

CLASS TITLE: Reserve Officer

ACCOUNTABLE TO: Special Projects Sergeant

Primary Objectives of Position: Under supervision of the Municipal Court Judges performs general bailiff duties for the City of Missoula Municipal Court, with their primary goal to maintain a safe environment in the court.

The Reserve Officer will follow the orders of the Municipal Court Judge if those orders do not conflict with Missoula Police Department Policy, the Missoula Police Protective Association contract, any applicable laws or standard officer safety practices. If there is a clear conflict between the judge's order and any of the above standards the Reserve Officer will contact a Missoula Police Department supervisor to resolve the problem. If there is a possible conflict, but it is not clearly a conflict, the order will be obeyed, and the problem brought to the MPD staff to resolve.

DUTIES AND RESPONSIBILITIES REQUIRED WHILE SERVING AS A BAILIFF:

- Maintain a safe environment in the City of Missoula Municipal Courtrooms and offices.
- The normal shift will be 0800 hours to 1600 hours Monday through Friday. The Bailiff should take lunch when the court is not in session, but the Bailiff may take a break at a different time if approved by the judge. The Bailiff will be allowed 70 minutes of break time during the day to comply with the MPPA contract. The bailiff may work overtime hours as needed to sequester a jury or when needed for TOP hearings or other court related activities.
- Transport the bond box each day as part of their regular duties
- Be present in the courtroom for any trials or court proceedings as requested by the judge.
- Be present during TOP hearings whenever available.
- Transport persons to and from the court and jail as ordered by the judge.
- Be responsible to supervise any prisoners in the court.
- Enforce the law and court rules of behavior within the court as directed by the judge.
- Monitor the court for general safety issues and notify the judge of any problems.
- Secure any unauthorized weapons that are brought into the court.
- Supervise jurors and guard the jury when it is sequestered. Guard duty will include being the point of contact for the jury while it is sequestered and any escort of the jury outside the court if required.
- Administer a PBT for alcohol as directed by the judge.
- Assist the court in locating necessary documentation from the police department.
- Assist the court with corrections to citations when appropriate to do so.
- Make minor corrections on citations and other court documents as needed. If the required correction is beyond the authority of the Bailiff to change, he will submit the item to the shift commander for further action.

Recommended Equipment (in addition to regular issue)

Pepper foam
