



**Technical Report for the
Job Task Analysis Study of
Courtroom Security Officers
in the
Commonwealth of Virginia**

May 2023

Virginia Department of Criminal Justice Services
www.dcjs.virginia.gov

ACKNOWLEDGEMENTS

The Virginia Department of Criminal Justice Services wishes to thank agency leaders and the 494 personnel from 61 Sheriff's Offices around the Commonwealth of Virginia that participated in the study, making these results possible.

DCJS also wants to recognize and thank the members of the Courtroom Security Project Technical Committee (PTC) who provided their knowledge and experience to assist with the development of the final task list, as well as the evaluation of data received. They are:

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Lieutenant Ryan Hilbish – Bedford County Sheriff's Office
Lieutenant Michelle McCadden – Botetourt County Sheriff's Office
Sergeant Miles Turner – Caroline County Sheriff's Office
Sergeant Sam Hamlett – Danville City Sheriff's Office
Sergeant Sandy Weigle – Hanover County Sheriff's Office
Captain William Fox – Henrico County Sheriff's Office
Sergeant Denise Payne – Newport News Sheriff's Office
Captain Willie Hardeman – Prince William County Sheriff's Office
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GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The purpose of this job task analysis study is to identify tasks performed by courtroom security officers and deputies in the Commonwealth of Virginia, in order to comprehensively evaluate the current Compulsory Minimum Training Standards (CMTS) for courtroom security officers (CSOs), as defined by the Virginia Department of Criminal Justice Services and the *Code of Virginia*. This job task analysis also seeks to identify tasks that are best suited for advanced or on-the-job training by the employing agency, beyond the scope of the minimum standards required during academy training.

Job Analysis Validation

Job analysis typically involves conducting a comprehensive examination of specific roles. This analysis allows an employer or agency to gain understanding and insight of the job function, so that processes and policies can be updated and improved. For the purposes of this study, DCJS defines job analysis as a basic analytical process that identifies elements of personnel management, to include selection/hiring, training, compensation, performance evaluation, and assignment. It can be difficult to accurately determine what type of training is needed, which individuals should be hired or selected for a specific role, and what should constitute acceptable performance if an employer or agency is lacking this information.

Historically, job analyses have been conducted for various public safety positions as a means of furnishing important information to criminal justice agencies and departments. Hiring practices, training, and continued education are constantly evolving, proving to be a driving factor as to why this group is one of most widely studied in the United States. In fact, job analyses within the law enforcement field date back to 1933 when the California State Department of Education began studying public safety work and identified over 3,000 skills and areas of knowledge that were deemed necessary for the successful performance of a law enforcement officer in the course of his or her duties.

The passage of the Equal Employment Opportunity Act of 1972 began requiring public employers to demonstrate the validity of their employee selection procedures, and since that time, gathering legally defensible job task analysis information has proven to be a common occurrence. If individuals can lose or be deprived of their job by not satisfying a particular standard, the employer must be able to demonstrate, frequently through job analysis, the validity of that standard. For the purposes of this study specifically, successful completion of the Compulsory Minimum Training Standards for courtroom security officers in Virginia is, in fact, a selection procedure for which validity must be demonstrated.

The specific analytical methodology utilized is typically left to the employer or certifying body, but no matter the method chosen to obtain and analyze data received, a job task analysis must be performed consistent with the rules and procedures of state and federal Equal Employment Opportunity agencies, relevant court decisions, and applicable recent federal and/or state laws. Job analysis is defined as the process of systematically collecting, processing, analyzing, and interpreting important information about a specific position, job, or occupation (OPM, 1979). Additionally, the importance of job analysis is emphasized in several court cases in the last 50 years. For instance, the United States Supreme Court held that if an employer's practice or policy cannot be shown to be directly related to specific job performance, the practice is then prohibited (*Griggs v. Duke Power Plant Company, 1972*).

Successful validation of a job task analysis, specifically for courtroom security officers in this case, is the proper selection of validation model and processes involved in the collection of data. Uniform Guidelines describe three methods of validation, which include criterion-related validation, content validation, and construct validation. Criterion-related validation describes a statistical relationship between test scores and job performance measures in order to justify the selection procedure, whereas content validity is a selection procedure that can be justified on the basis of a representative sample of the content of the specific job. Construct validity, hinges on the basis is a certain trait that is believed to relate to successful job performance, be empirically-related to critical work behavior(s).

Adverse Impact

Although job relatedness is the primary concern in designing and implementing selection devices and methodologies, adverse impact must also be taken into account. Adverse impact can occur when the selection rate for any race, sex, or ethnic group is too low or too high. Smaller differences in selection rate may nevertheless constitute adverse impact as well, and the Americans with Disabilities Act (ADA) specifically includes the concept of adverse impact within its regulations for this reason. Consequently, the standards that are devised to conduct the job task analysis must be sensitive to this issue and able to withstand scrutiny. However, it should be noted that the intent of the ADA and the Uniform Guidelines is not to prohibit the use of selection devices where adverse impact exists, so long as job-relatedness can be demonstrated. Where adverse impact exists, though, validity is essential in the documentation of the test or employment standard(s). Likewise, if pre-employment qualifications or necessary requirements to the appointment to a specific role are shown to be job-related and necessary for the safe and efficient performance of the job itself, a degree of adverse impact is allowable (*Dothard v. Rawlinson, 1971*).

Sample Representativeness

An additional concern in the development of the various elements of human resource systems relates to sample representativeness. The Equal Employment Opportunity Commission (EEOC) guidelines advise that when a validation process requires the collection of data pertaining to a particular job in representative units in a multi-unit organization or among a group of users, evidence of validity for the job specific to each unit usually will not be required, even where evidence of validity is obtained from more than one user utilizing the same job classification. If validity evidence from such a study satisfies (usually pertaining to jobs which have substantially the same job duties or other performance domains as shown by a job analysis), evidence of validity specific to each unit is not usually required.

Previous studies and research conclude that there is no absolute rule for determining sample size when conducting a job task analysis study. A sample population, however, must be large enough to demonstrate the homogeneity of the class. For the purposes of this study, we would assume that courtroom security officers, regardless of their employing agency or jurisdiction within the Commonwealth of Virginia, tend to do similar work. This ensures a representative sample of diversity in possibly heterogeneous classes. In this specific study, all courtroom security officers were treated as one group. CSO supervisors were also treated as one group due to the lack of sufficient numbers to justify separate units of analysis, and the likelihood that work performed is largely similar regardless of employer.

Failure to Train/Risk Management

Another concern that necessitates the implementation of a job task analysis study is the ministerial duty of agencies and departments to train their employees to perform high-criticality tasks they are likely to confront during the course of their normal work duties and responsibilities. High-criticality tasks are those that may have an adverse impact on another person's constitutional rights. The principle of deliberate indifference (which supplanted the prior and lower standard of gross negligence) was established in *City of Canton v. Harris* in 1989 when the Supreme Court held that the inadequacy of training may serve as the basis for liability, only where the failure-to-train amounts to deliberate indifference to the rights of persons with whom the officers come into contact. Essentially, and in this context, it is absolutely critical that the employing agency and State work diligently to ensure the adequate training of its law enforcement personnel, and specifically for this study, its courtroom security officers.

Moral Certainty Standard

If the employing agency or standard-setter (DCJS, in this case) knew or should have known that a violation(s) of a person's constitutional rights would occur if officers were not trained in particular job content, then liability may arise.

Custom/Practice/Pattern

Liability may also arise if an employing agency observes, but chooses to ignore, a pattern of officer behavior(s) or events that establish an obvious need for training. Under this concept, this may directly constitute deliberate indifference.

Official Policy

If an agency-adopted policy or standard violates established law that a reasonable person knows or should have known, liability to that agency may occur. If deficiencies in the current CMTS are identified as a result of a job task analysis and those deficiencies are not addressed, that action may rise to the level of deliberate indifference if the deficiency negatively impacts a citizen's constitutional rights because the officer was not provided with adequate or proper training. Liability may attach when the employing agency or department's failure-to-train ignores the threat of that failure to a citizen's constitutional rights. However, as the Supreme Court opined in *City of Canton v. Harris*, referenced above, even adequately trained officers can make mistakes. Nevertheless, previous research and a multitude of court cases like the aforementioned, make it clear that training, based on a job task analysis, should correspond as closely as possible to the documented content of a CSO's job.

DCJS and stakeholders must keep in mind that courts across the country have typically asked four basic questions when defining a defensible training program:

- Does a comprehensive job task analysis form the basis for the training program?
- Are there written lesson plans with learning/student performance outcomes and is there testing based on those objectives?
- Are the instructors certified/qualified?
- Are there records of student achievement?

PROJECT METHODOLOGY

This section describes the specific steps that the Virginia Department of Criminal Justice adhered to when conducting the Job Task Analysis Study of Courtroom Security Officers.

Job Analysis

As previously mentioned, conducting a job task analysis study requires basic analytical processes to ultimately form the foundation for the design of a personnel management system, to include training, evaluation, and selection. Without detailed task analysis information, the prospects of comprehensively and accurately defining the content of entry-level training for CSOs would be significantly diminished. Furthermore, because an individual's employment can be adversely affected by failing a required course or section of instruction, the agency that requires that training must be able to demonstrate the job-relatedness of that training. Additionally, the lack of defined job and/or instructional content potentially exposes the agency to increased risk of liability.

DCJS selected content validity as the chosen validation method and developed a raw task list based on prior research, subject matter experts, and job task analysis projects conducted by the agency. The raw task list utilized as the basis for this JTA was reviewed at length with the Project Technical Committee (PTC), which was comprised of subject matter experts who currently work in the courtroom security field of their respective agency or department. They examined each task for completeness, clarity, relevance, and wording/terminology. The result of this process produced the basis of the questionnaire.

The raw task list can be found within the Appendices of this report.

Development of Questionnaires

After discussing with the Project Technical Committee and based on the final revised task list, DCJS developed questionnaires for both current courtroom security officers and their supervisors.

Supervisors were asked to consider each task in terms of the consequences of inadequate performance and when they believed an individual working as a courtroom security officer should learn how to do that task. Tasks that were not a part of the job or were not expected to be performed by a CSO in the field were excluded from further consideration.

All current courtroom security officers with less than five years of experience were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. If the participant had not performed the task on the job, a "0" was entered.

The questionnaires were administered on a secure internet site for a two-week period during the month of March 2023.

Courtroom security officers responded to the **Frequency Scale** as follows:

0	1	2	3
Have not performed this task in the past year	Infrequent, a few times per year or less	Frequent, weekly to monthly	Highly frequent, a few times per week or more

Courtroom security supervisors responded to the **Consequences of Inadequate Performance Scale** as follows:

0	1	2	3	4
Not performed	Not critical	Somewhat critical	Critical	Highly critical

Supervisors also responded to the **When Learned Scale** as follows:

0	1	2	3	4
Not Performed	On the Job	Introduced in Academy, but mastered on the job	Significant mastery in the Academy	In specialized training beyond Basic Academy

Development of Sample Population

In order to develop and implement a plan to sample the courtroom security officer population for this JTA study, DCJS staff reached out to local Sheriff’s Offices to ask for assistance in identifying officers and deputies that were currently employed as a courtroom security officer, with less than five years’ experience in that role. Additionally, each agency was asked to identify personnel that work in the supervisory capacity of a courtroom security officer, whether full or part-time.

DCJS received responses from 86 different Sheriff’s Offices. Of those, 19 indicated that they did not have any courtroom security officers with less than five years in that role (CP<5), or any courtroom security supervisors, so they were not asked to participate in either survey. This resulted in a total of 611 courtroom security officers and supervisors from 67 local Sheriff’s Offices that met the qualifications to participate in the surveys. It was decided that all 611 would be asked to participate in the surveys instead of creating a representative sample.

Questionnaire Distribution and Return Procedure

DCJS disseminated a link to a secure, online site to the aforementioned 611 officers and supervisors from the 67 agencies. During the course of the two-week time period that the questionnaires were accessible online, DCJS received 494 responses from a total of 61 Sheriff’s Offices. The characteristics of those that completed the surveys were checked against the characteristics of the full CSO population to ensure that the respondent group was representative of the population as a whole.

A list of the participating agencies can be found on page [13](#) of this report.

Data Analysis

The questionnaires were examined by group. The results were calculated to show the percentage of CSOs who identified a task they had performed and how often. Supervisors' responses were examined by the percentages of supervisors who identified a particular task as part of the job duties and responsibilities of a courtroom security officer, the mean score for criticality for each task, and the percentage of supervisors who identified the task as one that should be addressed in a basic, entry-level courtroom security officer course.

Once the data was compiled, DCJS staff reviewed the results using the decision rules described in the next section. As applied, DCJS was able to identify tasks that should be addressed in a basic academy, on the job, and/or in advanced training. Those tasks were noted and brought forward to the Project Technical Committee for review and final approval. Tasks that yielded results just short of meeting a decision rule or barely passing one were identified, and ultimately left to the PTC to decide whether to include or omit.

All results are detailed starting on page 10.

DECISION RULES

Based on Decision Rules devised by the Systems Design Group in 2018 for a previous Job Task Analysis utilized in the Commonwealth of Virginia for law enforcement officers, DCJS decided to employ the following rules for this JTA for courtroom security officers:

If 50% or more of the officers performed a particular task and the mean frequency was two or more

and

If 50% or more of the Supervisors identified a particular task as part of the courtroom security officer's job and the mean CIP was two or more

and

If 50% or more of the Supervisors selected a two or three for *When Learned*,

That task was eligible to be a part of the basic, entry-level courtroom security officer academy curriculum, contained within the Compulsory Minimum Training Standards.

If less than 50% of the officers had performed a particular task, but the *mean Consequences of Inadequate Performance* was three or higher from at least 50% of the Supervisors, and the *When-Learned* rule was met, then that task was eligible to be included in a basic courtroom security officer academy.

Three of the prescribed tasks did not meet one of the above listed rules and are highlighted in yellow (#20, 39, and 54). Two tasks that were determined to be performed, but found to be best addressed on the job, carries the label "OTJ" (#20 and 54). The results were presented to the Project Technical Committee.

The PTC concluded that all tasks are best taught during the basic academy.

ANALYSIS OF TASKS

March 2023

#	Task language
1	Supervise inmates/arrestees in court and maintain security of inmates/arrestees
2	Adhere to officer safety considerations at all times and when supervising inmates/arrestees in court
3	Request or provide assistance (back-up) to control violent or unruly inmates/arrestees
4	Conduct a search of an inmate/arrestee for weapons and contraband and document chain of custody
5	Identify higher risk inmates/arrestees such as medical, suicidal, or unruly inmates/arrestees
6	Examine the physical condition of the inmate/arrestee to determine the need for medical attention
7	Serve or execute return of service for protective orders
8	Perform the duties of a courtroom security deputy/officer with awareness of personal and agency liability
9	Detain individual reported to have outstanding charges until the charges can be verified, along with the verification that the person listed is who you are detaining
10	Take person into custody on verified outstanding criminal charges
11	Communicate expectations of behavior to the inmate/arrestee in a clear and direct manner
12	Secure the scene when a critical incident has occurred
13	Inventory personal property, issue receipt and secure property
14	Examine forms to determine legal commitment to the jail
15	Place arrestee in holding cell or other designated secure area
16	Notify appropriate staff to have arrestee transported
17	Search courtrooms and court related areas for hidden weapons and contraband
18	Use mechanical devices to assist with searches
19	Identify additional resources available to assist with searches, i.e., bomb or drug sniffing canines, robots, etc.
20	Test duress alarms OTJ
21	Conduct periodic security checks to identify, correct and document any security breaches
22	Conduct irregularly timed security checks
23	Investigate unusual odors and sounds
24	Inspect facility to ensure that sanitary conditions are maintained
25	Respond to duress alarms
26	Observe inmate/arrestee/citizen behavior and question to determine deception, deceit, and manipulation
27	Observe inmate/arrestee/citizens for signs of drug, alcohol, or other substances

28	Identify abnormal and/or suspicious behavior of inmate/arrestee/citizen
29	Monitor high risk inmates/arrestees with health problems
30	Observe/monitor arrestee on suicide watch
31	Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in case of biohazards
32	Verbally reprimand inmates/arrestees for rules violations
33	Conduct regular rounds of holding cells/areas and document actions taken on regular security checks
34	Conduct security checks of various equipment, i.e., Magnetometers, X-ray machines, Locks, Alarms, etc.
35	Investigate and take appropriate action related to individuals not complying with security requirements or engaging in suspicious activity
36	Identify inmates/arrestees who are afraid of being victims of an assault and/or manipulation
37	Monitor high risk inmates/arrestees with health problems in case emergency services need to be called
38	Receive and follow instructions from medical staff about an inmate/arrestee's medical condition
39	Notify court security station, control room, or a law enforcement agency prior to a duress alarm test being conducted
40	Evacuate courtrooms and court buildings in an emergency
41	Keep male, female, and juvenile inmates/arrestees separate
42	Provide security at various locations of the courthouse
43	Escort parties to the parking lot(s)
44	Provide security for juries and sequestered juries
45	Prepare reports to record injuries to self or others
46	Provide courthouse entrance screening
47	Search a subject
48	Search a package
49	Create and execute security plans for high-risk courtroom trials
50	Create and execute security plans for high-profile courtroom trials
51	Recognize and respond to threats/inappropriate contacts and communications directed toward the judiciary
52	Document in writing the date and times of security checks
53	Document in writing all of the information that should be identified based on an alarm response
54	Know the layout of the court building OTJ
55	Conduct secure evacuation of inmates
56	Conduct evacuation of Judges
57	Conduct evacuation of Jurors
58	Conduct evacuation of general public and courthouse staff

59	Locate positions in the courtroom that make for the optimal protection of jury members
60	Locate courtroom security officer positions for securing an inmate or arrestee, in order to prevent escape or a threat to jury
61	Position oneself in locations that do not permit the inmate/arrestee to make verbal or physical contact with anyone other than his attorney or necessary court personnel
62	Position oneself behind inmate/arrestee in such a manner as to prevent escape or threat to jury or other court personnel
63	Escort inmate/arrestee to bench and witness box unless it is a jury trial
64	Remain alert to body language of inmate/arrestee and anticipate potential movements that may indicate an imminent a physical attack
65	Be prepared to intervene between inmate/arrestee and jury members and subdue inmate/arrestee when necessary
66	Ensure safe egress of jurors while protecting the integrity of the trial proceeding particularly being aware of media personnel who may try to gain access to jurors
67	Instruct jurors to remain together as a group while outside during an evacuation
68	Remain with jurors to prevent contact with the general public during an evacuation
69	Ensure the judge is safely escorted from the courtroom during an evacuation
70	Escort the judge to nearest stairwell/exit and escort from building during an evacuation
71	Provide security for judge while outside the building until the emergency is over
72	Detain juveniles in a secured detained facility no more than 6 hours at a time
73	Document demographics of juveniles detained in the holding facilities, "Secure Court Holding Juvenile Log" form
74	Identify the different types of juries

REVIEW OF CURRENT TRAINING CONTENT

Summary

Upon the conclusion of the work performed by the Project Technical Committee for courtroom security officers, DCJS reviewed the content to help identify whether a task was, in fact, included in the current Compulsory Minimum Training Standards (CMTS). The items specified as "new" were not located within the current standards and will be presented to the Jail/Civil Process/Courtroom Security Curriculum Review Committee for revisions and insertion into the CMTS. Finally, items currently encompassed within the CMTS have been identified by their numerical location, noted beside each task.

PARTICIPATING SHERIFF'S OFFICES

Albemarle County Sheriff's Office	King George County Sheriff's Office
Alexandria City Sheriff's Office	Loudoun County Sheriff's Office
Amherst County Sheriff's Office	Louisa County Sheriff's Office
Appomattox County Sheriff's Office	Lynchburg City Sheriff's Office
Arlington County Sheriff's Office	Montgomery County Sheriff's Office
Augusta County Sheriff's Office	New Kent County Sheriff's Office
Bedford County Sheriff's Office	Newport News City Sheriff's Office
Brunswick County Sheriff's Office	Norfolk City Sheriff's Office
Buckingham County Sheriff's Office	Northumberland County Sheriff's Office
Buena Vista Sheriff's Office	Pittsylvania County Sheriff's Office
Campbell County Sheriff's Office	Powhatan County Sheriff's Office
Caroline County Sheriff's Office	Prince William County Sheriff's Office
Carroll County Sheriff's Office	Pulaski County Sheriff's Office
Charlotte County Sheriff's Office	Roanoke City Sheriff's Office
Chesapeake City Sheriff's Office	Roanoke County Sheriff's Office
Chesterfield County Sheriff's Office	Salem City Sheriff's Office
Danville City Sheriff's Office	Scott County Sheriff's Office
Dinwiddie County Sheriff's Office	Shenandoah County Sheriff's Office
Essex County Sheriff's Office	Smyth County Sheriff's Office
Fairfax County Sheriff's Office	Southampton County Sheriff's Office
Fauquier County Sheriff's Office	Spotsylvania County Sheriff's Office
Fluvanna County Sheriff's Office	Stafford County Sheriff's Office
Franklin County Sheriff's Office	Tazewell County Sheriff's Office
Fredericksburg City Sheriff's Office	Virginia Beach City Sheriff's Office
Greene County Sheriff's Office	Warren County Sheriff's Office
Greensville County Sheriff's Office	Washington County Sheriff's Office
Halifax County Sheriff's Office	Westmoreland County Sheriff's Office
Hampton City Sheriff's Office	Williamsburg-James City County Sheriff's Office
Henrico County Sheriff's Office	Wise County Sheriff's Office
Henry County Sheriff's Office	York-Poquoson Sheriff's Office
Hopewell City Sheriff's Office	

APPENDICES

Task Enumeration/Location

#	Task language
1	Supervise inmates/arrestees in court and maintain security of inmates/arrestees 4.1
2	Adhere to officer safety considerations at all times and when supervising inmates/arrestees in court 4.1
3	Request or provide assistance (back-up) to control violent or unruly inmates/arrestees 4.1
4	Conduct a search of an inmate/arrestee for weapons and contraband and document chain of custody 4.1
5	Identify higher risk inmates/arrestees such as medical, suicidal, or unruly inmates/arrestees 4.1
6	Examine the physical condition of the inmate/arrestee to determine the need for medical attention 4.1
7	Serve or execute return of service for protective orders 4.1
8	Perform the duties of a courtroom security deputy/officer with awareness of personal and agency liability New
9	Detain individual reported to have outstanding charges until the charges can be verified, along with the verification that the person listed is who you are detaining 4.1..add more language
10	Take person into custody on verified outstanding criminal charges 4.1
11	Communicate expectations of behavior to the inmate/arrestee in a clear and direct manner 4.1
12	Secure the scene when a critical incident has occurred 4.1
13	Inventory personal property, issue receipt and secure property 4.1
14	Examine forms to determine legal commitment to the jail 4.1
15	Place arrestee in holding cell or other designated secure area 4.1
16	Notify appropriate staff to have arrestee transported 4.1
17	Search courtrooms and court related areas for hidden weapons and contraband 4.2
18	Use mechanical devices to assist with searches 4.2
19	Identify additional resources available to assist with searches, i.e., bomb or drug sniffing canines, robots, etc. 4.2
20	Test duress alarms 4.3
21	Conduct periodic security checks to identify, correct and document any security breaches 4.3
22	Conduct irregularly timed security checks 4.3
23	Investigate unusual odors and sounds 4.3
24	Inspect facility to ensure that sanitary conditions are maintained 4.3
25	Respond to duress alarms 4.3
26	Observe inmate/arrestee/citizen behavior and question to determine deception, deceit, and manipulation 4.3
27	Observe inmate/arrestee/citizens for signs of drug, alcohol, or other substances 4.3

#	Task language
28	Identify abnormal and/or suspicious behavior of inmate/arrestee/citizen 4.3
29	Monitor high risk inmates/arrestees with health problems 4.3
30	Observe/monitor arrestee on suicide watch 4.3
31	Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in case of biohazards 4.3
32	Verbally reprimand inmates/arrestees for rules violations 4.3
33	Conduct regular rounds of holding cells/areas and document actions taken on regular security checks 4.3
34	Conduct security checks of various equipment, i.e., Magnetometers, X-ray machines, Locks, Alarms, etc. 4.3
35	Investigate and take appropriate action related to individuals not complying with security requirements or engaging in suspicious activity 4.3
36	Identify inmates/arrestees who are afraid of being victims of an assault and/or manipulation 4.3
37	Monitor high risk inmates/arrestees with health problems in case emergency services need to be called 4.3
38	Receive and follow instructions from medical staff about an inmate/arrestee's medical condition 4.3
39	Notify court security station, control room, or a law enforcement agency prior to a duress alarm test being conducted 4.3
40	Evacuate courtrooms and court buildings in an emergency 4.3
41	Keep male, female, and juvenile inmates/arrestees separate 4.4
42	Provide security at various locations of the courthouse 4.4 and 4.5
43	Escort parties to the parking lot(s) NEW
44	Provide security for juries and sequestered juries 4.5
45	Prepare reports to record injuries to self or others New
46	Provide courthouse entrance screening 4.7
47	Search a subject 4.7
48	Search a package 4.7
49	Create and execute security plans for high-risk courtroom trials 4.8
50	Create and execute security plans for high-profile courtroom trials 4.8
51	Recognize and respond to threats/inappropriate contacts and communications directed toward the judiciary 5.1
52	Document in writing the date and times of security checks 4.3
53	Document in writing all of the information that should be identified based on an alarm response 4.3
54	Know the layout of the court building New
55	Conduct secure evacuation of inmates New
56	Conduct evacuation of Judges New

#	Task language
57	Conduct evacuation of Jurors New
58	Conduct evacuation of general public and courthouse staff New
59	Locate positions in the courtroom that make for the optimal protection of jury members 4.5
60	Locate courtroom security officer positions for securing an inmate or arrestee, in order to prevent escape or a threat to jury 4.5
61	Position oneself in locations that do not permit the inmate/arrestee to make verbal or physical contact with anyone other than his attorney or necessary court personnel 4.5
62	Position oneself behind inmate/arrestee in such a manner as to prevent escape or threat to jury or other court personnel 4.5
63	Escort inmate/arrestee to bench and witness box unless it is a jury trial 4.5
64	Remain alert to body language of inmate/arrestee and anticipate potential movements that may indicate an imminent a physical attack 4.5
65	Be prepared to intervene between inmate/arrestee and jury members and subdue inmate/arrestee when necessary 4.5
66	Ensure safe egress of jurors while protecting the integrity of the trial proceeding particularly being aware of media personnel who may try to gain access to jurors 4.5
67	Instruct jurors to remain together as a group while outside during an evacuation 4.5
68	Remain with jurors to prevent contact with the general public during an evacuation 4.5
69	Ensure the judge is safely escorted from the courtroom during an evacuation 4.4
70	Escort the judge to nearest stairwell/exit and escort from building during an evacuation 4.4
71	Provide security for judge while outside the building until the emergency is over 4.4
72	Detain juveniles in a secured detained facility no more than 6 hours at a time NEW
73	Document demographics of juveniles detained in the holding facilities, "Secure Court Holding Juvenile Log" form 4.3
74	Identify the different types of juries NEW

Raw Task List

#	Task language
1	Supervise inmates/arrestees in court and maintain security of inmates/arrestees
2	Adhere to officer safety considerations at all times and when supervising inmates/arrestees in court
3	Request or provide assistance (back-up) to control violent or unruly inmates/arrestees
4	Conduct a search of an inmate/arrestee for weapons and contraband and document chain of custody
5	Identify higher risk inmates/arrestees such as medical, suicidal, or unruly inmates/arrestees
6	Examine the physical condition of the inmate/arrestee to determine the need for medical attention
7	Serve or execute return of service for protective orders
8	Perform the duties of a courtroom security deputy/officer with awareness of personal and agency liability
9	Take person into custody on verified outstanding criminal charges
10	Communicate expectations of behavior to the inmate/arrestee in a clear and direct manner
11	Secure the scene when a critical incident has occurred
12	Inventory personal property, issue receipt and secure property
13	Examine forms to determine legal commitment to the jail
14	Place arrestee in holding cell or other designated secure area
15	Notify appropriate staff to have arrestee transported
16	Search courtrooms and court related areas for hidden weapons and contraband
17	Use mechanical devices to assist with searches
18	Identify additional resources available to assist with searches, i.e., bomb or drug sniffing canines, robots, etc.
19	Answer general questions or information requests from the public, including directions
20	Conduct periodic security checks to identify, correct and document any security breaches
21	Conduct irregularly timed security checks
22	Investigate unusual odors and sounds
23	Inspect facility to ensure that sanitary conditions are maintained
24	Respond to duress alarms
25	Observe inmate/arrestee/citizen behavior and question to determine deception, deceit, and manipulation
26	Observe inmate/arrestee/citizens for signs of drug, alcohol, or other substances
27	Identify abnormal and/or suspicious behavior of inmate/arrestee/citizen
28	Monitor high risk inmates/arrestees with health problems
39	Observe/monitor arrestee on suicide watch

#	Task language
30	Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in case of biohazards
31	Verbally reprimand inmates/arrestees for rules violations
32	Conduct regular rounds of holding cells/areas and document actions taken on regular security checks
33	Conduct security checks of various equipment, i.e., Magnetometers, X-ray machines, Locks, Alarms, etc.
34	Investigate and take appropriate action related to individuals not complying with security requirements or engaging in suspicious activity
35	Identify inmates/arrestees who are afraid of being victims of an assault and/or manipulation
36	Monitor high risk inmates/arrestees with health problems in case emergency services need to be called
37	Receive and follow instructions from medical staff about an inmate/arrestee's medical condition
38	Observe/monitor inmate/arrestee on suicide watch
49	Evacuate courtrooms and court buildings in an emergency
40	Keep male, female, and juvenile inmates/arrestees separate
41	Provide security at various locations of the courthouse
42	Provide security in the parking lot(s)
43	Provide security for juries and sequestered juries
44	Prepare reports to record injuries to self or others
45	Provide courthouse entrance screening
46	Search a subject
47	Search a package
48	Create and execute security plans for high-risk courtroom trials
59	Create and execute security plans for high-profile courtroom trials
50	Recognize and respond to threats/inappropriate contacts and communications directed toward the judiciary

Edited Raw Task List

#	Task language
1	Supervise inmates/arrestees in court and maintain security of inmates/arrestees
2	Adhere to officer safety considerations at all times and when supervising inmates/arrestees in court
3	Request or provide assistance (back-up) to control violent or unruly inmates/arrestees
4	Conduct a search of an inmate/arrestee for weapons and contraband and document chain of custody
5	Identify higher risk inmates/arrestees such as medical, suicidal, or unruly inmates/arrestees
6	Examine the physical condition of the inmate/arrestee to determine the need for medical attention
7	Serve or execute return of service for protective orders
8	Perform the duties of a courtroom security deputy/officer with awareness of personal and agency liability
9	Detain individual reported to have outstanding charges until the charges can be verified, along with the verification that the person listed is who you are detaining
10	Take person into custody on verified outstanding criminal charges
11	Communicate expectations of behavior to the inmate/arrestee in a clear and direct manner
12	Secure the scene when a critical incident has occurred
13	Inventory personal property, issue receipt and secure property
14	Examine forms to determine legal commitment to the jail
15	Place arrestee in holding cell or other designated secure area
16	Notify appropriate staff to have arrestee transported
17	Search courtrooms and court related areas for hidden weapons and contraband
18	Use mechanical devices to assist with searches
19	Identify additional resources available to assist with searches, i.e., bomb or drug sniffing canines, robots, etc.
20	Test duress alarms
21	Conduct periodic security checks to identify, correct and document any security breaches
22	Conduct irregularly timed security checks
23	Investigate unusual odors and sounds
24	Inspect facility to ensure that sanitary conditions are maintained
25	Respond to duress alarms
26	Observe inmate/arrestee/citizen behavior and question to determine deception, deceit, and manipulation
27	Observe inmate/arrestee/citizens for signs of drug, alcohol, or other substances
28	Identify abnormal and/or suspicious behavior of inmate/arrestee/citizen
29	Monitor high risk inmates/arrestees with health problems

#	Task language
30	Observe/monitor arrestee on suicide watch
31	Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in case of biohazards
32	Verbally reprimand inmates/arrestees for rules violations
33	Conduct regular rounds of holding cells/areas and document actions taken on regular security checks
34	Conduct security checks of various equipment, i.e., Magnetometers, X-ray machines, Locks, Alarms, etc.
35	Investigate and take appropriate action related to individuals not complying with security requirements or engaging in suspicious activity
36	Identify inmates/arrestees who are afraid of being victims of an assault and/or manipulation
37	Monitor high risk inmates/arrestees with health problems in case emergency services need to be called
38	Receive and follow instructions from medical staff about an inmate/arrestee's medical condition
39	Notify court security station, control room, or a law enforcement agency prior to a duress alarm test being conducted
40	Evacuate courtrooms and court buildings in an emergency
41	Keep male, female, and juvenile inmates/arrestees separate
42	Provide security at various locations of the courthouse
43	Escort parties to the parking lot(s)
44	Provide security for juries and sequestered juries
45	Prepare reports to record injuries to self or others
46	Provide courthouse entrance screening
47	Search a subject
48	Search a package
49	Create and execute security plans for high-risk courtroom trials
50	Create and execute security plans for high-profile courtroom trials
51	Recognize and respond to threats/inappropriate contacts and communications directed toward the judiciary
52	Document in writing the date and times of security checks
53	Document in writing all of the information that should be identified based on an alarm response
54	Know the layout of the court building
55	Conduct secure evacuation of inmates
56	Conduct evacuation of Judges
57	Conduct evacuation of Jurors
58	Conduct evacuation of general public and courthouse staff
59	Locate positions in the courtroom that make for the optimal protection of jury members

#	Task language
60	Locate courtroom security officer positions for securing an inmate or arrestee, in order to prevent escape or a threat to jury
61	Position oneself in locations that do not permit the inmate/arrestee to make verbal or physical contact with anyone other than his attorney or necessary court personnel
62	Position oneself behind inmate/arrestee in such a manner as to prevent escape or threat to jury or other court personnel
63	Escort inmate/arrestee to bench and witness box unless it is a jury trial
64	Remain alert to body language of inmate/arrestee and anticipate potential movements that may indicate an imminent a physical attack
65	Be prepared to intervene between inmate/arrestee and jury members and subdue inmate/arrestee when necessary
66	Ensure safe egress of jurors while protecting the integrity of the trial proceeding particularly being aware of media personnel who may try to gain access to jurors
67	Instruct jurors to remain together as a group while outside during an evacuation
68	Remain with jurors to prevent contact with the general public during an evacuation
69	Ensure the judge is safely escorted from the courtroom during an evacuation
70	Escort the judge to nearest stairwell/exit and escort from building during an evacuation
71	Provide security for judge while outside the building until the emergency is over
72	Detain juveniles in a secured detained facility no more than 6 hours at a time
73	Document demographics of juveniles detained in the holding facilities, "Secure Court Holding Juvenile Log" form
74	Identify the different types of juries

Participant Counts by Agency

Sheriff's Office	Courtroom Security Officer <5 yrs		Courtroom Security Supervisor	
	Contacted	Responded	Contacted	Responded
Accomack County Sheriff's Office	6	0	0	0
Albemarle County Sheriff's Office	10	9	3	1
Alexandria City Sheriff's Office	16	15	2	1
Amherst County Sheriff's Office	4	4	1	1
Appomattox County Sheriff's Office	2	2	0	0
Arlington County Sheriff's Office	15	8	3	3
Augusta County Sheriff's Office	6	6	2	1
Bedford County Sheriff's Office	1	1	0	0
Bland County Sheriff's Office	0	0	0	0
Bristol City Sheriff's Office	0	0	0	0
Brunswick County Sheriff's Office	0	0	3	2
Buckingham County Sheriff's Office	1	1	0	0
Buena Vista Sheriff's Office	1	1	0	0
Campbell County Sheriff's Office	0	0	1	1
Caroline County Sheriff's Office	11	8	1	1
Carroll County Sheriff's Office	4	1	0	0
Charlotte County Sheriff's Office	3	3	1	1
Chesapeake City Sheriff's Office	33	29	4	4
Chesterfield County Sheriff's Office	30	19	6	4
Craig County Sheriff's Office	0	0	0	0
Danville City Sheriff's Office	0	0	1	1
Dickenson County Sheriff's Office	0	0	0	0
Dinwiddie County Sheriff's Office	1	0	1	1
Essex County Sheriff's Office	6	2	0	0
Fairfax County Sheriff's Office	30	30	10	10
Falls Church City Sheriff's Office	1	0	0	0
Fauquier County Sheriff's Office	11	11	3	3
Floyd County Sheriff's Office	0	0	0	0
Fluvanna County Sheriff's Office	5	5	1	1
Franklin County Sheriff's Office	5	4	0	0
Frederick County Sheriff's Office	0	0	0	0
Fredericksburg City Sheriff's Office	6	6	7	6
Gloucester County Sheriff's Office	0	0	0	0
Goochland County Sheriff's Office	0	0	0	0

Sheriff's Office	Courtroom Security Officer <5 yrs		Courtroom Security Supervisor	
	Contacted	Responded	Contacted	Responded
Grayson County Sheriff's Office	1	0	0	0
Greene County Sheriff's Office	1	1	0	0
Greensville County Sheriff's Office	3	3	0	0
Halifax County Sheriff's Office	2	2	1	1
Hampton City Sheriff's Office	6	5	2	1
Hanover County Sheriff's Office	0	0	0	0
Henrico County Sheriff's Office	20	8	4	3
Henry County Sheriff's Office	6	6	2	2
Hopewell City Sheriff's Office	6	1	0	0
King George County Sheriff's Office	3	3	0	0
King William County Sheriff's Office	0	0	0	0
Lancaster County Sheriff's Office	2	0	0	0
Loudoun County Sheriff's Office	32	31	6	6
Louisa County Sheriff's Office	5	4	2	2
Lynchburg City Sheriff's Office	9	9	1	1
Madison County Sheriff's Office	0	0	0	0
Martinsville Sheriff's Office	0	0	0	0
Montgomery County Sheriff's Office	10	4	0	0
Nelson County Sheriff's Office	0	0	0	0
New Kent County Sheriff's Office	0	0	1	1
Newport News City Sheriff's Office	24	21	1	1
Norfolk City Sheriff's Office	12	11	4	3
Northumberland County Sheriff's Office	3	3	1	1
Pittsylvania County Sheriff's Office	2	2	0	0
Powhatan County Sheriff's Office	2	1	0	0
Prince Edward County Sheriff's Office	0	0	0	0
Prince George County Sheriff's Office	0	0	0	0
Prince William County Sheriff's Office	25	21	5	5
Pulaski County Sheriff's Office	3	3	0	0
Roanoke City Sheriff's Office	12	11	8	7
Roanoke County Sheriff's Office	5	5	3	3
Russell County Sheriff's Office	0	0	0	0
Salem City Sheriff's Office	3	3	2	2
Scott County Sheriff's Office	1	1	0	0
Shenandoah County Sheriff's Office	8	6	2	2

Sheriff's Office	Courtroom Security Officer <5 yrs		Courtroom Security Supervisor	
	Contacted	Responded	Contacted	Responded
Smyth County Sheriff's Office	0	0	1	1
Southampton County Sheriff's Office	1	1	0	0
Spotsylvania County Sheriff's Office	18	10	4	4
Stafford County Sheriff's Office	7	6	3	2
Staunton City Sheriff's Office	0	0	0	0
Sussex County Sheriff's Office	0	0	0	0
Tazewell County Sheriff's Office	4	4	1	1
Virginia Beach City Sheriff's Office	17	15	7	6
Warren County Sheriff's Office	4	4	2	2
Washington County Sheriff's Office	1	1	0	0
Waynesboro City Sheriff's Office	0	0	0	0
Westmoreland County Sheriff's Office	3	3	2	2
Williamsburg-James City County Sheriff's Office	8	8	1	1
Winchester City Sheriff's Office	4	0	0	0
Wise County Sheriff's Office	2	2	1	1
Wythe County Sheriff's Office	1	0	0	0
York-Poquoson Sheriff's Office	9	7	1	0
Total	493	391	118	103