

CLASS CODE:  
City of Anaheim  
CLASS SPECIFICATION:

Classification:  
BALIFF

DEFINITION: As defined under Penal Code Section 830.55(a), this is a peace officer status position. Under moderate supervision, serves as the liaison between the Police Department and the court, processing arrestees into and out of the City Detention Facility. Performs tasks relative to the custody, housing and feeding of arrestees. In addition, the Bailiff is required to transport arrestees/inmates to court, various facilities, hospitals and other locations. The Bailiff is armed during the transportation of arrestees/inmates.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Serves as the liaison between the Police Department and the court.

Receives arrestees; conducts searches and inventories property; obtains critical health and mental information from arrestees; completes paper and computer bookings and all other related paperwork.

Tags, seals and secures inmate personal property.

Fingerprints and photographs inmates using the Automated Fingerprint System.

Assists inmates in completing their phone calls and houses inmates according to proper classification in the housing area of the Detention Facility.

Releases inmates and their personal property when appropriate and in accordance with laws and regulations.

Conducts security checks of the Detention Facility both physically and via closed circuit television.

Supervises Inmate Workers engaged in cleaning facility, preparing/serving food and during any activities outside the Detention Facility.

Transports arrestees to and from court, hospital services, other jail facilities and other required transportation duties as directed by the Police Department.

Reviews criminal charges of each inmate to determine method of transportation, separating violent inmates from non-violent inmates if needed; maintains physical control of inmates using appropriate restraint techniques.

Administers the booking Cost Recovery Program; initiates and tracks booking fees billed to each inmate found guilty of the alleged offense; coordinates billing notice information. Prepares, collects and distributes reports related to the booking cost recovery program using a personal computer and related software.

Processes bail bonds for local arrests and/or warrants involving large sums of money; makes bank deposits of bail money; processes check requests for cash bails; routes bail bonds with checks to North Orange County Justice Center.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Supervises part-time staff.

Engages in training as required.

May be assigned supervisory duties in the absence of a Senior Detention Officer.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Experience: Journey-level experience as a Detention Officer and meet the training requirements defined for the City of Anaheim's Detention Officer

Knowledge of: Inmate court processing procedures; physical restraint techniques; detention facility laws and codes; record keeping procedures; basic computer knowledge; billing and collection procedures; and principles and practices of supervision.

Ability to: Deal effectively with inmates and the public; demonstrate basic typing skills; prepare and maintain accurate written and financial records and reports; perform basic mathematical calculations; operate a computer and use related software; effectively read and write; communicate verbally and in writing; think and speak logically; transport inmates in a large van or bus; understand complex reports; demonstrate firearms proficiency; act quickly and accurately in emergency situations; deal effectively with cultural and social conflict; demonstrate leadership skills; demonstrate sound observation skills; confront and solve problems; demonstrate interpersonal sensitivity; and establish and maintain effective working relationships with those contacted in the course of work.

License and/or Certification Required: Possession of or ability to obtain a valid Class B California Driver's License by date of appointment.

Physical Requirements: Use both hands, arms and legs, stoop, bend and lift; protect self and others from physical attack.

Note: Work any shift, weekends and holidays as assigned.

Supervision Received: Works under the technical supervision of a Senior Detention Officer who makes assignments and periodically reviews work.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Senior Detention Officer.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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