

## **Court Security/Screening Officer**

**Supervisor:** Security Supervisor

**Exempt/Non-Exempt:** Exempt

**Employment Status:** Part-Time

**Pay:** \$20/hour

### **PURPOSE:**

The court security/screening officer's primary responsibility is to greet and screen all persons coming through the public entrance of the courthouse. It is the security/screening officer's daily responsibility to inspect and operate all screening equipment. Screening equipment includes and may not be limited to an x-ray device, a metal-detecting walk-through machine and a hand-held wand. The security/screening may be required to deny entrance to the courthouse in the event a person does not cooperate with the security screening procedures. The security/screening officer is required to respond to emergency calls for security assistance within the courthouse and assist in restraining and/or detaining disruptive persons until law enforcement's arrival.

### **ESSENTIAL JOB FUNCTIONS:**

- Extensive amounts of time are spent visually monitoring the entrance to the courthouse while screening all persons who arrive at the public entrance.
- Perform maintenance checks of the security screening equipment each day, including but limited to an x-ray and hand-inspection of all hand-carried items; to identify any potential contraband, weapons, and glass containers.
- Perform a pat-down search when visual and device inspections do not/cannot provide and adequate level of security screening.
- Confiscate any weapons, potential weapons, and contraband and glass containers. Retain and then re-issue identified items of concern such as pocketknives, scissors, tools, glass bottles, etc.
- The security/screening officer may be required to deny entrance to the courthouse in the event a person does not cooperate with security screening procedures and/or if the person appears to be under the influence of any mood-altering substance.
- Provide information on court schedules and proceedings to interested parties.
- Security desk coverage as assigned.
- The security/screening officer is required to respond to any emergency call for security assistance within the courthouse and assists in de-escalating, restraining, and/or detaining disruptive persons until law enforcement's arrival.

- Patrol the halls of the building to ensure that individuals are behaving appropriately, especially on high-volume calendar days.
- Notifies the Sheriff's Office of any prisoner transport needs and maintains security of the individual until relieved.
- Security/screening officers may be assigned tasks, other than screening assignments, at the discretion of the Security Supervisor.
- Such assignments may include monitoring a specific area or person or assisting in any court related business as directed.
- Perform security check of the building at the close of business to ensure that appropriate doors are locked for the day and that members of the public have been cleared from the building.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

#### **MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job)

- High School Graduation or GED; and
- Two years of work experience involving security or profession that requires appearing in court e.g.: social worker, police officer, probation officer.
- Note: Up to one (1) year of the work experience may be substituted with college level courses in criminal justice, law enforcement and/or social work.
- Must be able to provide their own firearm with duty belt and holster, which will be approved by the Sheriff or Firearms Instructor. In addition, must pass the Indiana Law Enforcement Academy's firearms qualification course prior to hiring. Qualifications will be supervised by a certified firearms instructor with the Wells County Sheriff's Office. Certified law enforcement officers working in this position do not have to re-qualify annually so long as they have with their agency.

#### **APPOINTMENTS:**

All Court Security personnel will be appointed as Special Deputies by the Sheriff of Wells County (see attached Special Deputy Appointment form). The authority for this appointment is found in I.C. 36-8-10-

10.6. The sole purpose of appointing the Special Deputy is to provide Wells County Courthouse Security. No additional authority is granted beyond that function without prior written approval of the Sheriff. The appointment may be terminated by either the Sheriff or Special Deputy, with or without cause, at any time. The appointment does not extend beyond the Sheriff's term in office.