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Allen County Sheriff's Office
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Court Security Officer

Division: Uniform

Position: Court Security Officer

Probationary Term: 1 year

Job Summary:

The Court Security Officer is responsible for maintaining a safe and secure environment for judges, court personnel, jurors, attorneys, and the public within courthouse facilities. This position involves monitoring courthouse entry points, screening visitors, responding to security incidents, and enforcing courtroom rules and procedures. Court Security Officers work closely with judges, deputies, and courthouse staff to ensure orderly court operations and compliance with security protocols.

Essential Duties and Responsibilities:

- Screen all individuals entering the courthouse using metal detectors, X-ray machines, and other security equipment.
- Inspect bags, packages, and personal belongings for prohibited items.
- Monitor courthouse entrances, hallways, and courtrooms to ensure safety and security.
- Maintain order and decorum inside courtrooms during proceedings.
- Escort judges, jurors, inmates, and other individuals as required.
- Respond to disturbances, security threats, or emergency situations within the courthouse.
- Enforce courthouse policies, rules of conduct, and prohibited items regulations.
- Provide assistance and directions to members of the public visiting the courthouse.
- Prepare incident reports and document security-related events.
- Coordinate with law enforcement officers, corrections personnel, and court staff when necessary.
- Perform security checks of courthouse facilities and courtrooms before and after court sessions.

Qualifications:

- High school diploma or GED required.
- OPOTA certification
- Ability to pass a background check and any required security clearances.
- Strong observation, communication, and conflict-resolution skills.
- Ability to remain calm and professional in high-stress situations.
- Knowledge of courtroom procedures and security practices preferred.