

## Bailiff Duties

### 901.1 BAILIFF'S DUTIES

Bailiffs shall maintain order, safety, and proper decorum in the courtrooms and the courthouse.

### 901.2 SPECIFIC DUTIES

Bailiffs shall be familiar with applicable North Carolina General Statutes.

Bailiffs shall protect the lives and safety of all those involved in the business of the court.

Bailiffs shall identify and control potentially dangerous or mentally ill persons.

Bailiffs shall take into custody and secure persons remanded to the custody of the sheriff and provide for their safe transfer. Bailiffs shall ensure that juveniles have been separated from adults. Bailiffs shall ensure that all persons held are separated by male and female.

Bailiffs shall carry out the lawful orders of the court.

The presiding judge is in charge of what goes on in the courtroom and all special actions or precautions for the handling of defendants or other parties in the courtroom should always be cleared ahead of time with the presiding judge. This may include something as simple as whether cell phones should be seized or noisy persons removed. Communication between the judge and the bailiff is critical in anticipating potential problems or operational obstructions. Bailiffs shall make arrests, as appropriate, for wanted persons or disorderly persons within the courthouse.

### 901.3 BAILIFF COURTROOM DEMEANOR

Bailiffs shall maintain a proper protocol with jurors by avoiding inappropriate interactions and not talking with jurors unless it is official court business. Bailiffs shall not make comments or post to any social media about cases before the court. Bailiffs shall never make facial gestures in response to testimony by witnesses or comments by counsel that could bias the jury.

### 901.4 PHYSICAL SECURITY OF THE COURTROOMS AND JUDICIAL AREAS

When inmates/detainees are taken from the holding area to the courtroom, they are to be fully restrained.

If the judge objects to the use of certain restraints, the bailiff shall obtain oral or written instructions from the judge regarding the type of restraints that should be used to maintain the proper decorum and security within the courtroom.

Bailiffs should properly secure any defendant that is taken into custody during court proceedings. Bailiffs should maintain a situational awareness of all movement within the courtroom area.

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Bailiffs should be alert for any public, family or domestic disturbances in the open areas of the courthouse and be prepared to handle them in an appropriate fashion.

Bailiffs should conduct security inspections of courtrooms prior to the court convening. Any unexplained or suspicious packages or objects will be safely investigated to determine ownership or contents.

Bailiffs will check doors, lights, telephones and alarms for proper working order.

Bailiffs should ascertain that counsel, jury, and all involved persons are present so court can be convened and notify the presiding judge. When the judge is ready to enter, the bailiff shall give the appropriate announcement to open court.

Bailiffs shall not discuss any matters pending before the court with any person, except in connection with their official duties. When questions are posed by the news media they should be referred to the Sheriff. Bailiffs shall clear the courtroom of all persons when directed to do so by the judge.

Bailiffs shall remove inmates/detainees when the judge adjourns court. There shall be no visitation with any inmate until they have been returned to the jail.

After court is adjourned and the courtroom cleared, bailiffs shall make a security check and secure the courtroom.

In the event of fire, bomb, or any kind of disaster, bailiffs shall see that all occupants of the courts are safely removed in an orderly manner pending a declaration that the courthouse is safe.

Know the location of fire suppression equipment.

In the event of a medical emergency, bailiffs shall notify Emergency Medical Services to respond. Until EMS arrives, bailiffs shall administer whatever assistance possible within the scope of their training.

In the event of an inmate/detainee escape, bailiffs shall immediately notify central communications and a supervisor. All entrances and exits should be secured and a search began for the escaped inmate/detainee. All judges shall be immediately notified. Consideration shall be given regarding safely evacuating the courthouse.

#### **901.5 ENSURING THE ORDERLY ACITIVITIES OF JURORS**

Prior to the seating of a jury, the bailiff shall inspect the jury box and jury room.

Jurors shall be escorted and seated as directed by the court.

Bailiffs shall ensure that any identification issued to jurors is worn in a manner that is conspicuous.

Bailiffs shall ensure that no spectators make any threatening gestures or attempt to intimidate or influence the jury. The presiding judge shall be notified when appropriate.

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When so instructed, the bailiff shall remove the jury to the deliberation room and maintain security over the room. Requests from the jury will be written and relayed to the presiding judge. Jurors shall be instructed to knock on the door when they have reached a verdict or have any questions or requests.

No magazines, newspapers, radios, televisions or electronic recording devices shall be allowed in the jury rooms unless authorized by the presiding judge.

#### **901.6 SEQUESTERED JURY DUTIES**

In the event that a jury is sequestered the bailiff shall arrange for lodging, transportation and meals for the jury as ordered by the presiding judge. Sequestered jurors are not to make or receive any form of communication except as approved by the presiding judge.

#### **901.7 GRAND JURY DUTIES**

The bailiff's duties are the same as for a regular jury and also include the following duties:

The bailiffs shall assist the Grand Jury Foreman with calling witnesses to the jury room.

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