

3-03/030.00 - General Duties of a Bailiff

The following are the general duties of a bailiff. Specific courts and individual judges may have different requirements:

- The security and protection of the judge and all persons in court.
 - The security and care of juries.
 - Ordering, transporting and the security of persons in custody.
 - Maintaining order during court sessions.
 - Opening and adjourning court.
 - Serving process when required. (The service of a process should not be done inside the courtroom. If you must serve process on a person, out of custody, ask the person to step outside the courtroom and discreetly serve them the process in the public hallway. If the person is in custody serve them in the lockup area.)
 - Inspecting courtrooms and jury rooms for proper and necessary equipment and contraband.
 - Responding to emergencies in court and within the courthouse.
 - Rendering assistance to the public, attorneys and court employees. Refer to CSDM, 3-03/035.00 - Reporting Time.
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