

From: Lt McPherson

Date: October 2024

Reference: Court Division 2025

As of this date, there are ten (10) full time bailiffs including 1 Lieutenant and 2 Sergeants. Below are the scheduled courts that will be operating starting January 2025.

JB Allen Criminal Courtroom A- Monday, Tuesday, Wednesday, Thursday, Friday

Courtroom A on a daily basis is the busiest courtroom with dockets commonly ranging from one hundred to three hundred. First appearance every day at 2:00pm, with Mondays being the busiest, first appearances ranging from fifteen (15) to thirty (30) arrestees on Mondays. We have to send someone (two on Mondays) to the detention center gym every morning to assist with first appearance interviews, on Mondays this can last from 0815 until 1100hrs. At 1:30 two to three bailiffs/security are sent to the detention center to start first appearance

(3) bailiffs needed

JB Allen Criminal Courtroom B Trials- Monday, Tuesday, Wednesday, Thursday, Friday

New drug court on the second and fourth Friday afternoons. (In the past these Fridays have usually finished at lunch, and we would send these two bailiffs to traffic court at Historic courthouse. In 2025, I will not have that option)

JB Allen Criminal Courtroom B- (H&I Felony Court)

New- Every first (1st) third (3rd) and fifth (5th) Wednesday

(These dockets have been routinely over three hundred fifty (350) and there are lot of inmates shuffled back and forth from detention center to court)

(2) bailiffs needed every day, except for H&I Wednesdays I will need (3)

JB Allen Criminal Courtroom C Superior- Monday, Tuesday, Wednesday, Thursday, Friday

Normal trial weeks two (2) deputies, Admin weeks and in custody trials three (3) are needed.

Usually one (1) admin week a month.

JB Allen Courtroom D (Jury Room Conversion Small Claims)

New- Mondays will be for grand jury`s and Jury pools called in. Court will be held on Tuesday, Wednesday, Thursday, Friday

(1) bailiff needed

Annex Courtroom 1- Monday, Tuesday, Wednesday, Thursday, Friday

(1) bailiff needed

Annex Courtroom 2- Monday, Tuesday, Wednesday, Thursday, Friday

(2) bailiffs needed

Annex Courtroom 3- Monday, Tuesday, Wednesday, Thursday, Friday

(2) bailiffs needed

Historic Court Superior (Criminal/Civil) Historic holds both criminal and civil superior cases and will be in session approximately three weeks a month. They also hold traffic court every second and fourth Friday, these docket numbers are usually five (500) hundred to nine (900) hundred plus on traffic Fridays. They also hold special sessions at historic at different times.

(2) bailiffs needed

Historic Basement (Clerk`s Special Preceding Hearings) These hearings are on different days anywhere from five to fifteen a week.

(1) deputy

County Annex (Civil/CSI building) On days other than Monday`s when jurors are called in, they will be using the county annex building. Clerk Edwards has requested we have some type of security or bailiff at annex during those times.

Sixteen (16) bailiffs are needed at minimum, when no one is off that`s the total number of bailiffs we have currently full and part time including Lt. and the Sgt. I routinely have to work part time bailiffs four days a week, I do send them home if court adjourns early. We rely too heavily on part time staff. At any time we could have two additional part time bailiffs other than the one retiring at the end of this year to also retire. That would leave us in a very difficult spot. There have been times that a special session could not be accommodated due to not having enough bailiffs to cover the court rooms.

We have been fortunate up to this point that nothing serious has happened in the courtroom. When you have one (1) and two (2) bailiffs in a crowded and busy courtroom their first priority if something happens is to protect the Judge and court staff. If there is no one else or one other person available, it poses a serious concern. Often my Sgt is working the courtroom and I will be the only available person to assist for three (3) different courthouses.

For January 2025, I will be requesting six (6) full time positions, this will also allow me to more cover courts for seven (7) judges, clerk of court, and magistrate, without assistance from other divisions. This will also allow management of part time employees. It will allow my Sergeants to supervise and assist staff rather than be assigned to a courtroom. Additionally, it will allow me to manage vacation, sick time, and training without assistance from other divisions.