

## Court Security Officer

### 1002.1 GENERAL DESCRIPTION

The Court Security Officer (both full and part time) is a sworn position appointed by the Sheriff of Kane County and is primarily charged with attending to the courts on behalf of the Sheriff, and for providing a safe and orderly environment to the Sixteenth Judicial Circuit System's Judges and facilities in Kane County.

### 1002.2 ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following are illustrative of the essential functions of this position and do not include other marginal duties that may be required. The Sheriff of Kane County reserves the right to change the duties and functions of this position at any time.

- (a) Maintain order and security in areas of the Judicial Facilities as assigned by competent authority.
- (b) Monitor persons and property entering the court facilities for breaches of security or proper conduct.
- (c) Conduct security sweeps and searches of assigned areas for suspicious and dangerous articles, or other contraband, prior to and after occupancy of such areas, or in response to a bomb threat.
- (d) Maintain working familiarity with current policies, and procedures relevant to maintaining the security and decorum of the courts.
- (e) Be able to exhibit proficiency with a firearm and will Office standards.
- (f) Maintain updated CPR training and any other training which is required by the Sheriff's Office.
- (g) Complete training in all areas with a Field Training Officer.
- (h) Serves a probationary period of twelve months for initial appointment during which time a probationary Court Security Officers will be subjected to discharge from the Sheriff's Office at the will of the Sheriff.
- (i) Possess and maintain the requisite physical abilities necessary to carry out the duties of a Court Security Officer.
- (j) Possess and maintain a valid Illinois driver's license.
- (k) Be required to work at any of the following court facilities; Judicial Center, Juvenile Justice Center, Geneva Courthouse, Aurora Branch Court, Elgin Branch Court, Kane County Branch Court, and the Appellate Court.
- (l) (Part Time Court Security Officer) will be required to work at least 32 hours a month but no more than 600 hours a year
- (m) (Part Time Court Security Officer) will be required to work and operate under the same contract as the Full Time Court Security Officers

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- (n) Part Time Court Security Officers will not have the same benefits as the Full-Time Court Security Officers.
- (o) Assume other duties and responsibilities as may be assigned by the Sheriff of Kane County.

#### **1002.3 QUALIFICATIONS**

- (a) Must possess a high school diploma or General Education Degree (G.E.D.)
- (b) Must possess and maintain a valid Illinois drivers license.
- (c) Must maintain a valid FOID card.
- (d) Must be a United States citizen.
- (e) Must pass a background check, psychological test, polygraph test, pre employment medical exam, which includes a drug and alcohol screen.
- (f) Must attend and pass Basic Correction Academy or qualify for a waiver through Illinois Police Standards and Training Board.
- (g) May be a retired Police Officer or Correctional Officer.

#### **1002.4 KNOWLEDGE, SKILLS, AND ABILITIES**

To perform the duty of a Court Security Officer successfully, an individual must demonstrate the following knowledge, skills, and abilities.

- (a) Identify and resolve problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- (b) Speaks clearly and persuasively in a positive or negative situation.
- (c) Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- (d) Follows policies and procedures.
- (e) Displays willingness to make decisions; exhibits sound and accurate judgment.
- (f) Reacts well under pressure.
- (g) Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- (h) Adapts to changes in work environment, changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.
- (i) Is consistently at work on time.
- (j) Follows instruction, responds to management direction.
- (k) Must be able to meet the following physical demands.
  - (a) be able to walk, climb stairs, balance, stoop, kneel, crouch or crawl
  - (b) use hands to finger, handle or feel objects, controls or tools for the job

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- (c) use hands and arms to reach, push or pull
- (d) must be able to direct, move and maintain subjects who are in custody
- (e) be physically able to subdue people and take them into custody
- (f) talk and hear
- (g) must be able to stand for an extended period of time without a significant rest period
- (h) occasionally required to sit
- (l) Must be able to meet the following psychological demands.
  1. develop positive working relationships with other employees, public officials, or other county employees
  2. positive working relationship with the public
  3. perform multiple tasks simultaneously
  4. operate under continuous pressure
  5. be able to tolerate verbal abuse
- (m) Must be able to use the following tools and equipment
  - (a) a computer for report writing
  - (b) a fax/copy machine
  - (c) police radio (which will remain at his/her duty station after working hours)
  - (d) handgun
  - (e) handcuffs
  - (f) metal detector/scanner
  - (g) first aid equipment