

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

**CHAPTER 2 - FUNCTIONAL ASSIGNMENTS**  
CRT 02-06  
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DATE  
June 1, 2001

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**ADDITIONAL FUNCTIONAL ASSIGNMENTS**

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**POLICY**

It is the policy of the Marin County Sheriff's Department to provide guidelines for the assignment of additional duties for deputies who are assigned to the court services division.

**PROCEDURE**

Deputies who are assigned to the court services division are often assigned a wide variety of duties that go beyond the basic court security assignment. Some of the duties that are required are listed below:

**Early Shift**

The deputy assigned to the early shift is responsible for preparing the daily court pull sheet. Their normal workday will be 0630 -1430 hours. The deputy assigned to this task will compare all of the court calendars with the jail inmate roster. The deputy will then prepare a list of the jail inmates who are required to be transported to court for the day.

**Late Shift**

The deputy assigned to the late shift will have a normal workday of 0830 – 1730 hours. The late shift deputy is responsible for testing the court room alarms on a daily basis prior to 0900 hours. The late shift deputy will be the officer in charge when the Court Security Supervisor leaves for the day. He is responsible for locking up the court floor at the end of the shift. The late shift deputy must ensure that all of the jail inmates have been returned to the jail and that all of the holding cells are stocked with proper supplies for the following day. The late shift deputy is responsible for the security of night traffic court.

**Court Deposit Escort**

Every day the court clerks office transports their daily cash receipts to the county treasurer's office for deposit. It is the responsibility of a deputy from the Court Services Division to provide an escort from the court clerks office to the treasurer's office.

**C-24 Relief**

When the civilian employees who are assigned to the court floor are absent it is the responsibility of the deputies to cover their positions. The C-24 position involves answering the bailiff's office phone, contacting the public and answering questions. It also requires the screening of persons who are requesting access to the judge's corridor and accepting legal papers for pick up and delivery to the judges (Refer CRT 02-05 Sheriff Services Aide/Assistant).

Jury Duties  
**CRT 02-06**

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Deputies who are assigned to juries are required to perform many duties. During deliberations, deputies are required to provide the jury with refreshments, once in the morning and once in the afternoon. Deputies are also responsible for providing the jury members with lunch vouchers and are required to escort them to and from the cafeteria during the lunch recess. At the end of the day the deputy will clean or provide for the cleaning of the jury room (Refer CRT 05-01 Jury Trial Procedure).

#### Saturday Small Claims Court

On the last Saturday of every month the court holds a session of Small Claims Court. In this assignment there are two deputies assigned to provide security services for the court. The deputies assigned to Saturday small claims court must ensure that the building and the courtroom is open and set up for court. At the end of the shift the deputy assigned to Saturday small claims court must ensure that the court floor is locked up.

#### Identix Fingerprint Station

Deputies who are trained to operate the Identix Fingerprint System will be used on occasion to fill in for the Sheriff Services Aide/Assistant assigned to this detail (Refer CRT 02-05 Sheriff Services Aide/Assistant).

#### **RELATED STANDARDS:**

None

#### **AFFECTED DIVISIONS:**

None

#### **DATE OF REVISIONS:**

None

By order of

TIMOTHY J. LITTLE  
CAPTAIN