

**MARIN COUNTY SHERIFF'S OFFICE**  
**COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 1 – ORGANIZATIONAL PLAN/TRAINING PROGRAM**  
CRT 01-03  
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DATE  
June 1, 2001

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**ORGANIZATIONAL STRUCTURE**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to define the organizational and command structure of court security. Court security is made up of Bailiff, Court Security Deputy, Court Training Deputy, Court Holding/Movement Deputy, their supervisors and managers.

**PROCEDURE**

The Court Security Lieutenant maintains administrative control of the court security bureau and governs its activities through written policies and procedures and acts as the liaison between the court and the sheriff.

The Court Security Lieutenant is responsible for being the liaison with the courts and their administrative staff and for the overall daily operation of court security.

The Court Security Sergeant is responsible for supervision of one or more of the following functions: Bailiffs' functions, Court Training Deputies, Court Security operations, Sheriff Service Aides/Assistants and Court Holding/Movement Deputies.

The Court Security Deputy is responsible for one or more of the following functions: bailiff of a specific court, providing security over inmate movements, and other miscellaneous assignments as necessary to complete the mission of court security.

The Court Holding/Movement Deputies are responsible for the movement of inmates within the facility.

Court security may be staffed by other job classifications

**RELATED STANDARDS:**

None

**AFFECTED DIVISIONS:**

None

**DATE OF REVISIONS:**

None

By order of

TIMOTHY J. LITTLE  
CAPTAIN