

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
April 26, 2012	BUREAU-WIDE	BAILIFF AND SECURITY	C.1
SUBJECT: DUTIES AND RESPONSIBILITIES			PAGE 1 of 2

Purpose:

To provide Court Services Bureau (CSB) personnel with basic knowledge of the duties of a bailiff/cover deputy in the courthouse.

Policy:

In accordance with the agreement between the San Diego County Superior Courts and the Sheriff's Department, every courtroom shall be staffed with a bailiff when court is in session unless released by the affected judicial officer or a CSB supervisor.

Procedure:

- I. Courtroom Bailiff
  - A. The primary function of the bailiff is to provide security and maintain order in the courtroom, thereby ensuring the protection of the court and facilitation of courtroom procedures;
  - B. The bailiff should be informative, courteous, and maintain an impartial attitude toward all parties. The bailiff's conduct, demeanor or statements should never betray their opinion in regards to the verdict a jury should reach;
  - C. The bailiff should not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of a case;
  - D. The bailiff shall avoid recommending or referring persons appearing in court to any attorney or bail bond agent, nor shall they offer legal advice, and;
  - E. When bailiff and protection functions allow, assist courtroom staff with other support duties.

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
April 26, 2012	BUREAU-WIDE	BAILIFF AND SECURITY	C.1
SUBJECT: DUTIES AND RESPONSIBILITIES			PAGE 2 of 2

**II. Cover Deputy**

The primary function of the cover deputy is to provide additional security. A secondary function is to provide safe and secure transportation of custodies to and from courtrooms or holding areas.

**III. Community Service Officer (CSO) Bailiff (civil court)**

The primary duties of a CSO bailiff in civil court are:

- A. Ensure and maintaining order and quiet in and near the courtroom
- B. Enforce courtroom rules behavior
- C. Maintain visual surveillance of all persons in the courtroom to prevent or respond to disruptive activity and evaluate situations and summon assistance from deputy sheriffs in cases that have the potential for violence on the part of courtroom participants or audience members;
- D. The CSO bailiff should be informative, courteous, and maintain an impartial attitude toward all parties; the bailiff's conduct, demeanor or statements should never betray their opinion in regards to the verdict a jury should reach;
- E. The CSO bailiff should not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of a case;
- F. The CSO bailiff should avoid recommending or referring persons appearing in court to any attorney or bail bond agent, nor should they offer legal advice, and;
- G. When bailiff and protection functions allow, assist courtroom staff with other support duties.

*Misconduct on the part of the bailiff, whether in a criminal or civil courtroom could result in criminal charges of contempt of court, as well as disciplinary action by the Sheriff's Department.*