

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.1
SUBJECT: ESTABLISHMENT OF POLICIES AND PROCEDURES MANUAL (TITLE 15 COMPLIANCE)			PAGE 1 of 1

Purpose:

To establish this manual as the Sheriff's Court Services Bureau (CSB) policy. This manual is designed to meet the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, Section 1029 of the California Code of Regulations.

Policy:

- I. On January 1, 2003, this Sheriff's CSB Manual of Policies and Procedures replaced the Sheriff's Court Services Manual, Marshal's Custody Control Procedures Manual, and the Marshal's Operations Manual as policy.
- II. All CSB personnel are expected to familiarize themselves with the contents of this manual. All CSB personnel will be held accountable for the expectations, procedures, guidelines, and prohibitions contained herein.
- III. If any portion of this manual is held to be invalid or inoperable for any reason, the validity of the remainder of the manual will not be affected. CSB personnel will obey and follow the unaffected sections. If there is a question as to the validity of a policy section, personnel should contact their supervisor for clarification.
- IV. The Chair of the CSB Policies and Procedures Committee shall initiate a review of the entire CSB policy manual at least annually. The purpose of this review is to modify existing policy as needed to eliminate conflicts in policies or procedures, reflect legislative changes, case law decisions, and new technologies among other possible issues.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.2
SUBJECT: LEGAL AUTHORITY FOR COURT SERVICES BUREAU OPERATIONS			PAGE 1 of 2

Purpose:

To delineate the legal justification and authority under which the Court Services Bureau (CSB) operates.

Policy:

The Sheriff's Court Services Bureau operates under authority of state law as listed below:

Government Code 69922 –

(a) Except as otherwise provided by law, whenever required, the sheriff shall attend all superior court sessions held within his or her county. A sheriff shall attend a noncriminal, non-delinquency action, however, only if the presiding judge or his or her designee makes a determination that the attendance of the sheriff at that action is necessary for reasons of public safety. The court may use court attendants in courtrooms hearing those noncriminal, non-delinquency actions. Notwithstanding any other law, the presiding judge or his or her designee may provide that a court attendant take charge of a jury, as provided in Sections 613 and 614 of the Code of Civil Procedure. The sheriff shall obey all lawful orders and directions of all courts held within his or her county.

(b) Subject to the memorandum of understanding described in subdivision (b) of Section 69926, the court security services provided by the sheriff may include, but shall not be limited to, all of the following:

- (1) Bailiff functions, as defined in Sections 830.1 and 830.36 of the Penal Code, in criminal and noncriminal actions, including, but not limited to, attending court.*
- (2) Taking charge of a jury, as provided in Sections 613 and 614 of the Code of Civil Procedure.*
- (3) Patrolling hallways and other areas within court facilities.*
- (4) Overseeing and escorting prisoners in holding cells within court facilities.*
- (5) Providing security screening within court facilities.*
- (6) Providing enhanced security for judicial officers and court personnel.*

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Government Code 26611 – *The sheriff in attendance upon court shall act as the crier thereof. He shall call the parties and witnesses and all other persons bound to appear at court and make proclamation of the opening and adjournment of the court and of any other matter under its direction.*

Government Code 26608 – *The sheriff shall serve all process and notices in the manner prescribed by law.*

Code of Civil Procedure 680.260 - *"Levying officer means the sheriff or marshal."*

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.3
SUBJECT: BUREAU ORGANIZATION			PAGE 1 of 3

Purpose:

To establish the operating organization of the Court Services Bureau (CSB) and ensure unity of command and delineation of authority are established.

Policy:

CSB shall define a clear and formal organizational structure, so the chain of command and functional responsibilities of each unit are clearly articulated.

Procedure:

- I. Under supervision of the Sheriff, and direct supervision of the Undersheriff, the Assistant Sheriff in charge of CSB is responsible and accountable for operating and maintaining the Sheriff's responsibilities in the San Diego County Judicial District.
- II. CSB command staff consists of the following:
 - (1) CSB Commander, who reports directly to the Assistant Sheriff. The CSB Commander supervises the CSB Captain and the Civil Office Manager. The Commander is responsible for Contract Management, Personnel, Meet and Confer, Administrative Duties, Automation and Information Technology, and Special Projects.
 - (1) CSB Captain, who reports directly to the CSB Commander. The CSB Captain supervises all CSB Lieutenants and daily operation within CSB Areas 1 & 2.
 - (2) CSB Lieutenants assigned to Area 1, who report directly to the CSB Captain. One CSB Lieutenant is responsible for San Diego Courts, Hall of Justice, CSB Investigations, and Training. The second CSB Lieutenant is responsible for the Field Operations Unit, Waterfront Enforcement Team, and the County Administration Center Security.

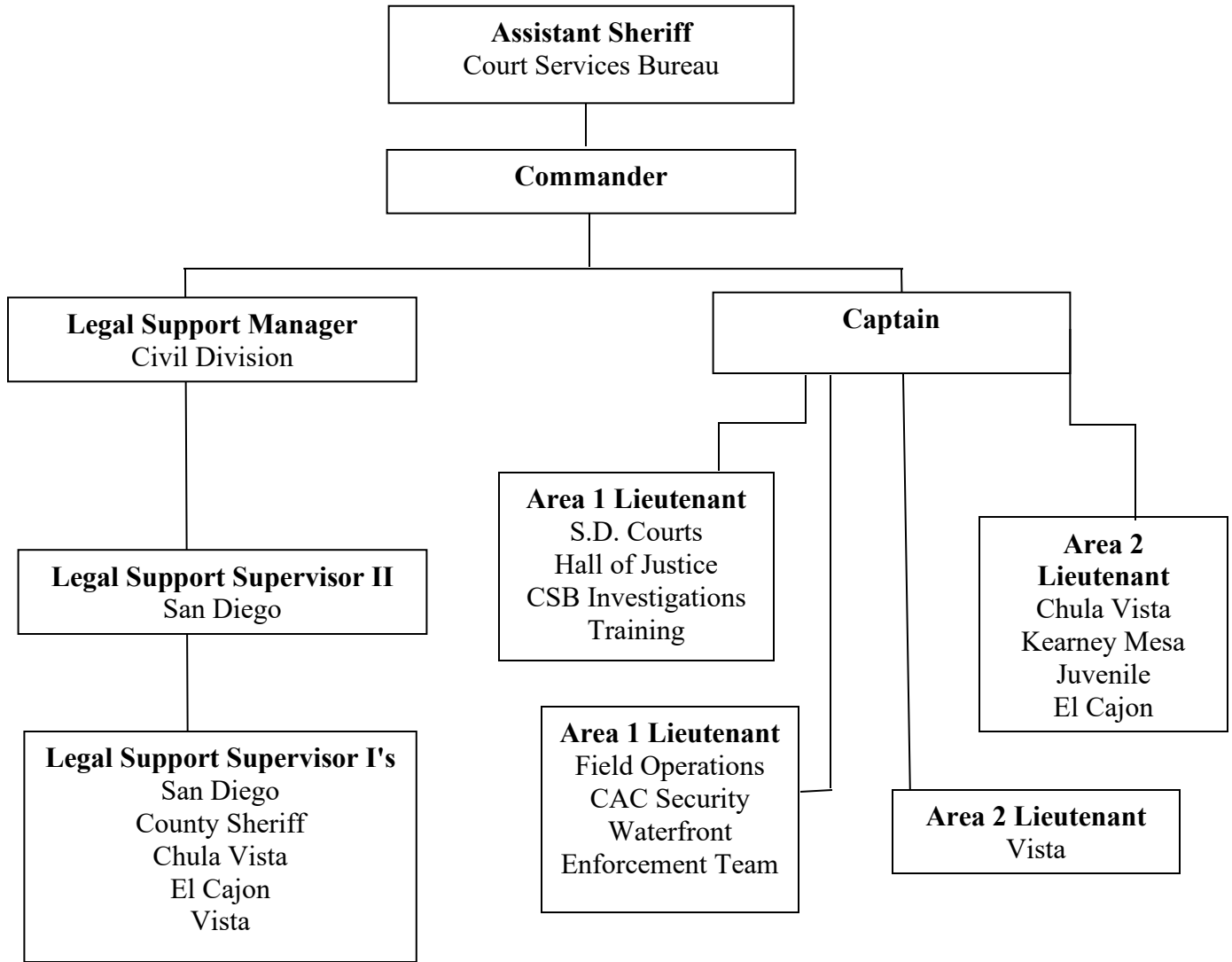
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- (2) CSB Lieutenants assigned to Area 2, who report directly to the CSB Captain. One CSB Lieutenant is responsible for the Chula Vista Courthouse, Kearny Mesa Courthouse, Juvenile Courthouse, and El Cajon Courthouse. The second CSB Lieutenant is responsible for the Vista Courthouse (NCRC).
 - The Civil Division is administered by a Legal Support Manager who reports directly to the CSB Commander. The Civil Division is comprised of four Civil Offices located in the four main County Courthouses. The San Diego civil office is supervised by a legal Support Supervisor II who supervises two Legal Support Supervisor I's and who reports to the Legal Support Manager. The Chula Vista, El Cajon and Vista civil offices are supervised by a Legal Support Supervisor I, and who report to the Legal Support Manager.
- III. An organizational chart is shown on the following page. The chart will be updated as changes take place within the Bureau.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.4
SUBJECT: POLICIES AND PROCEDURE MANUAL REVISIONS			PAGE 1 of 4

Purpose:

To provide guidelines for the revision of Court Services Bureau (CSB) Policies and Procedures.

Policy:

The CSB Manual of Policies and Procedures is a “living document.” It will be altered and amended to reflect changes in legal mandates, improved or updated methods and input from bureau personnel. Addition, deletion and modification of policy is primarily the responsibility of the CSB Policies and Procedures committee.

Procedure:

- I. A CSB Policies and Procedures Committee shall be responsible for revisions and modifications of the CSB manual.
 - A. The CSB Assistant Sheriff will appoint a lieutenant to chair the committee.
 - B. The lieutenants of the outlying offices will each designate a deputy or sergeant to take part in the committee. To ensure quality representation, the committee should be staffed by volunteer members whenever possible.
 - C. The committee will meet as directed by the chairperson.
- II. Revisions or changes to the Bureau–Wide Policies and Procedures Manual
 - A. Any sworn or professional staff member of the CSB can suggest revisions, modifications or a creation of new policy at any time.
 - B. The request should be reduced to writing in an Interoffice Memorandum format (refer to Department Procedure 1.12) and forwarded to the chair of the CSB Policies and Procedures committee.
 - C. The request or suggestion will be taken up with the committee. If approved by the committee, the proposed policy will be properly

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formatted and distributed up the chain of command for approval as follows:

1. The policy will be sent, with a cover letter endorsement page, to all Court Services Captains, Division of Inspectional Services Manager, a Sheriff's Legal Advisor, the Court Services Commander and the Court Services Assistant Sheriff.
2. Once all parties above have endorsed the new or revised policy, the original correspondence will be returned to the chairperson of the committee.
3. The chairperson, or their designee, will be responsible for notifying all CSB personnel of the change via e-mail. At that point the new policy will be in effect and binding upon all employees working in the bureau.
4. The chairperson, or their designee, will be responsible for maintaining an archive of all revisions and the accompanying correspondence. Purging of the policy file will only be done with permission of the Assistant Sheriff.
5. All other changes will be subject to the approval process described above.
6. The Committee Chairperson will have the authority to make non-substantive changes in policy to correct grammatical, spelling or formatting errors.

III. The Court Services Policies and Procedures will be made available via the Court Services page of the Sheriff's Intranet.

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- A. The chairperson of the Policy and Procedures Committee, or their designee, will be charged with maintaining the electronic copy of the manual.
 - B. The electronic copy will be posted on the Court Services homepage of the Sheriff's Intranet in a manner that will not allow unauthorized changes to occur.
- IV. Facility-Specific Policies and Procedures
- A. The Area Captain and each lieutenant of an outlying facility will be responsible for the creation, approval and implementation of facility-specific policies.
 - B. Facility-specific policies must not contradict bureau or department-wide policy.
 - C. Facility-specific policies must be based on, and refer to, an established bureau policy.
 - D. Facility-specific policies will be numbered in a manner that reflects the bureau policy to which it is related. Thus, a facility specific policy based on bureau-wide policy A.1 will be numbered as follows;
El Cajon facility policy based on A.1 would be A.1.E
Chula Vista facility policy based on A.1 would be A.1.C
San Diego facility policy based on A.1 would be A.1.S
Vista facility policy based on A.1 would be A.1.V
Juvenile facility policy based on A.1 would be A.1.J
Kearny Mesa facility policy based on A.1 would be A.1.K

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- E. The appropriate Captain or highest in command at the facility, must approve all new facility policies and deletions or modifications to existing facility policy.
 - F. The Lieutenant or their designee will keep an archive file for any facility policy changes or implementations. These will be kept on file for at least ten years and will be purged only after approval of the Area Captain.
 - G. The format for facility specific policies will be the same as bureau policy.
- V. Annual review
- A. An annual review of all CSB policy will be conducted to ensure the policies are still relevant, are in accordance with law and department policy and accurately reflect the procedures in use throughout the bureau.
 - B. The primary responsibility for this review will rest upon the P&P Committee lieutenant.
 - C. The review will be conducted during the month of January each calendar year.
 - D. The lieutenants in each command are expected to audit their facility specific policies.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.5
SUBJECT: STANDARDS APPEALS - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure for a review of the Corrections Standards Authority (CSA) enforcement of standards in our court holding areas. This process is outlined in Title 15, Division 1, Chapter 1, Subchapter 4, Article 2, Section 1018 of the California Code of Regulations (CCR).

Policy:

The Sheriff's Department is subject to Title 15 compliance inspections by the Corrections Standards Authority (CSA) every two years. After each inspection, the CSA issues a report that lists non-compliance to the standards set forth in Title 15 of the CCR.

The process of appeal by the Sheriff's Department regarding the lack of compliance to CSA regulations is described in the Title 15 section referenced above. No employee of the CSB will initiate the appeal process without permission from the CSB Assistant Sheriff.

Procedure:

Policy section only.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.6
SUBJECT: AUTHORIZED IDENTIFICATION			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure for the identification of employees and visitors to CSB facilities.

Policy:

Every person in a designated secure area within a CSB facility shall be readily identifiable as Sheriff's personnel or an authorized visitor by one of the means below. A CSB facility secure area is defined as that area of a courthouse or other building, that is staffed primarily by members of the Sheriff's Department and is not generally open to the public and/or is secured by locked doors.

Procedure:

Authorized means of identification are as follows:

- I. Uniform of the department as set forth in Department Policy and Procedure section 3.12.
- II. Authorized uniform of an outside law enforcement agency or fire department.
- III. Identification card of this department. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- IV. Identification card of an outside agency. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- V. Visitors and members of other organizations, such as the Department of General Services, utility companies, or vendors, must display an identification card issued by their employer while inside CSB secure areas. If the employee does not have a identification card issued to them by the County of San Diego, a deputy shall escort them throughout the CSB secured areas.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.7
SUBJECT: TRAINING COORDINATOR SELECTION AND RESPONSIBILITIES			PAGE 1 of 2

Purpose:

This section establishes guidelines for the selection and duties of the Facility Training Coordinator within the Court Services Bureau (CSB).

Policy:

Each command/courthouse shall select a deputy to function as the Facility Training Coordinator. The Training Coordinator reports to, and works under the supervision of, the facility Training Sergeant. Facility staffing needs may dictate the necessity for more than one assigned Training Coordinator.

The position of Training Coordinator is intended to be an ancillary assignment performed in addition to the normal duties of CSB deputy sheriffs and training officers/corporals. The Training Coordinator may be relieved at the discretion of the facility commander. Relief of Training Coordinator duties does not signify a loss of training officer/corporal status.

Procedure:

- I. Facility Training Coordinator Selection - The training coordinator will generally be selected from the ranks of existing Corporals and Training Officers in the following manner:
 - A. The availability of a Training Coordinator position shall be announced at briefings and by e-mail notices to all members of the training staff.
 - B. Interested deputies shall submit their names and resumes to the facility Training Sergeant.
 - C. Selection Criteria will include:
 1. A minimum one-year satisfactory service as a Corporal or Training Officer. Must have received minimally a "Meets Standards" rating on latest performance evaluation.
 2. Excellent organizational skills.

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3. General knowledge of Court Services Bureau and Department Policies and Procedures.

4. Excellent communication skills.

5. Basic working knowledge of computer programs (MS Word, Access, Excel, PowerPoint) is preferred.

D. An oral interview of candidates will be conducted by the facility Training Sergeant, the outgoing Training Coordinator and one other sergeant if available.

E. A ranked order of successful candidates will be given to the command Lieutenant who will make the selection.

II. Duties and Responsibilities

A. The primary responsibility of the Training Coordinator is to assist Bureau training staff in meeting the training needs of the facility and its personnel. Other responsibilities and duties of the Training Coordinator include:

1. Coordination of training and the evaluation of new deputies.

2. Planning, coordinating and evaluating facility in-service training.

3. Liaison with other facilities through attendance of training meetings as necessary.

4. Staff projects involving training and staff development.

5. Liaison between training officers and the command.

6. With cooperation and input of the Training Sergeant, planning, scheduling and tracking required S.T.C. and P.O.S.T. training for all sworn staff, through the rank of Sergeant.

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SUBJECT: TRAINING OFFICER/CORPORAL SELECTION PROCESS			PAGE 1 of 1

Purpose:

To establish guidelines for the selection and duties of Training Officers/Corporals within the Court Services Bureau (CSB).

Policy:

The primary responsibility of CSB training officers is to teach. Each command/courthouse shall select training officers/corporals to train personnel on CSB and departmental policy and procedures, provide line-up training and perform peer leadership functions. Training officer and corporal selection will be accomplished in compliance with Department Policy and Procedure 10.9. CSB Lieutenants shall have the authority to modify the minimum eligibility requirements for participation in the selection process in order to obtain a sufficient pool of candidates.

Procedure:

- I. Training officer selection and eligibility standards are to be followed as set forth in Department Policy and Procedure Section 10.9 – CORPORAL/TRAINING OFFICER PROGRAM
 - A. Interested deputies shall submit to an examination process to include the following:
 1. An oral interview
 2. A sample line-up training session
 3. Upon completion of the examination process, the training sergeant and facility training coordinator will compile a list of recommended candidates as set forth in Department Policy and Procedure Section 3.19-CAREER DEVELOPMENT FOR SWORN PERSONNEL and submit through the chain of command to the facility commander for approval.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.9
SUBJECT: DEPARTMENTAL SAFETY OFFICER MEETINGS			PAGE 1 of 1

Purpose:

To establish a policy that ensures meetings are conducted with all of the Departmental Safety Officers (DSO) at each of the courthouse facilities within the Court Services Bureau (CSB).

Policy:

Every courthouse will chair a meeting at a minimum of once a year to discuss current and relevant issues regarding, but not limited to building security, personnel safety, and evacuation issues.

Procedure:

- I. The CSB Lieutenant or their designee will be responsible for setting up meetings. This will include selecting a meeting location, notifying the participants, and preparing the agenda.
- II. If a DSO is unable to attend a meeting, it will be the responsibility of the meeting chair to forward any outlines, handouts, or informational notes to the absent individual.
- III. Nothing in this policy shall preclude the ability to meet as needed, either formally or informally, to discuss current issues as they arise throughout the course of the year.