing Evidence**
- • **3-07/085.00 - Jury Contact with the Bailiff**
- • **3-07/085.05 - Bailiff Summoned by Jury**
- • **3-07/085.10 - Polling of Jury**
- • **3-07/090.00 - Return of Jury for Information**
- • **3-07/095.00 - Presence of Defendant on Return of Verdict**
- • **3-07/100.00 - Taking the Verdict**
- • **3-07/105.00 - Late/After Normal Hours Jury Procedures**
- • **3-07/110.00 - Impaneled Juror Illness or Injured**
- • **3-07/110.05 - Reporting Juror Injuries**
- **Chapter 8 - Jury Security And Care When A Jury Is Sequestered**
- • **3-08/010.00 - Sequestered Juror Court Policy**
- • **3-08/015.00 - Providing Jury Food and Lodging**
- • **3-08/020.00 - Sequestered Jury**
- • **3-08/020.05 - Lunch Reservations**
- • **3-08/020.10 - Hotel Reservations**
- • **3-08/020.15 - Hotel Cancellation**
- • **3-08/020.20 - Jury Transportation**
- • **3-08/020.25 - Hotel Rooms**
- • **3-08/020.30 - Recording Room Assignments**

- • **3-08/020.35 - Telephones**
- • **3-08/020.40 - Jury Recreation**
- • **3-08/020.45 - Purchases / Feeding**
- • **3-08/020.50 - Use of Alcohol**
- • **3-08/025.00 - Posting of Deputies**
- • **3-08/025.05 - Sequestered Juror Illness / Injury**
- • **3-08/030.00 - Reporting Jury / Bailiff Expense**
- • **3-08/030.05 - Criminal Trials - Jury Fees**
- • **3-08/030.10 - Civil Trials - Jury Fees**
- • **3-08/030.15 - Fee Guidelines**
- **Chapter 9 - Court Trials**
- **Chapter 10 - Hearings**
- • **3-10/000.05 - Defendants In-Custody**
- • **3-10/000.10 - Defendants Out of Custody**
- • **3-10/000.15 - Defendant Remanded**
- • **3-10/000.20 - Defendant on Bail/O.R.**
- • **3-10/010.00 - Misdemeanor Arraignment**
- • **3-10/015.00 - Felony Arraignment**
- • **3-10/020.00 - Preliminary Hearings**
- • **3-10/020.05 - Defendant Held to Answer**
- • **3-10/025.00 - Probation and Sentencing Hearings**
- • **3-10/030.00 - Order to Show Cause**
- • **3-10/035.00 - Family Law**

- **Chapter 11 - Juvenile Court**
  - • **3-11/000.05 - Juvenile Court - Public and Media Access**
  - • **3-11/010.00 - Juvenile Inmate Movement**
  - • **311/015.00 - Juvenile Court Calendar**
  - • **3-11/020.00 - Detention Hearings**
  - • **3-11/025.00 - Emergency Hearings**
  - • **3-11/030.00 - Juvenile Court Hearings**
- **Chapter 12 - Dependency Court**
  - • **3-12/010.00 - Bailiff Responsibilities with Shelter Care Children**
  - • **3-12/015.00 - Detention of Minor in Dependency Court**
  - • **3-12/020.00 - Child Visitation with In-Custody Parents**
  - • **3-12/020.05 - Visiting Time**
  - • **3-12/025.00 - Responsibility to Bring Minor to Courtroom**
- **Chapter 13 - Mental Health Court**
  - • **3-13/010.00 - Bailiff's Responsibility While Assigned to a Mental Health Court**
- **Chapter 14 - Custody Handling**
  - • **3-14/010.00 - Custody Handling Policy and Procedures**
  - • **3-14/010.05 - Pro-Per Status of Inmates**
  - • **3-14/015.00 - Safety and Security**
  - • **3-14/015.05 - Weapon Security**
  - • **3-14/015.10 - Inmate Movement**
  - • **3-14/015.15 - High Security Inmates**
  - • **3-14/015.20 - State Prisoners**

- • **3-14/015.25 - Federal Prisoners**
- • **3-14/020.00 - Inmate Restraint Devices**
- • **3-14/020.05 - Handcuffing**
- • **3-14/020.10 - Stealth Belt**
- • **3-14/020.15 - Court Restraint Device Form**
- • **3-14/020.20 - R.E.A.C.T. Belt (Court Services not currently authorizing the use of the R.E.A.C.T. Belt)**
- • **3-14/025.00 - Communicating with Persons in Custody**
- • **3-14/025.05 - Security Precautions for In-Custody Inmates**
- • **3-14/030.00 - Inmate Interviews**
- • **Psychological Evaluations - Penal Code, 4011.6**
- • **3-14/040.00 - New Remands**
- • **3-14/040.05 - Temporary/Short Term Remand**
- • **3-14/040.10 - Searching New Remands**
- • **3-14/045.00 - Searching Inmates**
- • **3-14/050.00 - Contraband**
- • **3-14/055.00 - Court Papers**
- • **3-14/055.05 - Papers Only Holds**
- • **3-14/060.00 - Feeding Custodies**
- • **3-14/065.00 - Clothing Exchange**
- • **3-14/065.05 - Accepting Prescription/Corrective Eyeglasses**
- • **3-14/070.00 - Inmate Escape/Erroneous Release**
- • **3-14/070.10 Deputy's Responsibility**
- • **3-14/070.15 - Supervisors Responsibility**



- • **3-14/075.00 - Releases**
- • **3-14/080.00 - Sick/Injured Inmate**
- • **3-14/085.00 - Ordering Inmates**
- • **3-14/085.05 - Expediting Appearance of Last Day or in-Trial Inmates**
- • **3-14/085.10 - Handling the Transportation of Forthwith Cases to Other Courts**
- • **3-14/090.00 - Failure of Inmate to Appear**
- **Chapter 15 - Warrants, Warrant Recalls and Body Attachments**
- • **3-15/000.10 - PRE-TCIS and Juvenile Warrant Recall Procedures**
- • **3-15/000.15 - Juvenile Warrants / Hot Warrants / Body Attachment Procedures**
- • **3-15/010.00 - Forthwith Bench Warrants**
- **Chapter 16 - Miscellaneous Procedures**
- • **3-16/010.00 - Temporary Restraining Orders**
- • **3-16/015.00 - Printing Felony Defendants after Arraignment**
- • **3-16/020.00 - Orders Issued by a Judicial Officer (Verbal or Written)**