

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
May 27, 2004	BUREAU-WIDE	FIELD SERVICES	D.1
SUBJECT: FIELD LOGS			PAGE 1 of 1

Purpose:

To establish a permanent record of field activity for all Court Services Bureau (CSB) personnel performing field duties.

Policy:

Deputies and Community Service Officers (CSOs) regularly assigned to field services, or those who spend any time performing field duties, will utilize the Computer Aided Dispatch (CAD) interface (currently I-Mobile) on the Mobile Data Computers in CSB vehicles to notify the Communications Center of all activity.

If the CAD interface program, or CAD itself, is not operable, the deputy or CSO will use their radio to "voice" all calls to the Communications Center.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 28, 2009	BUREAU-WIDE	FIELD SERVICES	D.2
SUBJECT: VEHICLE LEVIES			PAGE 1 of 2

Purpose:

To provide guidelines for the impound and storage of levied vehicles by Court Services Bureau (CSB) personnel.

Policy:

CSB personnel, in response to a valid writ, shall take possession of the vehicle described by towing it to an authorized or contract storage facility located within their service area. The towing will be documented on a form provided by the tow company.

Procedure:

- I. The Sheriff's policy in regards to post-arrest towing of vehicles is outlined in Department Policy and Procedure section 6.37
- II. When vehicles are towed or stored, the deputy authorizing the storage shall ensure the contents of the vehicle are inventoried prior to the vehicle's removal from the scene, if possible.
 - A. The reporting deputy shall document any contents of the vehicle that appear to have obvious value (i.e. money, jewelry, tools, cargo, etc.) on the NetRMS impound report.
 - B. Firearms or other high-value property may be stored for safekeeping in evidence per Department Policy and Procedure section 6.29. If property is taken for safekeeping, the NetRMS report shall include the location at which the property was stored. The deputy shall also complete form Evid 7, Safekeeping Notification and Release Form.
 - C. If the vehicle is locked and access with a key cannot be obtained, the deputy will conduct a visual inventory of any items seen inside the passenger compartment and document them on the tow form.

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- III. Deputies causing a vehicle to be towed pursuant to a levy shall obtain all information necessary to complete the NetRMS impound report prior to towing the vehicle.
- A. Deputies will affix an orange C-19 "Notice" sticker to a visible place on the vehicle.
 - B. The tow company driver taking possession of a vehicle must sign the tow form in the appropriate location signifying that they are taking possession of the car.
 - C. The deputy will scan the tow form into their NetRMS report and attach the original to the levy packet.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 11, 2014	BUREAU-WIDE	FIELD SERVICES	D.3
SUBJECT: ORDER FOR REMOVAL			PAGE 1 of 3

Purpose:

To provide members of the Court Services Bureau (CSB) with guidelines for the service of an Order For Removal (OFR).

Policy:

An OFR is to be served on the respondent and/or restrained person as soon after issuance as practical, and by a minimum of two deputies. This order is normally issued with a Temporary Restraining Order (TRO) attached. It is the policy of the Sheriff's Department to give priority to the service of an OFR. The party being removed from the premises shall not be allowed, under any circumstances, to leave in possession of a firearm. Refer to Penal Code section 29825(b) for authority and scope of the law.

Procedure:

- I. For direction involving an OFR on military bases refer to CSB Policy and Procedure section D.10.
- II. Upon receipt of an Order For Removal, a criminal history and outstanding warrants records check will be made. A note shall be made on the field ticket of any prior violent convictions or outstanding warrants.
- III. In some cases, the petitioner and/or protected person may meet the deputies prior to contacting the respondent and/or restrained person in order to grant the deputies peaceful access to the premises.
- IV. The deputies will personally serve a copy of the Temporary Restraining Order to the respondent and/or restrained person. The deputies will remain on the premises for a reasonable period of time to allow the respondent and/or restrained person to take some personal belongings. After removing the respondent and/or restrained person from the premises, instruct him/her that he/she cannot return, and point out the specific terms in the accompanying Temporary Restraining Order regarding allowable distances from the premises, employment, etc. Inform respondent and/or restrained person that a violation of Penal Code section 166 or 273.6 is a bookable offense.

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- V. If, at the time of service of the Order For Removal, the respondent and/or restrained person refuses to comply to allow the deputies to enter, a forcible entry may be made if:
- A. Probable cause exists to believe the subject of the Order For Removal is inside.
 - B. The requirements of “knock and notice” per Penal Code section 844, have been complied with.
- VI. It should be noted that “forcible” in this context means any non-consensual entry whether it is by simply opening the door, use of a key or actual physical force.
- VII. During the service of an Order For Removal, firearms that are in plain sight or discovered during a consensual search may, as necessary for the protection of the deputies or other persons present, be taken into temporary custody pursuant to Penal Code section 18250.
- Upon taking custody of a firearm under this section, the deputy shall complete and give the owner or person who possessed the firearm a copy of the 'RECEIPT AND NOTICE OF CONFISCATION OF WEAPONS' (PAT-29), per Penal Code section 18255.
- VIII. The deputy shall impound the firearm in compliance with Department Policy and Procedure 6.29.
- IX. Pursuant to Penal Code section 29825(d), when firearms are surrendered as directed in a domestic violence restraining order, the deputy shall take custody of the firearm(s).
- X. Pursuant to Penal Code section 29825(d), when taking possession of firearm(s), the deputy will give the owner or possessor a receipt in the same manner as described above.
- XI. A Crime/Incident Report (ARJIS2) must be completed with the words “Penal Code section 29825(d), Surrender of Firearm(s) per Court Order” written in the box designated for “code section.” The remainder of the report, including the narrative, will be completed the same as a crime report. These reports will be

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forwarded to the Sheriff's Domestic Violence Unit and also filed in the same manner as a "crime report".

- XII. At the direction of the court or at which time the court order expires, the Domestic Violence Unit will be responsible for processing the release of the firearm(s), completing the Property Release/Receipt Form (EVID 3), and firearms Release Check List Form (EVID 5).
- XIII. More information regarding the domestic violence protocol can be found in Patrol Manual section 33.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.4
SUBJECT: EMERGENCY EUTHANASIA TO INJURED ANIMALS			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) guidelines in regards to euthanising animals.

Policy:

There are instances when deputies are confronted with seriously injured animals that require immediate medical attention. If there is no response from a responsible party/animal emergency response agency, the decision to dispose of the animal may be the only option. The shooting of an animal should only be undertaken as a last resort. The shooting should only take place if the animal poses a real threat to the safety of humans or it is appropriate to humanely end the suffering of the animal.

Procedure:

- I. When possible, notify a supervisor before shooting an animal.
- II. When possible, the owner's permission to destroy the animal should be obtained.
- III. All bystanders must be protected by removal to a safe area behind the shooting employee. The area behind and to the sides of the animal should be protected in the event of over penetration or ricochet of the bullet. The preferred method is to select a location that provides a dirt embankment or other suitable backstop.
- IV. Extreme caution must be used when approaching an injured animal. When in pain, animals become vicious and may attack.
 - A. Generally, the best place to aim is the chest area of the animal. This area contains vital organs including the lungs and heart. Shooting at the head /brain of a large animal is generally discouraged, since the skull could deflect a bullet.
 - B. In the case of a bite inflicted on a human, by a suspected rabid animal, a head/brain shot should be avoided. The animal's brain must be undamaged for a reliable rabies test.

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March 17, 2014	BUREAU-WIDE	FIELD SERVICES	D.5
SUBJECT: EXTRADITIONS			PAGE 1 of 1

Purpose:

To establish guidelines for the extradition of individuals to San Diego for criminal proceedings.

Policy:

It is the Sheriff’s policy by agreement with the San Diego District Attorney to provide personnel for extraditions on Sheriff’s cases.

Procedure:

- I. The Court Services Bureau (CSB) Extradition Detective handles the arrangements with the District Attorney’s Office on pending extraditions.
- II. The Extradition Detective or designee contacts the Detective Sergeant overseeing the investigation regarding the need for extradition. The Detective Sergeant will determine whether the case agent is available to extradite the fugitive. In the event the case agent or designee is unavailable the Extradition Detective will contact the Sheriff’s Sergeant supervising the San Diego Regional Fugitive Task Force (SDRFTF). That Sergeant will assign at least two deputies to perform the extradition.
- III. If the individual to be extradited is a female, at least one of the deputies transporting shall be a female.
- IV. Deputies flying armed are required to have completed the TSA’s “Law Enforcement Officers Flying Armed” course.
- V. Deputies performing extraditions shall dress in appropriate civilian attire as referenced in Department Policy and Procedure section 3.12.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.6
SUBJECT: U.S. DEPARTMENT OF ENERGY CONVOYS			PAGE 1 of 4

Purpose:

To provide members of the Court Services Bureau (CSB) with guidelines in the event they encounter a Department of Energy (DOE) Convoy in an enforcement situation.

Policy:

CSB personnel shall use restraint when deciding whether enforcement action should be taken against any vehicle in a Department of Energy convoy. The deputy must document the circumstances surrounding the encounter and any actions taken. Deputies will respond to calls for assistance from DOE convoys and render any aid requested, within department policy and state law.

Procedure:

- I. Whenever a DOE convoy is encountered during enforcement action, a report will be initiated.
- II. If no enforcement action is taken, a deputy's report directed to the area command will be initiated describing the circumstances of the contact.
- III. If Federal and State crimes occur at an incident with a DOE convoy, reports of the state violations will be prepared and submitted through normal reporting channels. If the Federal agency wants a copy of a state report for their investigation, they should be instructed to contact the area command the next business day.
- IV. If a DOE convoy is encountered during routine enforcement, the deputy should request a cover unit. This is to ensure the deputy's safety because of the other vehicles that will stop with the convoy.
 - A. Good judgment should be used in not delaying the convoy any longer than necessary. DOE convoys are not exempt from California Traffic Laws.
 - B. Direct any queries into a DOE convoy's legitimacy and/or status by calling DOE Central Communications at (505) 845-6952.
- V. The deputy should have in mind that DOE couriers have their own procedures, as outlined below, and should take these into consideration during the stop.

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- VI. If a DOE convoy is attacked or threatened, assistance may be requested. All assistance possible will be given to these couriers. The couriers will defend their cargo against unlawful interference or theft. Examples of these requests are:
- A. An immediate search for a convoy which is overdue in making a routine check;
 - B. Establishment of roadblocks around an emergency site.
 - C. Joining the on-scene courier-in-charge in establishing a joint command post;
 - D. Initiating calls or medical assistance as needed;
 - E. Assisting in recapturing devices lost to attackers;
 - F. Assisting in defending the convoy from attack;
 - G. Sheriff's policies and procedures regarding the use of force and/or firearms shall be adhered to while rendering aid to DOE convoys.
- VII. An emergency call from a DOE convoy will go to the DOE dispatch center in New Mexico. That dispatch center will call the California Highway Patrol in Sacramento. CHP Sacramento will then call CHP San Diego. CHP San Diego will relay the call to the Sheriff's Communications Center.
- A. At the scene of a convoy being threatened or attacked, the DOE couriers will probably be on foot in the area defending the convoy. Since the couriers are in an undercover mode, it may be difficult to distinguish them from those persons threatening the convoy. Deputies responding to such a scene must exercise extreme caution. Self-protection should be of primary concern in deciding on any course of action;
 - B. When approaching such a situation, DOE will have a liaison in a position to contact the responding deputy, if at all possible. The DOE convoy commander will establish a sign and counter sign. This information will be relayed to the responding deputy via CHP. This sign and counter sign

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should help identify you and the real DOE couriers. This is a cumbersome procedure at best and should not be relied upon to be foolproof.

- VIII. The number of vehicles in a convoy varies, depending on the size and material shipped. One or more escort vehicles will accompany each transport vehicle. All vehicles in a convoy will be unmarked and display U.S. Government license plates.
- A. The carrying vehicle is a specially built tractor-trailer. The escort vehicles will be multi-passenger vehicles; such as Chevrolet Suburban or Ford Vans. The escort vehicles will be equipped to restrict view into the cargo areas.
 - B. Each DOE vehicle is equipped with a nationwide communications system enabling that vehicle to talk with DOE headquarters in Albuquerque, New Mexico. An outside speaker is located near the driver's door of a DOE truck.
 - C. The number of armed couriers with a convoy varies. They do not wear uniforms. They are issued a badge and identification card that contains their photograph. All couriers have a variety of weapons available to them.
 - D. DOE personnel are instructed to obey all traffic laws. During normal enforcement stops, DOE drivers are instructed to respond in the manner of a regular motorist. However, the driver and couriers in a tractor will remain in the vehicle until the deputy approaches. The driver/courier will display his identification card against the truck window closest to the deputy. He will then make the following statement on his outside P.A. "I am a Federal Officer with the U.S. Department of Energy in custody of sensitive material. I will remain stopped while my assistant dismounts for discussion."
 - E. The courier on the side opposite the deputy's position will dismount the tractor and handle the contact. If deputies approach both sides of the vehicle, a courier from the escort vehicle will approach the deputies and no one will dismount from the tractor.

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- F. Couriers have been instructed to keep their hands in sight of the deputies and to make no movements that can be construed as "going for a gun." Escort vehicles will stop at a position where they can monitor the stop of the tractor-trailer.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.7
SUBJECT: PSYCHIATRIC EMERGENCY RESPONSE TEAM (PERT)			PAGE 1 of 2

Purpose:

To provide Court Services Bureau (CSB) personnel with guidelines for the use of Psychiatric Emergency Response Teams (PERT) when dealing with mentally or emotionally disordered individuals.

Policy:

A PERT unit consists of a law enforcement officer and a certified mental health clinician. Various agencies throughout the county participate in the program and all requests for their assistance should be routed through the Sheriff's Communications Center. CSB personnel are encouraged to use PERT as a resource when dealing with individuals that could benefit from their services.

The San Diego County Sheriff's Department recognizes four types of mentally ill persons.

Voluntary Cases – Individuals are psychiatrically disturbed, but cooperative and willing to accept evaluation and treatment. If such an individual has no means of accessing resources for evaluation and treatments, the PERT unit will assist the individual and transport them if necessary.

Uncooperative Non-Emergency Cases- Deputies may inform concerned relatives of their option of filing, through the Public Conservators Office, a petition for court-ordered mental health evaluation.

Uncooperative Emergency Cases – Mentally ill persons, although not necessarily criminal, on occasion may require being taken into custody. Once it has been determined that a criminal justice intervention is not feasible or desirable, and issues of officer/clinician safety have been resolved, the PERT Unit will arrange for involuntary psychiatric assessment/treatment at whatever Laterman-Petris-Short designated facility is most readily available. Placement depends on the subject's medical insurance coverage, or lack thereof. Within constraints imposed by safety issues, the PERT unit will transport the subject to the identified assessment/treatment site.

Public Conservatorship – falls under a mental health orders from San Diego County Psychiatric Hospital (previously County Mental Health) refer to Court Services Policy and Procedure D.8.

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SUBJECT: PSYCHIATRIC EMERGENCY RESPONSE TEAM (PERT)			PAGE 2 of 2

Procedure:

- I. PERT units may be requested by CSB personnel whenever the deputy believes their involvement would be beneficial.
- II. Requests for PERT will be routed through the Sheriff's Communications Center.
- III. Anyone in the community can request the services of a PERT unit. Citizens requesting a PERT unit should be referred to the Sheriff's Communications Center.
- IV. After requesting PERT, CSB units are not relieved of their scene responsibility until the PERT deputy advises that they will take primary responsibility for the call.
- V. When PERT becomes the primary unit at a scene, they will complete all necessary reports regarding the intervention, including the 5150/72 hour detention form, and any crime or arrest reports.
 - A. Deputies may refer a subject to the PERT unit who does not meet the criteria for a 72-hour evaluation, but whom the deputy believes would benefit from an appropriate referral. The CSB deputy will complete a PERT referral form. The form will be left with the law enforcement agency or sheriff's station having primary jurisdiction over the residence of the person needing intervention.
 - B. Further information about the PERT program can be found in section 23 of the Sheriff's Patrol Manual.

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January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.8
SUBJECT: MENTAL HEALTH - ORDERS FOR EVALUATION AND DETENTION			PAGE 1 of 1

Purpose:

To establish guidelines for the service of court ordered mental health evaluations and detentions for County Mental Health.

Policy:

It is the policy of the Sheriff's Department to give top priority to the service of San Diego County Psychiatric Hospital (formerly CMH) orders.

Procedures:

1. The Court Services Bureau (CSB) Investigations Sergeant shall be responsible for assigning CMH orders to investigations deputies for service.
2. Section 5212 of the Welfare and Institutions Code requires that whenever possible, persons charged with the service of Mental Health Orders shall dress in plainclothes and travel in unmarked vehicles. This shall not preclude the use of uniformed deputies and marked vehicles for officer safety reasons.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2014	BUREAU-WIDE	FIELD SERVICES	D.9
SUBJECT: WARRANT SWEEPS			PAGE 1 of 3

Purpose:

To establish a standard procedure for planning/conducting warrant sweeps within the Court Services Bureau (CSB).

Policy:

The CSB will actively attempt to make arrests for outstanding warrants within the county as staffing and workload permits. Each command is encouraged to make use of a warrant sweep or concentrated effort to target persons with outstanding warrants whenever possible.

Warrant sweeps will be coordinated through the Sheriff's Communications Center and Jail Population Management Unit as delineated below. A second dispatcher will handle sweeps involving five or more units and/or outside agency personnel.

Procedure:

- I. Warrant sweep supervisors are responsible for the creation of an Operations Plan as outlined in CSB Policy and Procedure section F.10. The Operations Plan must be approved through the chain of command to the affected Area Captain.
- II. Two weeks prior to the sweep, the warrant sweep supervisor shall call or e-mail, with a read receipt, the Jail Population Management Unit (JPMU) Lieutenant and inform him/her of the date and hours of the sweep, as well as the anticipated number of arrests. Depending on the available space in the department's detention facilities, the JPMU Lieutenant may place restrictions on the number of inmates the jails will accept from the sweep. CSB personnel and others involved in the sweeps are expected to abide by these restrictions.
- III. The supervisor planning the warrant sweep shall give the Communications Center two weeks notice to prepare sufficient staffing.
 - A. E-mail, with a read receipt, should be sent from the supervisor of the sweep to the Administrative Supervisor and affected Communications Coordinator at the Sheriff's Communications Center.
 - B. The e-mail should contain:

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1. The date of the sweep;
 2. The number of deputies (and outside agency personnel if applicable);
 3. The time-frame for the sweep;
 4. Contact information for the supervisor coordinating the sweep.
- C. The Communications Center will provide the confirmation and talk group assignment via e-mail to the supervisor coordinating the sweep.
- D. If overtime positions are required by the Communications Center as a result of the sweep, the command originating the operation is expected to absorb those costs.
- E. On the day of the sweep, the supervisor will provide a line-up, using SO Form 125, of the units involved to the Communications Center. The line-up will include the names of the personnel involved, an ARJIS or ID number for each person and a radio designator for each unit.
- IV. The warrant sweep supervisor shall also notify the District Attorney's Office and Superior Court of the warrant sweep two weeks prior to its occurrence to allow these agencies preparation time for the increased workload.
- V. Two weeks prior to the warrant sweep, the warrant sweep supervisor shall notify the Warrant Division Manager either by e-mail with a read receipt or via telephone.
- VI. On the Friday prior to the sweep, the warrant sweep supervisor shall re-contact the JPMU Lieutenant, and the Warrant Division Manager to confirm the information provided earlier is still accurate.
- VII. The command responsible for the warrant sweep must provide someone at their office to verify the validity of arrest warrants prior to the deputies attempting to serve them. This person will also be tasked with confirming the warrants through Sheriff's Records after arrests are made. Due to the volume of warrants and

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personnel involved in a warrant sweep, the Communications Center dispatcher will not be performing either of these tasks.

- IX. An after action report will be prepared by the command hosting the warrant sweep to be submitted through the chain of command.

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August 20, 2003	BUREAU-WIDE	FIELD SERVICES	D.10
SUBJECT: SERVICE OF CIVIL PROCESS/WARRANTS ON MILITARY INSTALLATIONS			PAGE 1 of 1

Purpose:

To establish a standard procedure for Court Services Bureau (CSB) personnel serving civil process and warrants on military installations.

Policy:

The CSB recognizes the need to balance the orders of the court with the jurisdictional limitations placed on state courts as they relate to federal property. Our intent is to work with the military commands to ensure that court orders and other civil process is served in a manner that encourages communication and cooperation between the Sheriff's Department and the various military commands within San Diego County.

Procedure:

- I. CSB personnel will generally accept all civil process for service on members of the military or their families, including Temporary Restraining Orders.
- II. All civil process served on military installations shall generally be accomplished within, and coordinated through, the military Legal Office of jurisdiction.
- III. Service of civil process outside the installation's Legal Office shall only be accomplished with the knowledge and concurrence of the personnel in the Legal Office, as long as those agreements do not violate the intent of this policy/procedure.
- IV. Service of arrest warrants or Orders for Forthwith Removal (OFR) on military bases will only take place within, or be coordinated through, the military Legal Office of jurisdiction.
- V. CSB personnel asked to serve an OFR on a military installation, involving a military member or dependent, will direct the plaintiff to deliver the order to the law enforcement agency having jurisdiction over that installation. This will normally be the Provost Marshal's Office for Marine Corps bases or the Master at Arms Office for Naval bases. By doing so, the protective intent of the court order will be communicated to the military officials responsible for forthwith removals and Military Protective Orders on their respective installations.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 26, 2007	BUREAU-WIDE	FIELD SERVICES	D.11
SUBJECT: FIELD PERSONNEL – TRIP TICKET DATA ENTRY TO CAS			PAGE 1 of 1

Purpose:

To establish data entry requirements for field personnel.

Policy:

It is the policy of the Court Services Bureau that all Field Deputies and Community Service Officers shall use the Civil Administration System (CAS) to record each and every attempt to serve process assigned to their respective offices. All service attempts shall be recorded in the CAS system prior to the end of the shift.

Procedure:

- I. Each Field Deputy or Community Service Officer shall utilize the established CAS procedures to check-out all Trip Tickets they take into the field.
- II. Upon returning to the office, Field Deputies and Community Service Officers shall separate their served / not found Trip Tickets from the Trip Tickets they did not serve. Each Field Deputy or Community Service Officer shall record their service attempt in the CAS system for each Trip Ticket that was run, but not served. After recording their service attempt in the CAS system, Trip Tickets that were not served shall be scanned back into the office and returned to the beat boxes, or transferred to another area when appropriate. Served Trip Tickets shall be scanned in the CAS system as going to the Sergeant's Desk. Served Trip Tickets shall be filed in the appropriate area in the office for the Field Sergeant to review. All entries shall be completed before the end of shift.
- III. Any difficulties or anomalies with data entry must be reported to the Field Sergeant before the end of shift. If the Field Sergeant isn't available at the end of shift, the difficulty or anomaly shall be reported to the sergeant no later than the beginning of the next days shift.