Chapter 8 - Court Services Division

• 2-08/000.00 - Court Services Division

This chapter outlines functions, responsibilities and jurisdiction of Court Services Division which consists of five Bureaus and two Units.

East, West, and Central Bureaus provide security for all the courthouses within their assigned geographical areas of Los Angeles County. Civil Management Bureau provides service of civil and criminal process within the County. Court Services Transportation Bureau provides inmate transportation throughout the County and State.

Under the direction of Court Services Headquarters are two Units. The Training Unit provides specialized and mandated training for all Court Services personnel. The Judicial Services Unit provides threat assessment and judicial protection for Bench Officers throughout the County.

• 2-08/010.00 - Functions and Responsibilities

Court Services Division is responsible for carrying out the duties of the Sheriff as the Chief Ministerial Officer of the Superior Court of the County of Los Angeles. The personnel provide courthouse, courtroom and prisoner security to the Superior Courts. Division personnel also serve and enforce civil and criminal process issued by the courts and submitted by attorneys and litigants.

• 2-08/020.00 - Jurisdiction

Court Services Division Bureau personnel have jurisdiction within the courtrooms and lock-up of the Los Angeles County Courts. The Civil Management Bureau personnel are authorized to serve process in all areas of Los Angeles County. Federal Process is excluded. The Court Services Transportation Bureau transports inmates to courts throughout Los Angeles County and various other custody facilities.

• 2-08/030.00 - Court Services Headquarters Unit

CSD Headquarters has the following responsibilities:

- maintaining and processing inter/intra-Division transfer requests;
- preparing the Division budget;
- tracking budget expenditures and preparing necessary management reports;
- providing necessary staff assistance to Division Administration; and
- directing the Training and Judicial Services Units.

The Training Unit has the following responsibilities:

- coordinating all training for Division personnel and maintaining training records.

The Judicial Services Unit has the following responsibilities:

- providing security for the Board of Supervisors and investigating threats to members of the board and judges of Los Angeles County Courts; and
- conducting security surveys of existing courthouses and providing liaison to officials and contractors planning the construction of future courthouses in collaboration with the Security/Facilities Committee.

• 2-08/040.00 - Court Services Bureaus - East/West/Central

East/West/Central Bureaus have the following responsibilities:

- assigning of bailiffs to Superior courtrooms;
- supervising, training and instructing bailiffs and court staff regarding proper procedures to ensure full protection of judges, attorneys, court attaches, witnesses, litigants and the public while court is in session;
- assisting the court in maintaining order, thereby helping to preserve the dignity and decorum necessary for the proper administration of justice;
- providing security for certain courthouses under contract with the courts;
- providing proper security for all prisoners;
- providing liaison between the courts and the Sheriff;
- selecting accommodations for sequestered juries;
- maintaining records of jury expenses;
- securing transportation and ensuring that adequate security is provided for sequestered juries;
- notifying the Sheriff's Headquarters Bureau of major newsworthy events pertaining to the courts;
- providing special security for notorious trials;
- responding to immediate or potential threats to the courts; and
- acting as Building Emergency Coordinators at all courthouses.

These Bureaus are also accountable for the custody of prisoners and the maintenance of all lockups in each Superior Court facility.

The Civil Management Bureau has the following responsibilities:

- providing information in matters related to codified law, legal decisions, and pending legislation which affect the Court Services Division, Civil Management Bureau;
- verifying writs, summonses, subpoenas and other orders of the court prior to acceptance for service;
- collecting and accounting for all fees connected with the services of process;
- serving and enforcing all types of civil process including evictions, personal property seizures, and attachments;
- making proper returns of service;
- advertising notices of the sale of real and personal property held under levy;

- conducting sales of real and personal property;
- maintaining appropriate files and records for all process handled;
- securing all property held by the Sheriff in civil cases; and
- selecting and inspecting storage facilities where personal property is stored by the Department in civil cases.

The CSD Transportation Bureau has the following responsibilities:

- transportation of prisoners to and from courts and custody facilities;
- contracted transportation of prisoners from local police agencies;
- transportation of high-risk juveniles who have been certified to adult court;
- specialized transportation of grand juries, juries, high security prisoners, celebrity detainees, wheelchair prisoners, and Department events;
- court ordered transportation of prisoners to medical facilities, hemodialysis centers, and funerals;
- coordinate driver training of Bureau personnel requiring Class B license;
- maintain records for Department Motor Vehicles inspections, California Highway Patrol vehicle inspections, driver drug and alcohol tests, and Class B driver's license training; and
- the Statewide Unit has the following responsibilities:
    - contracted transportation of prisoners within the Federal prison system within California, State prison facilities, community corrections facilities, other Counties, and juvenile detention facilities; and
    - Statewide transportation of State sentenced prisoners.