

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

CHAPTER 2 – FUNCTIONAL ASSIGNMENTS
CRT 02-05
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DATE
June 1, 2001

SHERIFF SERVICES AIDE/ASSISTANT

POLICY

It is the policy of the Marin County Sheriff's Office to provide operational guidelines for Sheriff Services Aide/Assistants assigned to the Court Services Division.

PROCEDURE

Function

Sheriff's Service Aide/Assistants are civilian employees assigned to the Court Services Division for the purpose of providing judicial support or assisting in other court operation functions. They are tasked with one of four functional assignments. These assignments are clerical duties related to the arraignment court, manning the security station at C24, processing fingerprint and identification card requests, and processing court ordered bookings that do not require housing in the Marin County Jail.

Duties

Provide security for the working areas of the County courtrooms; screen individuals including staff, jurors, attorneys and others requiring access to the working areas behind the courtroom.

Provide information to jurors, the public and others regarding the location of rooms, specified court activities and other criminal justice system activities and procedures.

Test courtroom alarm system on a daily basis.

Record proceedings affecting jail inmates in arraignment court, including change of bail, release on own recognizance, referral to the Public Defender and future court appearances.

Provide information to judges regarding jail inmate status, including outstanding warrants and time being served for other offenses.

Receive court orders, screen for accuracy, processes them following established procedures or direct defendants not in custody to take such court orders to the proper office for further action.

Access the Criminal Justice System (CIJS) to enter data, determine inmate status, determine credit for inmate time served, print out court calendars, and a variety of related functions.

Provide general legal office support on court holidays as required.

Operate Identix (electronic fingerprint) system.

Coordinate the County's electronic key/security system.

Process requests for county identification cards.

Assignments

Arrestment Court

Provide and record essential court information regarding the status of defendants for court appearances and custody issues. Assist deputies in the research of court related matters as directed. Act as a liaison between the court staff and citizens who come in contact with the court.

Security Station (C24)

Answer incoming phone calls for the Court Services Division. Monitor court related alarms and security systems. Monitor access to the judicial corridor. Research court records, inmate records, and other related data to provide assistance as needed.

Fingerprints and Identification Cards

Process requests for fingerprinting related to background checks for all types of agencies located in Marin County. Process requests for identification cards provided by the Marin County Sheriff's Office.

Processing Court Ordered Remands

Fingerprinting, photographing, and processing of court ordered remands that do not require immediate housing into the Marin County Jail.

Sheriff Service Aide/Assistants assigned to the Court Services Division may be assigned to perform other support services as directed by the Court Security Supervisor or Court Security Lieutenant.

RELATED STANDARDS:

Marin County Jail Policy and Procedure Manual

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE

CRT 02-05

CAPTAIN