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.