3-07/010.00 - Bailiff Responsibilities During a Jury Trial

It is very important for the bailiff to discuss procedures with the judge in order to coordinate and be well prepared for the coming trial. Some of these procedures should include:

- The seating and handling of the jury.
- The seating and handling of the defendant.
- The seating and handling of spectators.
- Any security problems.
- The handling of evidence (weapons & narcotics).
- Generally, any other problems that may arise during the trial.

When a jury is in the care of a bailiff, the bailiff's demeanor is of the utmost importance. As a representative of the Sheriff's Department, bailiffs must always be aware that their conduct and appearance reflect directly on the Department. Bailiffs must be especially alert to the fact that while accompanying a jury in public areas the bailiff is the center of attention, and accordingly, must perform in a dignified and professional manner. The bailiff shall treat jurors, vendors, and others with courtesy at all times, refraining from any conversation or conduct which would adversely reflect upon the Department.

The courtroom is a public place, and the bailiff's authority is limited. It may be necessary for the judge to issue a special court order to assist in controlling the activity in the courtroom.