


<p style="text-align: center;">RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 8.04</p>	<p style="text-align: center;">Date of Issue</p> <p style="text-align: center;">02/23/2016</p>	<p style="text-align: center;">Effective Date</p> <p style="text-align: center;">02/23/2016</p>	<p style="text-align: center;">Revision Date</p>
<p>Subject: Duties and Responsibilities of Court Services</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p>	<p>State Certification Standards: 6.16</p>		

Special Instructions:

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office in regards to the duties and responsibilities of the deputies assigned to the Court Services Division.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that the deputies assigned to the Court Services Division shall be familiar with the duties and responsibilities required of them and trained appropriately in order to complete their assignments.

DISCUSSION

The Rabun County Sheriff's Office is responsible for the protection of life, individual liberties, property, preservation of the peace, the prevention of crime, the arrest of violators of the law, the enforcement of Federal, State, and local statutes within the jurisdiction of the Sheriff's Office and the provision of public service to the community as a whole.

The function of the Court Services Division of the Rabun County Sheriff's Office must be broadly interpreted to include many tasks other than the court services and protection.

I. GENERAL

1. The Rabun County Sheriff's Office Court Services Division exists to provide security and assistance to the Courts of Rabun County and perform other functions at the direction of the Courts.

2. The Court Services Division shall provide security for the Rabun County Courthouse. This will include monitoring any detection devices at controlled access points any time the Courthouse is open and court is in session or special events that are planned at the Courthouse.
3. The Court Services Division will provide security inside individual Courts when in session as required by the Court and/or Judges
4. Any other duties or assignments as directed.

II. SPECIAL CONSIDERATIONS

1. Deputies assigned to the Court Services Division are in daily contact with citizens in the courthouse and in the county. These deputies shall assist citizens in dealing with legal, medical, and social problems through direct intervention or referral to appropriate social services when necessary.
2. Deputies may be called upon to apprehend and assist in the prosecution of violators.
3. Deputies will assist other Divisions within the Rabun County Sheriff's Office and other Agencies when necessary.

III. SUPERVISOR RESPONSIBILITIES

1. Supervisors may be required to complete evaluations on the deputies assigned to them in accordance with Rabun County Sheriff's Office.
2. Supervisors should take appropriate disciplinary action if any employee is not in compliance with applicable laws, policies and rules and regulations.
3. Deputies who consistently display a lack of understanding or are deficient in a particular area shall be counseled by their immediate supervisor. This Supervisor will then notify the Division Commander of the problem and recommend any additional training or remedial action if required.
4. Supervisors of the Court Services Division will coordinate with other Divisions of the Rabun County Sheriff's Office if additional manpower or specialized units are needed for a particular incident.
5. A Supervisor will check all Courtrooms at the end of the day to
 - A. Insure that all Courtrooms are empty.
6. A Supervisor will be assigned to each Murder or High Profile case whenever the defendant is in court.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County