Volume 1 - Administration

(Title page only, No content)

• Chapter 1 - Administration

All sworn personnel are responsible for reviewing, being knowledgeable, and being in compliance with all of Court Services Division's policies and procedures in all volumes of the Court Services Division's Manual regardless of your assigned position at your unit.

All Custody Assistants are responsible for reviewing, being knowledgeable, and being in compliance with the Administrative and Lockup Volumes of the Court Services Division's Manual.

All security personnel are responsible for reviewing, being knowledgeable, and being in compliance with the Administrative and Security Volumes of the Court Services Division's Manual.

• • 1-01/010.00 Court Services Areas of Responsibility, Organizational Charts and Bureaus

Court Services Division consists of a total of five Bureaus: Central, East, West, Civil Management and Transportation. Each Bureau is commanded by a Captain. Within each Bureau are divided into areas which are supervised by a Lieutenants or Sergeants.

Court Services Area Lieutenants are assigned to individual courts within their respective Bureau of operation and perform all of the required duties of a lieutenant, including but not limited to performing as Watch Commander for each of their assigned courts.

Organizational Chart and Responsibilities for Court Services Division:

Chief

Commander - Area 1:
Captain - Court Services Transportation
Captain - Civil Management Bureau
CSD Operations
Budget
Personnel
Trial Court Funding
Training Unit
Security Operations Unit

Commander - Area 2:
Captain - East Bureau
Captain - West Bureau
Captain - Central Bureau

Title 15 Compliance
Sybil Brand Commission Liaison

Bureaus:

Central Bureau Courts:
Metropolitan Area:

- Stanley Mosk Court
- Central Civil West Court
- Central Arraignment Court
- Spring Street Court
- Hollywood Court – Mental Health Court
- Metropolitan Court

Criminal Courts Area:

- Clara Shortridge Foltz Criminal Justice Center

East Bureau Courts:
Compton Area:

- Compton Court

Norwalk Area:

- Bellflower Court
- Downey Court
- Norwalk Court
- Whittier Court

Pasadena Area:

- Burbank Court
- Eastlake Court
- Edelman Court
- Glendale Court
- East Los Angeles Court
- Pasadena Court

Pomona Area:

- Alhambra Court
- El Monte Court
- Pomona North Court

- Pomona South Court

West Bureau Courts:
Airport Area:

- Airport Court
- Beverly Hills Court
- Inglewood Court
- Inglewood Juvenile Court
- Santa Monica Court
- West Los Angeles Court

Long Beach Area:

- Governor George Deukmejian Courthouse / Avalon Court
- Torrance Court

Valley Area:

- Michael D. Antonovich Antelope Valley Court
- Alfred J. McCourtney JJC (Lancaster) Court
- San Fernando (North Valley) Court
- Santa Clarita (Valencia) Court
- Sylmar Juvenile Court

Van Nuys Area:

- Chatsworth Court
- Van Nuys East
- Van Nuys West

• • 1-01/020.00 Uniform and Equipment Policy for Court Services Division Personnel

Class A uniform is the standard uniform worn by sworn members of this Department whenever performing uniformed duty. It is, therefore, the policy of this Division that Class A uniform shall be worn by all Deputy personnel assigned to uniformed duty within Court Services Division. In addition, all Deputy personnel shall possess and have available for inspection at their unit of assignment, a complete Class B uniform.

Exception: Class B uniform may, with the Unit Commander's approval, be worn by Deputy personnel assigned to lockup or transportation duties whenever they are engaged in the performance of their normal duties.

The Manual of Policy and Procedures specifies that certain equipment items are to be worn or may be optionally carried as part of a complete Class A uniform. It is the policy of this Division that a complete Class A uniform shall be worn, including the gun belt (Sam/Sally Browne), holster, and Departmental issued firearm,

fully loaded, handcuffs and other authorized equipment as required. Lockup personnel are not required to wear a Sam Browne during the performance of their normal duties; but, it shall be worn whenever they are required to leave their facility, e.g., prisoner escort to hospitals.

Deputy personnel assigned to uniform duty shall carry the prescribed firearm, fully loaded.

Exception: No firearm shall be worn or carried into any court lockup except during extreme emergency and then only at the direction of an on-scene supervisor. Bailiffs or other personnel whose duties require them to enter court lockups shall leave their firearm in a secure location, i.e.; gun locker, prior to entering the lockup area.

FLASHLIGHTS
The flashlight carried on duty in Court Services Division lockup facilities shall not weigh more than 16 ounces, and shall not be more than 13 inches in length. The flashlight used shall be of good commercial quality and construction, shall be regularly inspected by its owner for proper working condition, and flashlights longer than 6 inches in length shall be of plastic or nylon composite material only.

• • 1-01/030.00 Special Event Overtime Assignments

Special events are defined as Rose Parades, election coverage or any other event which requires a Division-wide response and is not covered by a Private Entity Contract.

Overtime Roster
Each Bureau shall develop a special event Overtime Roster which will be kept at the Bureau Headquarters. This will be a roster of all Bureau personnel arranged in order of Departmental seniority with the person having the earliest Departmental hire date being first. The Overtime Roster shall be valid for one calendar year with a new roster being created during the first week of January of each year.

Procedure
When special event overtime becomes available, Bureau Headquarters will advise all personnel and solicit lists from Branch Supervisors of any personnel desiring to work the event. Branch Supervisors shall brief their personnel regarding the available overtime and compile a list of those desiring to work. Upon receipt of these lists from Branch Supervisors, Headquarters staff will select Deputies for the assignment based upon the order of their names on the Bureau Overtime Roster. Only those Deputies who expressed a desire to work the assignment and whose names appear on the lists submitted by the Branch Supervisors will be considered. Deputies, who decline to work, i.e. did not submit a request, will be passed over in favor of less senior Deputies who requested to work. For example, if the next Deputy on the overtime roster did not request to work, their name will be passed over until the name of the next Deputy who requested to work is reached. This procedure will continue until the name of the next Deputy who requested to work is reached. This procedure will continue until the available positions are filled. When the available positions have been filled, a notation will be made on the overtime roster so that the next Deputy in order of seniority will have the opportunity for first selection at the next event.

After the first group of selections is made, the next person in order on the overtime roster will not be the most senior person in the Bureau but will be the most senior person on the remainder of the roster. This procedure will continue until all Deputies assigned to the Bureau, in order of their seniority, have had an opportunity to

work overtime or until the end of the calendar year, whichever comes first. If sufficient overtime assignments develop during the year to enable all Deputies to have a selection, begin again at the top of the overtime roster with the most senior Deputy in the Bureau for the next available assignment.

Newly assigned personnel should be placed into the overtime roster as they arrive for their Bureau assignment. If their location on the roster, as determined by their departmental seniority, has already been passed, then they must wait until their name comes up again just as if they had declined an earlier opportunity. If their position has not yet been reached, then they will be considered in order with other Bureau personnel.

This procedure does not apply to any assignment that requires special qualification or skills.

Conversely, the Special Event Overtime Roster shall be used when drafting personnel to fill special event positions when there are insufficient volunteers. The drafting shall be done on the basis of inverse Department seniority (e.g. the least amount of Departmental seniority first) with employees having been drafted for a previous special event during the same calendar year placed at the end of the list for potential draft for the next special event. The Special Event Overtime Roster will expire at the end of a calendar year.

[Note: On occasions where undue hardship would be created at a Bureau due to an inordinate number of personnel being drafted from a particular branch court to the degree officer safety and/or the mission of that unit would be significantly compromised, the Bureau shall consult Employee Relations to discuss viable alternative options with approval for deviations being approved by the Chief of Court Services Division.]

• • 1-01/040.00 Confidential Roster / Employee's Personal Information

Court Services Division Headquarters and the operations staff of each Bureau are required to maintain confidential rosters listing certain personal data of Division/Bureau personnel for administrative purposes. It is imperative that these rosters as well as Bureau personnel files contain current data on all Division personnel, both sworn and civilian. Personnel are reminded of the provisions of Manual of Policy and Procedures - which requires, in part, the following:

Employees shall submit an ‘Employee's Personal Information’ form (SH-AD-91) whenever there is a change in personal data, such as:

- Name
- Employee number
- Position Title
- Badge Number
- Assignment (includes intra-Division Changes)
- Address and/or telephone number
- Emergency notification data
- Marital data
- Vehicle operator's license
- Gun data (includes all Department authorized firearms used in an official capacity, whether on or off duty, which are purchased, issued, stolen or lost)

Employees shall sign and submit the completed SH-AD-91 to their immediate supervisor. The form shall be reviewed and noted by the employee's immediate supervisor. It shall be the supervisor's responsibility to ensure that the Unit Timekeeper enters address changes into County Wide Timekeeping and Personnel/Payroll System (CWTAPPS). The Unit Timekeeper should sign and date the form, and forward the original to Personnel Administration, Alpha Processing Unit. A copy of their completed form should be maintained at the employee's unit of assignment. Supervisors, at the time of the employee's annual evaluation, shall review the employee's personnel file to confirm the employee has current a SH-AD-91A, as well as, current beneficiary information on file. The file review and discussion shall be noted in the performance evaluation narrative.

NOTE: Name and marital status changes require supporting legal documentation.

All full time employees shall resubmit the 'Employee's Personal Information' form (SH-AD-91) annually on March 1st. This form shall be signed, dated, and submitted with or without changes. Changes shall be "highlighted." This form shall be submitted with the required "Employee Report on Outside Employment Activities of Full-time, Permanent County Employees" (form SH-AD-651).

Unit Commanders shall ensure that their employees comply with the above policy.

• • 1-01/050.00 Obligation to Accommodate I.O.D. Medical Appointments

Periodically, an employee will require medical treatment in conjunction with an on duty injury that involves a series of appointments over an extended period of time. The fact that the injury is job related obligates the Department to make reasonable allowances to accommodate these appointments to the extent that is necessary. Since the vast majority of Court Services personnel work during normal business hours, these appointments will generally be during duty hours. However, the employee receiving the medical treatment is required to work with his/her supervisor to make a reasonable effort to minimize the loss of time on the job.

These efforts may include, but are not necessarily limited to, an adjustment of working hours, a temporary reassignment to a facility more suitable to the treatment site and modifications to the treatment schedule with the concurrence of qualified medical personnel. If there is an opportunity to receive treatment during non-duty hours, the employee will not attend on duty.

• • 1-01/060.00 Inter-Division and Intra-Division Transfers

Transfers Out of Court Services Division:
Transfers of Sergeants, Court Services Functional Lead Deputy Bonus I, #465, and Lead Process Receiving Deputy Bonus I, #460, Deputy Sheriff Generalist, or Custody Assistants (CA) out of Court Services Division (CSD) to other divisions shall be governed by provisions of the Manual of Policy and Procedures, Sections 3-02/010.20, 3-02/010.29, 3-02/010.30, and 3-02/010.39.

Transfer into Court Services Division (CSD):
Sergeantts or Deputies, excluding Court Services Functional Lead Deputy Bonus I, #465 or Lead Process

Receiving Deputy Bonus I, #460, desiring transfers into CSD may request a transfer to East, West, Central or Transportation Bureaus. Employees may not request transfers to a specific court within a Bureau. It is the policy of CSD to fill vacancies at courts through Intra-Division transfers of existing Division personnel, if possible. If vacancies cannot be filled through Intra-Division transfers, then they will be filled with employees transferring into the Division.

It is also the policy of CSD that deputies approved for transfer into East or West Bureaus may first be considered for filling of vacancies in Central Bureau Courts (Clara Shortridge Foltz Criminal Justice Center, Stanley Mosk, Metropolitan, etc.). After vacancies at Central Bureau Courts are filled, transferring deputies will be assigned to vacant positions in the Bureau according to their transfer request.

Transferring employees shall be assigned to vacant positions in the Bureau of their choice based upon the following criteria applied in the following order:

- Choice
- Departmental Seniority
- Travel distance from residence

Transferring employees will be required to remain at their first unit of assignment for one year. However, they may submit an Intra-Division transfer request at any time.

Court Services Functional Lead Deputy Bonus I, #465, and Lead Process Receiving Deputy Bonus I, #460, must follow the transfer guidelines set by the Bureau of Labor Relations and Compliance.

Temporary Assignments

In the event that a branch/courthouse falls below the minimum staffing level, employees from another branch/courthouse within the same bureau may be temporarily reassigned to ensure that the minimum staffing level is maintained. The selection shall be based on the following criteria:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse.
- If an insufficient number of employees request to be voluntarily transferred, then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being the superior to the greater number (9999).

Intra-Division Transfers

Employees wishing to transfer from one Court Services unit of assignment to another, shall submit an Intra-Division Transfer Request Form requesting up to a maximum of three (3) units in the order of their preference.

The request shall be submitted through channels to the operations staff of the requesting employee's Bureau for approval prior to being transmitted to CSD Personnel Representatives.

Transfers shall be accomplished as follows:

Sergeants
Intra-Division transfers of CSD personnel shall be based upon Division seniority. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being the superior to the greater number (9999).

Court Services Functional Lead Deputy Bonus I, #465 and Lead Process Receiving Deputy Bonus I, #460
Intra-Division transfers of CSD personnel shall be based upon verified superior time in grade. The superior time in grade is defined as the date an employee was appointed to the Court Services Functional Lead Deputy Bonus I, #465, or the Lead Process Receiving Deputy Bonus I, #460, for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If the time in grade is equal, then the employee having the most Division seniority shall receive the transfer.
- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employees who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

Deputy Sheriff Generalist
Intra-Division transfers of CSD personnel shall be based upon Division seniority. The Division seniority date is defined as the date a deputy transferred into CSD for the current, uninterrupted period of assignment. For former Deputy Marshals, the Division seniority date shall be the most recent date of hire as a Deputy Marshal, unless an interruption in continuous service within CSD has occurred since January 1, 1994. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the deputy having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the deputy who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

The CSD Personnel Repersentatives shall develop transfer preference lists for each branch, in order of seniority, and shall execute transfers to fill vacancies as needed based upon Divisional priorities. CSD

Personnel Representatives shall announce an initial update period during which employee may submit their Intra-Division Transfer Request form. Thereafter, CSD shall announce transfer update periods establishing cut-off dates after which neither additions nor deletions shall be accepted. These update periods shall coincide with the start date of scheduled patrol schools.

Levy Crew Deputy - Effective March 1, 2004
Deputies wishing to transfer from one levy crew to another shall submit a Levy Crew Transfer Request Form requesting up to a maximum of six (6) units in order of their preference. The request shall be submitted through channels to the Operations' staff of the requesting deputy's Bureau for approval prior to being transmitted to CSD Personnel Representatives.

In accordance with the Side Letter Agreement with the Association of Los Angeles Deputy Sheriff's (ALADS) dated April 01, 1999, and amended on September 04, 2002. The following criteria has been established when selecting deputy personnel for a position on any Court Services Levy Crew assignment:

- To be eligible to apply for a levy crew assignment, the applicant must be patrol certified or pre-Class 214. Deputies assigned to the position on or before September 4, 2002, are exempt from the qualification criteria.
- Applicants shall submit an Intra-Division Transfer Request through their Bureau of assignment to Court Services Division Headquarters.
- Seniority in the CSD shall be the criteria for selection.
    - If there are not enough qualified deputy applicants from within Court Services Division to fill levy crew vacancies, then patrol certified deputy applicants shall be accepted and appointments made from other Department divisions.
- A deputy will be allowed to refuse the assignment and will be allowed to remain on the eligibility list.
- Current levy crew deputies will be given first consideration for future levy crew vacancies within the Civil Management Unit. They shall submit a memorandum to their Unit Commander.

Custody Assistant
Intra-Division transfers of CSD personnel shall be based upon Division seniority. The Division seniority date is defined as the date an employee transferred into CSD for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being superior to the greater number (9999).

The CSD Personnel Representatives shall develop transfer preference lists for each branch, in order of seniority, and shall execute transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period during which employees may submit their Intra-Division Transfer Requests form. Thereafter, CSD shall announce transfer update periods establishing cut off dates after which neither additions nor deletions shall be accepted. The Transfer Preference List will be updated twice a year.

SIGNIFICANT BURDEN TRANSFERS
Significant burden cases are those situations which are more than merely inconvenient to an employee, but are not severe enough to be considered a hardship. The employee is responsible to prove the significant burden. Once a significant burden transfer request is approved by the employee's Unit Commander, it will be forwarded to CSD Personnel Representatives for final approval by the Division Chief and processed as an intra-division transfer. A Memorandum (SH-AD-32) of justification shall be submitted with the transfer request. Approval shall be based upon the individual merits of each employee's request.

Significant burden requests will be processed into the Division's Transfer Preference List, as described in the Intra Division Transfers – Deputy Section of this policy.

• • 1-01/070.00 Employee Overtime

All Court Services Division personnel shall comply with the Department's overtime policies and guidelines, as stated in Manual of Policy and Procedures. Court Services Division personnel shall also comply with the following guidelines:

- No employee shall work more than ninety-six (96) hours of overtime per calendar month, excluding on-call Court time
- Unit Commanders shall establish a sign-up procedure ensuring equal availability for pre-scheduled overtime assignments
- Unit Commanders shall establish a system for logging all overtime assignments worked by Unit personnel
- Pre-scheduled overtime shall first be offered to all personnel on a voluntary sign-up basis. Pre-scheduled overtime positions that are not staffed by volunteers, shall be filled by the Unit Scheduling Supervisor, who shall use the same procedures as for unscheduled overtime
- Unscheduled overtime that cannot be filled on a voluntary basis shall be assigned by the Branch Supervisor. The Branch Supervisor shall assign the employee who has worked the least amount of overtime during the current calendar month, excluding vacations and extended leaves. In the case of a tie, or when there is insufficient overtime history to make an assessment in the current calendar month, the employee with the least amount of overtime in the previous calendar month shall be assigned. The selection shall be made on inverse seniority, if two or more employees have the same amount of overtime in both months. Any exception to this portion of the policy will require the approval of the Area Lieutenant;
- Overtime relating to the individual's home unit of assignment is the highest priority, and will take precedence over overtime at other assignments. Outside overtime assignments may be curtailed by the Unit Commander, if the Unit's commitments cannot be met on a voluntary basis. Exceptions are Department-wide special events i.e.; Rose Parade and election events

Each Unit may have needs that are unique to its own command. Therefore, Unit Commanders are encouraged to establish specific guidelines that are compatible with their needs, providing that they are not in conflict with existing policies, laws or M.O.U.'s. Any deviation from this policy must have the approval of the Unit Commander, or the designee.

• • 1-01/080.00 Bilingual Bonus Pay

County employees who are fluent in English and a foreign language, and are assigned to a position requiring use of the bilingual skill, shall be compensated in accordance with the County Code.

Criteria for determination of eligibility are:

- The assignment requires bilingual skill of the employee in order that the public service responsibility of the Department to the foreign language group may be met
- The Unit Commander concurs on the need for the bilingual skill in the assignment
- The absence of an employee with the required skill would hamper the effectiveness of the Department in the discharge of its responsibilities
- The need for the bilingual skill is a continuing and frequent one which measurably contributes to the efficiency of the office

Selection of employees for such bonus is based on the following:

- The candidate must possess fluency in the designated language and in English and must possess knowledge of, and sensitivity to, the culture and needs of the foreign language group being served
- Prior to submitting an application for bilingual bonus pay, the employee in question must pass an oral fluency examination. Appointments for such test are to be made by calling the Bilingual Coordinator of Personnel Administration
- Candidate must be certified by the Department as being qualified

Rules governing such appointments are:

- Compensation shall not be effective before the month, in which the Unit Commander makes his finding, as required above
- The authorization for such compensation shall remain in effect only as long as the facts on the ‘Bilingual Pay Request Certification and Authorization’ form remain true and the employee has a competent or better performance evaluation. It is the supervisor’s, of the unit of assignment, responsibility to notify Personnel Administration, in writing, whenever an employee is absent in excess of 60 calendar days, a paid temporary absence of the employee which does not exceed 60 calendar days shall not affect the compensation
- If the employee is absent for more than 60 calendar days, the additional compensation shall be suspended during such absence
- This bonus shall not apply to persons employed in positions of Interpreter (Item 1154)
- This bonus shall not constitute a base rate

Unit Commanders may obtain application forms from Personnel Administration.

The following rules apply to the application:

- An original and one copy of the application shall be typed and the employee number indicated
- The Unit Commander will sign in the space provided for the supervisor's recommendation
- The original and copy of the application as well as a copy of the language proficiency card shall be

forwarded to Court Services Division Headquarters, Attention: Personnel Aid

---

• • 1-01/090.00 Calling in While Off-Duty

Sheriff's Department personnel who must be off-duty due to illness or an unexpected emergency, shall notify their supervisor at least ½ hour prior to the start of their shift or as soon as practical.

• Chapter 2 - Courthouse Procedures

(Title page only, No content)

• • 1-02/010.00 Sheriff's Response Team (SRT)

It shall be the responsibility of each Branch Court Supervisor to ensure that proper scheduling practices are in place to allow for an emergency response of an appropriate number of pre-designated Deputy Sheriffs, during any emergency, at any time throughout the work day.

A written plan shall be established for each Branch Court, detailing how and in what circumstance this quick response force shall be deployed. This plan should be brief and tailored to the specific needs of the individual Branch Court.

Unit level training shall be conducted on a regular basis regarding potential emergency situations. Branch Supervisors shall use their available resources in scheduling and training the Quick Response Force. No overtime shall be expended.

• • 1-02/020.00 Transportation of Evidence by Department Personnel

The following procedures shall be followed by Sheriff's personnel who are assigned the task of transporting the exhibits (evidence):

- All items will be placed into a locked container, which will be provided by the court clerk.
- The court clerk is responsible for inventorying the contents and securing the container prior to personally handing it to a Sheriff's Department employee
- The court clerk will provide a form for the Department member to sign which acknowledges that the container was given to the Sheriff's Department employee
- Upon delivering the container to the property custodian at the specific Superior Court, the Sheriff's Department employee will have the custodian sign the receipt, acknowledging the container was received intact and locked
- The signed acknowledgment form will be returned by the Sheriff's employee to the originating court clerk as verification that the indicated container was delivered. A copy of the signed acknowledgment form will be kept on file in the Branch Office for 2 years

It is the Court Services Division Policy that:

- If the court clerk requests us to transport the exhibits, only Sheriff's Department personnel (i.e.; Court Services Specialists, Security Officers or Security Assistant, Deputy Sheriff's, etc.) will transport the container. Contract private security company employees shall not be used
- Transportation Bureau buses and/or personnel shall NOT be used.

• • 1-02/030.00 Facility Closing Security Checks

The Unit Commander is responsible for ensuring each Branch Supervisor prepare a written procedure directing personnel to physically conduct a security closing inspection of their facility at the end of each court day upon closure, and to create a 'Security Check' form that identifies all locations to be searched. Branch Supervisors shall only designate authorized personnel, who have been appropriately trained, to conduct the closing inspection and complete the 'Security Check' form for their facility. The training and monitoring of all certified personnel shall be documented and maintained for inspection purposes.

The inspection shall identify all public and lockup areas to be cleared. All non-employee patrons and in-custody inmates shall be cleared from the facility before certifying an inspection has been completed. If a County agency is conducting business with a non-employee patron, that agency shall be notified that the Sheriff will note their interest in continuing business if desired, and advise the County agency that they are obligated to escort the patron out of the building upon conclusion.

The 'Security Check' form shall specify the task of physically checking every cell, courtroom, hallway, elevator, stairwell, restroom, office and any other area that an unauthorized person may possibly remain. In addition to all locations inspected, the authorized employee conducting the inspection and his/her time of inspection shall be included on the form.

Supervisors will ensure line personnel physically clear their areas of responsibility each day before the Sheriff's area of the courthouse is closed. Line personnel shall ensure all inmates are transported or released; their courtrooms are clear of all visitors and locked; all doors are locked or unlocked as appropriate; any safety hazards are identified and addressed; and ensure all areas are cleared of potential contraband or weapons.

After completing the 'Security Check' form, it shall be submitted, that evening, to the on-duty Branch Supervisor. The supervisor shall inspect and approve the 'Security Check' form prior to leaving the building, confirming all areas of the courthouse have been properly inspected.

In addition to approving the 'Security Check' form, supervisors shall regularly personally monitor their subordinate's compliance with these procedures to ensure they are aware of their responsibilities and perform the closing inspections accurately. A supervisor's failure to appropriately train, direct and regularly monitor their subordinate's compliance may result in discipline.

The facility closing security check procedure is mandatory. All forms shall be retained at the facility for a period of one year.

• • 1-02/040.00 Handling Suspicious Packages / Letters Re: Bio-Hazard

Field Operations Directive (F.O.D.) 01-14, Handling Suspicious Packages/Letters Re: Biological Hazard has been adopted as Court Services Division Policy. It is the intention of this section to implement F.O.D. 01-14 forthwith.

When handling a suspicious package/letter refer to the table below for a list of CSD Supervisory equivalent:

Field Operation Title/Position	Court Services Division Counterpart
Watch Commander	Branch Sergeant
Watch Sergeant	Branch Sergeant
Field Sergeant	Branch Sergeant
Field Supervisor	Branch Sergeant
Station Desk	Desk Personnel

The Branch Sergeant (Watch Sergeant), in situations involving a suspicious package/letter, shall notify the Area Lieutenant.

• • 1-02/050.00 Courthouse Security Data Entry

Entries into Courthouse Activity Log (CAL) must be made for each Security Incident involving contraband (drugs/weapons), an arrest, or an unusual event relating to courthouse security.

Branch Supervisors shall ensure that entries in CAL are entered timely and accurately.

The importance of reporting incidents relating to courthouse security cannot be overemphasized. Although a large number of incidents originate at weapons screening stations, “courthouse security” includes the entire court facility, except incidents occurring in the lockup or a courtroom. CAL is the primary source of information used to measure the need for courthouse security resources.

• • 1-02/060.00 Use of the Court Security Alarm System (Ai-Phone)

The Court Security Alarm System (Ai-Phone) is an emergency alert system which provides quick, effective two-way communication from the Sheriff’s Office to courtrooms, detention areas, and building tenant offices. The system is made up of a speaker, microphone, and master console. In a typical courtroom, there are three concealed pushbuttons which can activate the system. The buttons are typically located at the judge’s bench, bailiff’s desk, and court clerk’s desk.

When a pushbutton is depressed, an alarm sounds at the master console that is monitored by Sheriff’s personnel in the Sheriff’s Office. The master console shall be staffed by Sheriff’s personnel at all times. A light and/or tone will indicate the affected area (lockup, courtroom, etc.). Upon activation, the Sheriff’s personnel monitoring the master console will activate the microphone for the affected area and listen. If the nature of the emergency is quickly established, the appropriate number of personnel shall be dispatched to the affected area and while en route, be advised of the type of emergency. If the nature of the activation cannot be

determined, personnel shall be dispatched and advised that it is unknown why the emergency system was activated. In addition, personnel monitoring the console shall attempt to contact the affected area by radio or telephone in order to determine the nature of the activation. Any additional information obtained will then be communicated by radio to the responding Deputies.

Verbal communication between the area affected and Sheriff's personnel working as monitors should not occur via the console. In the case of an accidental activation, immediately using the system to communicate with the court could disrupt ongoing court proceedings.

In the case of an actual emergency, using the console to communicate to the courtroom could alert the person, or persons causing the emergency, that they are being monitored. Giving such a notice could jeopardize the safety of the court staff and/or responding Deputies. Additionally, the console person communicating to the courtroom over the system could prevent and override possible incoming emergent communication from the courtroom to the console. Until the cause for the emergency activation can be determined, the console employee shall use the concealed courtroom microphone to listen in on courtroom activity in an attempt to obtain additional information for responding Deputies.

Personnel who have access to the system should be trained regarding the location of the emergency buttons and the procedures that follow after their activation. After the light or tone comes on, the person should be prepared to speak in plain English into the speaker/microphone indicating the reason for the emergency activation. Example: "There is a fight in Department 3." The person activating the system should also try and provide as much information as possible, indicating who and how many are involved, and if there are any weapons. The person activating the system may have to surreptitiously indicate the nature of the emergency, so as not to jeopardize the safety of anyone involved. Example: "Put down that gun," or, "You don't need that knife in here."

The intent of the Court Security Alarm System is to alert Sheriff's Department personnel of any emergency occurring within or near the courthouse. The master console shall be staffed by Sheriff's personnel at all times. Sheriff's personnel monitoring the console shall immediately dispatch sufficient personnel to such emergencies and shall provide additional information, if available, as Deputies respond. Monitors should listen and not attempt to make verbal contact with the concerned court via the console. The safety of everyone involved will be greatly enhanced if the aforementioned guidelines are strictly adhered to.

• • 1-02/065.00 Superior Court's General Order Definition

The Superior Court of the State of California issued a General Order that describes prohibitive activity within 100 feet of any doorway to all courthouses.

The General Order shall be posted at the entrance to all court facilities. It can also be found on the CSDNet Home page in the green bar at the left of the page, under Policy and Procedures > General Order.

• • 1-02.065.05 Procedure for Violations of General Orders

When a violation of the General Order is occurring and observed by any Sheriff's personnel, the Branch Supervisor shall be immediately notified. The Branch Supervisor shall respond to the location to observe the

activity and to confirm that a violation of the General Order is in fact occurring. The Branch Supervisor shall advise the Area Lieutenant of the circumstances. The Area Lieutenant shall monitor the situation and notify the Unit Commander.

At the direction of the Unit Commander, the Branch Supervisor or designee shall make contact with the person(s) violating the General Order. The Branch Supervisor shall advise the involved person(s) that they are in violation of the General Order, and that they must comply with the requirements of the General Order. Additionally, the Branch Supervisor shall provide the person(s) with a copy of the General Order and request compliance.

Note: The emphasis of this policy is to gain compliance with the General Order.

If the Branch Supervisor gains compliance, he or she shall advise the Area Lieutenant of the results of their contact. The Area Lieutenant shall advise the Unit Commander, who will determine if notice to the site judge is warranted.

The Branch Supervisor shall complete an entry into the Courthouse Activity Log (CAL), documenting the incident.

If the person(s) refuses to comply with the request of the Branch Supervisor, the Branch Supervisor shall contact the Area Lieutenant, who will advise the Unit Commander. The Area Lieutenant, Unit Commander, or another Lieutenant from within Court Services Division shall respond to the courthouse and assume command of the situation.

The Lieutenant shall initiate contact with the person(s) and a video recording of the contact shall be made to document the violation. During this contact, the Lieutenant shall once again solicit compliance with the General Order. The Lieutenant will also reiterate the Civil Code violation to the person(s) committing the violation, and clearly convey to the person(s) that there is a potential for arrest, and/or Court imposed sanctions of up to $1,500, if they continue to violate the General Order.

If the person(s) now complies and ceases violating the General Order, the Lieutenant shall notify the Unit Commander, an entry into the Branch’s CAL report shall be made, a Chief’s Memo shall be written to document the incident, the video tape shall be placed in the Branch’s safe, preserved for one year, and a reference number will be assigned.

If the person(s) again refuses to comply with the General Order, the Lieutenant shall advise the Unit Commander that all possible efforts have been made to gain compliance with the General Order. The Unit Commander shall notify the Area Commander, who will advise the Chief of the situation.

At the direction of the Unit Commander, after consultation and concurrence with an Area Commander or the Chief, the onsite Lieutenant shall contact the Superior Court Director of Security at work or the Los Angeles Superior Court Counsel and advise them of the situation.

At this point, the site judge shall be advised of the situation and no further action shall be taken until the Superior Court representative arrives on scene.

NOTE: The decision to delay any further action shall not preclude any member of this Department from taking the appropriate steps if a criminal offense occurs. The purpose of the Superior Court representative

responding to the courthouse is to assist with any and all legal documents to address the civil violation of the General Order.

The Lieutenant shall immediately notify the Unit Commander that a Superior Court representative has been notified and they are responding to the situation.

A Court Services Division Representative (of the rank of Unit Commander or above) shall respond to the location, and consult with the Superior Court representative to assess the situation and discuss all of the available options. The Superior Court Representative will assist with all legal requirements to address the violation of the General Order.

If the Superior Court representative obtains a court order for the detention of the person(s) in violation of the General Order, the Lieutenant shall make contact with the involved person(s), the person(s) shall be advised that they have been ordered into court because of the described General Order violations.

If the person(s) complies with the court order, the person shall be escorted to the site judge, and the site judge will render a decision regarding the violation of the General Order.

If the site judge decides to admonish the person(s) regarding the General Order and the person(s) is released, an Incident Report (SH-AD 49) is required to document the incident. The classification for the report is, “Civil Contempt of Court - 1209 (a) Code of Civil Procedures” and the stat code is 441 - Special Investigations.

If the person is remanded to the custody of the Sheriff’s Department for a violation of the General Order, personnel shall follow the procedures as outlined in Court Services Division Manual, Bailiff Section. An Incident Report (SH-AD 49) is required. The classification for such a report is, “Civil Contempt of Court - 1209 (a) Code of Civil Procedures” and the stat code is 441 - Special Investigations.

Note: A Violation Of The General Order Is Considered A Civil Remand; This Is Not A Criminal Offense. A Special Handle Designation Form Shall Be Processed.

If the person(s) continues to violate the General Order by refusing to comply with the court order which orders them into court, the person(s) is now in contempt of a court order (violation 166 (a) 5 P.C.) and may be arrested. This violation is specifically related to the court order obtained by the Superior Court representative, not the General Order, ordering our Department personnel to bring the person(s) in violation of the General Order to the courtroom. This is a separate violation from the General Order.

If this occurs, no matter what decision the site judge renders regarding the General Order, the person(s) shall be taken into custody for contempt of a court order, all booking requirements as outlined in Court Services Division Manual shall be followed.

Unit Commander’s Responsibility

It is the Unit Commanders’ responsibility to assign a Lieutenant to manage this incident at the Branch level. It is imperative that all Branch Supervisors and Area Lieutenants are familiar with the General Order and this policy.

It is the Unit Commanders’ responsibility to assure that all Branch Supervisors and Area Lieutenants have

discussed the General Order with their site judge and ensure they are familiar with the Sheriff's Department protocols for dealing with a violation of the General Order.

Additional References
The Manual of Policy and Procedures provides additional guidance defining "Duties" and supplemental policy defining levels of force reporting.

• • 1-02/065.10 Procedure for Violation of the General Order Prohibiting the Use of Cameras or Recording Devices in a Courthouse or Court Related Structure

Purpose and Posting of the Order:
The purpose of the General Order Prohibiting the Use of Cameras or Recording Devices in the Courthouse is to protect the public, all parties involved in a case, and court personnel, and to facilitate the fair and orderly resolution of cases.

A copy of the order shall be posted near every security entry point into each court building. The order advises the public that a "violation of this order may result in seizure of the device, monetary sanctions pursuant to section 177.5 of the Code of Civil Procedure, and/or a finding of contempt pursuant to section 128 and 1209 of the Code of Civil Procedure, and/or arrest pursuant to Penal Code (P.C.) Sections: 166 (a) (4) and 166 (a) (5) (Contempt of Court), and 632 (Eavesdropping)."

Additional charges that may relate to a violation of this order could be P.C. sections 132 thru 141 (crimes related to Witness Intimidation).

Note: A picture does not have to be taken for a violation to have occurred. The simple act of holding the phone up in a manner that infers a picture is being taken is enough to intimidate a witness or victim.

Should the individual refuse to comply with the lawful investigative actions of sworn personnel, 148 (a) (1) P.C. may also be considered.

Defining a Violation of the Order:
The Superior Court's General Order Prohibiting Use of Cameras in the Courthouse specifically states:

"No one except authorized court and court security personnel may engage in photographing, recording, or broadcasting, or activate any camera, microphone, recorder or broadcasting device in any courtroom or courthouse in the County were the court conducts business, including all entrances, exits, hallways, escalators, elevators, and adjacent or subterranean court parking areas except as prohibited by Local Rule 2.17 and California Rule of court 1.150, or as permitted by this order or other order of a judge as set forth herein."

Any action that conflicts with the above definition by the court is a violation of this order.

Actions to be taken if a Violation of this Order is suspected:
When a violation of the Camera General Order is witnessed or suspected, Department members shall immediately "Contain, Control and Notify."

In accordance with the Superior Court's General Order Prohibiting Use of Cameras in the Courthouse, take

the following actions:

- Advise such individual orally of the order;
- Take steps to provide the person with a written copy of the order as soon as practical;
- Additionally, court personnel shall request the violating party delete the photograph(s) and/or video(s).

If they comply with this request, no criminal or malicious intent is suspected, no violation of the purpose of this order is believed to have transpired (as defined above), and no detention or seizure has occurred, then the matter can be concluded. However a CAL entry shall be made documenting the contact.

Should circumstance “warrant immediate corrective action because the person persists in violating this order despite being informed of it, or has violated the order in a way that appears to have significant adverse impact upon court security or the fair and orderly resolution of cases,” sheriff’s personnel shall notify the branch supervisor and in accordance with requirements of the General Order of the Superior court:

- Take possession of the device in the safest and most professional manner possible; and
- Bring the person without unnecessary delay to the courtroom judicial officer, nearest available site judge, district supervising judge, assistant presiding judge, or presiding judge as may be appropriate to determine if there is sufficient cause to believe there has been a violation of this order without good cause or substantial justification.

Determination between a Consensual Encounter, Detention and/or Seizure:
If investigating personnel take custody of the device, a seizure has occurred. If during .this encounter there is resistance to the request or there is a prolonged period where the violating party is not free to leave, then a detention has occurred. A consensual encounter is when the person complies completely and voluntarily with our requests.

Procedures for Detentions, Seizures, and Deletion of Records:
The following procedures shall take place whenever a detention and/or seizure has occurred:

- The Branch Supervisor (minimum rank of Sergeant) shall be immediately notified with additional timely notification made to the Area Lieutenant and Security Operations Unit.
- A SH-R-49 will be prepared by the initial deputy investigating this violation of the Civil Order. The Classification line shall read “Suspicious Circumstances / Possible Violation of a Court Order, 166 (a) (4) P.C.” The retention shall be “9” and the stat code shall be “444.” The narrative of the report shall include the suspect’s actions and statements, probable cause for detaining the individual, the seizure of the device (if applicable), judge’s orders, and actions of deputy personnel.
- A Chief’s Memo shall be prepared by the branch supervisor.
- A C.A.L. entry shall be made.

• • 1-02/070.00 Managing Uncooperative, Argumentative, or Highly-Emotional Persons

Any person (referred to hereafter as “Hostile Persons”) who exhibits uncooperative, argumentative, or highly-emotional behavior present a greater safety risk to themselves, others, and safety personnel.

This policy directs Court Services Division personnel to ensure the following when dealing with a hostile person: sound judgment, tactics, adequate backup, supervisory presence, the implementation of specialized equipment, and appropriate documentation. Nothing in this policy is intended to delay or restrict personnel from the quick performance of their duty when the necessity exists to prevent injury or violence. This policy applies to all persons in or out of custody.

When personnel encounter a hostile person in any location, especially in situations likely to require physical force, a supervisor shall be notified as soon as possible. Questionable circumstances shall be resolved in favor of notification. When the situation permits, personnel shall await the arrival of backup and supervisors before attempting to physically control or escort hostile persons.

Except when necessary to prevent immediate injury or escape, personnel shall not enter a cell or an area confining a hostile person until a supervisor arrives. Hostile persons shall be kept in view of other personnel. All escorts shall be of at least two personnel, one being a supervisor (a Supervising Bonus Deputy or above) and such escorts shall be video recorded whenever possible.

Duties of Supervisors
Supervisors shall prioritize responses to situations involving hostile persons, direct the application of force when appropriate, deploy specialized equipment as needed, ensure recorded documentation of the incident whenever possible, and remain until the situation is resolved. Whenever hostile persons are to be escorted to or from courtrooms, supervisors shall advise the concerned bench officer to discuss physical restraint options and to inform them of the intent to use audio or video recording devices.

Supervisors shall be cognizant that a hostile person’s behavior may provoke antagonistic or emotional responses. Supervisors shall ensure that hostile persons are managed firmly and with resolute action, and must be aware of the potential for increased emotion on the part of involved personnel.

When selecting escorts for a hostile person, supervisors shall avoid utilizing personnel previously involved in altercations with them or personnel toward whom a hostile person is directing hostility.

Supervisors shall ensure that specialized weapons, restraint devices, recording documentation equipment, and supplies are securely maintained for immediate deployment to escalating situations. Supervisors shall also ensure that a sufficient number of assigned personnel, on duty, are appropriately trained in the use and deployment of available equipment.

Affected Directives/Publications
Manual of Policy and Procedure provides additional guidance defining “Duties” and supplemental policy defining levels of force reporting.

• Chapter 3 - Required Briefing and Training

(Title page only, No content)

• • 1-03/010.00 Required Briefing

Briefings shall be required at each Court Services Division Facility a minimum of once per week. Each facility supervisor (supervising Deputy and above) shall conduct a 15 to 30 minute briefing to all assigned personnel, a minimum of once per week. Briefings shall include all sworn personnel, as well as, all assigned Security Officers and Security Assistants. The briefings shall be developed by the supervisor, and topics selected for the briefings should focus on information of interest to the specific facility and personnel, both sworn and professional staff. Topics may include Department, Division, and Bureau Training Bulletins, as well as, any Security Incidents, Operations Log Entries, and Departmental Broadcasts. The supervisor shall review all proposed briefing material and will make a determination as to whether the information is to be placed in the briefing book.

Master notebooks with copies of mandatory topics will be kept in a location accessible to all employees during normal work hours. Personnel not able to attend the formal briefing due to long term absence, days off, mandatory training, etc., will be required to read the briefing book upon their return and must sign the notebook.

Supervisors will be held accountable for ensuring that their personnel are briefed, as well as, ensuring that returning personnel review the briefing book.

• • 1-03/020.00 Court Services Division Policy on Training and Training Nomenclature

COURT SERVICES ORIENTATION TRAINING PROGRAM

The Court Deputy Orientation Training Program is a 24-hour introduction and orientation in courtroom, lockup, and weapons screening procedures.

The Security Officers and Security Assistants Orientation Training Program is an eight hour introduction and orientation in weapon screening procedures.

COURT SERVICES MENTOR TRAINING PROGRAMS

DEPUTIES
Deputies Newly Assigned to Court Services Division – They shall be assigned to a mentor deputy. The mentor deputy shall adhere to the protocols established within the Court Services, Court Deputy Training and Orientation Program.

Deputies Returning to Court Services Division – The length of the training and orientation program for those returning to a Court Services assignment after a five-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

PART-TIME DEPUTIES
Part-Time Deputies Newly Assigned to Court Services Division – They shall be current in C.P.R., first-aid, handgun qualification and any other Department, State or Federal mandated training. They shall be assigned a mentor deputy. The mentor deputy shall adhere to the protocols established within the Court Services, Part-Time Court Deputy Training and Orientation Program.

Part-Time Deputies Returning to Court Services Division – The length of the training and orientation program for those returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant or part-time coordinator.

BONUS DEPUTIES OR SERGEANTS
Bonus Deputies or Sergeants Newly Assigned to Court Services Division - They shall be assigned a mentor bonus deputy or sergeant. The mentor bonus deputy or sergeant shall adhere to the protocols established within that Court Services Branch Supervisor's Training and Orientation Program.

Bonus Deputies or Sergeants Returning to Court Services Division - Sergeants Returning from a Patrol, Custody, or Court Function – The length of training and orientation program for those returning to a Court Services assignment after a five-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

SECURITY OFFICERS
Security Officers Newly Assigned to Court Services Division – They shall be assigned a mentor deputy or security officer assigned to work in weapons screening. The mentor deputy or security officer shall adhere to the protocols established within the Court Services Security Officers Training and Orientation Program.

Security Officers Returning to Court Services Division – The length of the training and orientation program for those security officers returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

SECURITY ASSISTANTS
Security Assistants Newly Assigned to Court Services Division – They shall be assigned a mentor deputy or security assistant assigned to work in weapons screening. The mentor deputy or security assistant shall adhere to the protocols established within the Court Services, Security Assistants Training and Orientation Program.

Security Assistants Returning to Court Services Division – The length of the training and orientation program for those security assistants returning to a Court Services assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

CUSTODY ASSISTANTS
Custody Assistants Newly Assigned to Court Services Division – They shall be assigned to a mentor deputy or custody assistant. The mentor deputy or custody assistant shall adhere to the protocols established within the Court Services Custody Assistants Training and Orientation Program.

Custody Assistants Returning to Court Services Division – The length of the training and orientation program for those custody assistants returning to a court assignment after a two-year absence shall be determined by the Unit Commander with the recommendation of the training sergeant.

CIVILIAN PERSONNEL
The Training Unit is responsible for providing professional staff with appropriate in-service training and for facilitating attendance at both Department-sponsored and outside vendor training. The Training Unit training staff has the responsibility for scheduling and actively encouraging professional staff training participation.

IN-SERVICE TRAINING

In-service training has been broken down into six categories to simplify the assignment of priorities. These categories are:

- POST
- STC
- State Mandated
- Federal Mandated
- Department Mandated
- Unit Optional

TRAINING UNIT RESPONSIBILITIES

The Training Unit has the overall responsibility for the management of Division training. Management should be accomplished through setting priorities, allocating resources, and providing support, as well as monitoring and evaluating the program's results.

TRAINING RECORDS

The Automated Personnel In-Service (APIS) training class rosters shall be utilized for documenting and tracking all training. The APIS rosters shall be sent to the Education and Training Records Unit for entry in the Learning Management System (LMS).

Personnel Training Files

The Training Unit shall maintain training files for individual employees which shall at least contain the following documents:

- Printout of all training the individual has received;
- Copies of POST certificates;
- Copies of training certificates; and
- Mandated tests.

  No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, etc., shall be included in these files.

Training Class Files

The Training Unit shall maintain training files and documentation for classes taught at the unit-level which include the course lesson plans.

TRAINING UNIT FUNDING

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the division chief.

DRESS CODE POLICY FOR TRAINING ATTENDANCE

Court Services Division personnel attending training courses, outside institutes, and/or seminars shall wear appropriate professional attire, as specified by the training presenter or Training Unit.

• • 1-03/030.00 Recurrent Training Policy

Court Services Training Bulletins shall be developed and distributed to the Bureaus by the Court Services Training Unit. The Bulletins shall be distributed to all sworn and, as required by topic and Divisional needs, to non-sworn personnel (CA, CSS, SA, SO, etc.). Personnel transferring into Court Services Division shall not be required to review previous Training Bulletins or take tests given prior to their assignment within the Division. Personnel transferring within the Division are required to stay current on Court Services Training Bulletins.

Training Bulletins may contain test questions based on the material presented in the Bulletin. Training Bulletins indicating the need for APIS Roster will have test questions. The test shall be completed by sworn employees through the rank of Lieutenant. The Training Bulletin and answer key will be provided to the Bureau Operations Sergeants. All personnel shall read the Bulletin, answer the question and show the Bulletin to his/her supervisor, who will review the answers and score their test. Employees who do not answer all questions correctly shall be immediately re-mediated by their supervisors. Supervisors should review and explain the material with the subordinate, followed by the employee retaking the test. Once the employee has achieved a score of 100%, the employee and the supervisor (Bonus Deputy or above) shall complete the personnel information section provided on the Instruction Bulletin (Name, Rank, Date, Score, etc.). Personnel shall be provided a copy of the scored Training Bulletin and encouraged to retain it for future reference.

Branch Supervisors, Area Lieutenants and Bureau Captains shall maintain a master notebook containing a complete set of all Department and Divisional Training Bullets.

Master notebooks at each Unit will be kept in a location that can be accessed by employees during their normal work hours.

The Department's records will only reflect the employees who passed each Bulletin with a score of 100%. The original Bulletins, reflecting a score of 100%, shall be retained by the supervisor and will be accessible to authorized personnel.

If an APIS roster is required, it shall be completed and retained for all Bulletins indicating the date the employee successfully completed the corresponding test. Bureau Captains shall be responsible for their staff and Area Lieutenants. Lieutenants shall be responsible for their Branch Supervisors. Branch Supervisors shall be responsible for those assigned to their Branch. An APIS roster shall contain the following information:

- Title and number of the Bulletin (ex: Use of Firearms, CSD. -98 No. 3)
- Name of employees who successfully completed the test
- Branch name and date
- Signature of supervisor

Each supervisory level shall prepare and maintain a monthly log entitled, “Training Bulletin Report" which shall contain the following:

- Title and number of the Training Bulletin issued
- Name of all employees directly under their command
- Date employee successfully completed the test (personnel must achieve a 100% score)
- The score each employee received on the test. If an employee does not complete or take the test, the supervisor shall state the reason the employee did not comply. (Example: Long-term approved leave relieved of duty, on-loan to another Unit, etc.)

NOTE: Personnel not available to take the test (due to long-term absence, etc.) within the month the Bulletin was issued shall be required to read the Bulletin and successfully complete the test upon their return.

Supervisors will be held accountable for briefing and testing their personnel. Records and documentation related to the Recurrent Policy Training Bulletins shall be maintained for two years and will be subject to annual command inspections to verify compliance.

Training Bulletins, as well as, the answer keys can be found on the CSDNet home page in the green bar on the left side of the page.

• • 1-03/040.00 Orientation of New Employees at Branch Courts

Court Services Division has established a practice of providing sworn personnel who are newly transferred to assignments in this Division with a formal training program designed and provided by the Training Unit. Policies for handling inmates, staffing courts, etc., vary from Branch to Branch based upon conditions which may be unique to each facility. Since such policies affect the working conditions at the Branch and personnel may be subject to discipline for failure to comply, it is the supervisor's responsibility to ensure that all employees are properly trained upon their arrival to the Unit.

Branch Supervisors shall provide each new employee with copies of the Branch's policies as soon as possible after their arrival, as part of their orientation and in-service training. The employee shall sign one copy, acknowledging their receipt of the policy and that signed copy shall be placed in the employee's Bureau Headquarters’ file.

• • 1-03/050.00 Orientation Training for Outside Personnel on Overtime in Court Services

All personnel working in an overtime or temporary assignment in Court Services Division will be required to have an Orientation Training check-off list provided to them and reviewed by a supervisor (Bonus Deputy or higher). The original signed notice of receipt shall be maintained at the respective Bureau Operations,

attached to the approved memorandum authorizing that Deputy or CA to work overtime with that Bureau.

The check-off form is designed for temporary overtime positions. The intent of the form is to provide the employee with a method to review the procedures necessary to perform their assignment. Since the form is generic for Court Services Division, each Branch can supplement it with any additional information that is relevant to the specific assignment or Branch.

It is responsibility of the person providing the guidelines to review the information with the employee and to furnish the names and phone numbers of the supervisors as indicated on page two of the Orientation Check-Off Form.

• Chapter 4 - Equipment Use and Management

(Title page only, No content)

• • 1-04/010.00 Maintenance of Video Equipment and Tape Recorders

Each Bureau Commander shall ensure that all video equipment and tape recorders are maintained in a condition for immediate deployment within the Bureau, or elsewhere throughout the Division, or Department.

• • 1-04/020.00 Satellite Telephones

During emergency situations when normal telephone, radio communications or cellular traffic is prevented by heavy use or the unavailability of a repeater site, the portable satellite telephone shall be used.

When a CSD Unit is issued a portable satellite telephone, with a spare battery, equipment case for storing the satellite phone and battery charging units, it will be the responsibility of the Branch/Unit Supervisor to control the daily issuance and maintenance of the equipment.

As part of the BEC Training, the Unit/Branch Supervisor should brief their personnel on the policy for using the satellite telephone. They should also ensure that a current copy of the Sheriff's Department, as well as CSD's Satellite Phone list is kept inside of the storage case.

Accountability, Storage and Maintenance
Each facility will establish an equipment checkout procedure equivalent to the current process of assigning handheld radios, in order to identify the individual assigned the specific equipment they are issued.

Whenever a satellite telephone is not in use, it should be stored in its case in a place where it can be readily available when needed for emergency use.

The person assigned one of these phones, should routinely check the battery meter level at least once a month as well as exchange the spare battery and put it in the phone for a meter level check to ensure both batteries are charged. To charge a battery, it must be attached to the telephone and then connected to an AC outlet or a vehicle's cigarette lighter receptacle. A charger adapter is included in the issued carrying case for that

purpose. The Unit/Branch Supervisor should endeavor to have the batteries fully charged at all times. The telephone instruction manual lists the operational time of the battery to be: Standby time, up to 30 hours and Talk Time to be up to 4 hours.

Telephone Operation
The satellite telephone operates in a manner similar to cellular telephones. The user must be outdoors with a clear sight to the sky. Gently extend the large antenna built into the handset of the telephone outward and upward. It is critical that the user be in an open area away from buildings and structures, including the inside of a vehicle (unless using the remote antenna), that would prevent a clear view of the sky.

If you dial 9-1-1 the call goes to a center located in Colorado (for US only). Personnel at this center can read your GPS location off the phone. (Example dial: 9, clear, clear, 911, send). It is suggested, due to the possible delay because of routing, that you call the SCC Bridge at (323) 881-8100, give them your location, they will either connect you to the local law enforcement agency or supply you with the number so you can dial directly, unless in times of disaster...then the 9-1-1 routing should be used.

Telephone Testing
Each phone comes with ten minutes of test time each month. At a minimum, each phone should be tested quarterly. The testing must be limited to ten minutes to avoid additional per minute costs.

Each phone provides an instruction guide with the Iridium 9555 Sat Phone. If for some reason the instructions are not available with the phone, you can obtain a copy in the CSDNet 'Forms' under 'Instruction Guide Iridium 9555 Sat Phone'.

• • 1-04/030.00 Conducted Electrical Weapon (C.E.W.)

The Conducted Electrical Weapon (CEW) is a handheld electronic immobilization device which is designed for controlling High-Risk/Assaultive or physically combative persons at a range of up to 20 feet away. Strict control shall be maintained with the ultimate responsibility for the use of the CEW resting with the Branch Supervisor.

Only those personnel who have completed and passed the Department's required training for the CEW shall be authorized to use and/or carry the CEW on their person. Each Unit shall maintain a current list of qualified trained and authorized personnel and it will be reflected on the daily in-service sheet. When carrying the CEW on their person, qualified personnel shall only carry the CEW in a Department-approved CEW holster as specified in the Department-approved CEW Training Program.

Branch Supervisors may allow qualified, trained, and authorized personnel to use the CEW without direct supervision in emergent situations, should an inmate or individual pose a substantial threat of inflicting serious injury upon themselves or any other person.

Trained and authorized personnel, when encountering a situation requiring the deployment of the CEW, will immediately notify their Branch Supervisor.

Use of the CEW will be limited to situations where an individual's violent actions require its use. The person's actions must fall under the Assaultive/High-Risk category of the Department's Force Policy.

Verbal Warning
Unless it would compromise officer safety or is impractical due to circumstances, a verbal warning of the intended use of the CEW shall precede the activation of the device in order to:

- Provide the individual with a reasonable opportunity to voluntarily comply.
- Provide other sworn personnel and individuals with a warning that a CEW may be activated.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

Authorized Department personnel discharging a CEW shall request the response of a supervisor if not already enroot or on-scene.

Medical Treatment
Darts embedded in the subject's skin shall only be removed by medical personnel. The individual must be transported to a medical facility for examination/treatment by qualified medical personnel whenever the person is hit with a specialized weapon projectile such as a CEW dart.

Care should be used when using the device to avoid any contact with the subject's head or neck area.

Stun Feature
This feature is approved for use at this time. The CEW has a "stun gun" type feature, utilizing two exterior probes located on the front of the device. This feature is accomplished by activating the device with: a training cartridge installed; without any cartridge installed; or with a used cartridge installed and making direct, continuous contact with the individual. The "stun" feature is substantially less effective than the darts because it only effects about 2-1/2 inches of muscle, while the darts will nearly always effect the major muscle groups.

Personnel may demonstrate a "sparking" of the weapon in an effort to gain voluntary compliance. In the event of such a demonstration, personnel shall submit a memorandum to their direct supervisor fully justifying their actions.

Any individual subjected to an application of the CEW, in either the "probe" or the "touch/drive stun" mode, shall be taken to a medical facility prior to booking, for appropriate medical treatment and/or removal of the probes.

Inmate Removal Procedures
The CEW use shall be limited to situations where an inmate's violent actions fall under the Assaultive/High-Risk category of the Department's force policy. The CEW can be deployed at the direction of the Branch Supervisor or Area Lieutenant.

Reporting Deployment of the CEW

The Branch Supervisor, in situations involving the use of the CEW, shall immediately notify the Area Lieutenant and follow the use of force reporting and review procedures.

Whenever a use of CEW requires force reporting, a download of the CEW stored data and video shall be conducted and submitted with the force package.

Personally Owned Electronic Immobilization Devices (CEW)

Authorized Department personnel shall only carry Department authorized Electronic Immobilization Devices (CEW) whether on or off-duty.

Personally owned CEWs shall be available for computer download upon the request of a supervisor. The device shall meet the specification of the Weapons Training Center and shall only be used in accordance with this section.

Department personnel shall record all personally owned Department-authorized CEWs (carried on-duty and off-duty) with Personnel Administration when the devices are purchased or obtained, sold or disposed of, stolen or lost.

• • 1-04/040.00 Key Control

All keys relating to lockup operations are to be handled with the utmost of care and security. Rigid key control will be strictly observed at all court lockups. The Branch Supervisor shall be responsible for ensuring that the following procedures are followed:

- The custody key locker at each lockup shall have a posted list of all key blocks, by number, with a description of each key on each block.
- All key blocks will have metal tags attached and the number stamped thereon corresponding with the block number on the master key list.
- As key blocks are issued, the block number will be recorded in the lockup log next to the Deputy's name.
- The Branch Supervisor shall be responsible for ensuring that all key blocks are accounted for at the end of each work day.

Court lockup key blocks shall be kept in the possession of Court Services Deputies at all times. They will not be assigned to officers from other police agencies or Sheriff's Units without specific approval of the Branch Supervisor. All key blocks shall be turned in and accounted for at the end of the shift.

All branch key blocks should be soldered so that necessary keys cannot be removed.

• • 1-04/040.05 Key Inventory

The Branch Supervisor will maintain a complete inventory of all detention area keys and equipment. This inventory will include any serial numbers of the equipment, maintenance records, and an annual inventory.

• • 1-04/040.10 Emergency Access

Each Branch will maintain a full set of detention area keys in a locked key cabinet or safe outside of the detention area. This set of keys is to be used for emergency access to the detention area and shall not be used by lockup personnel as additional working keys.

• • 1-04/040.15 Lost Keys

A complete inventory of all detention area key blocks will be made when opening the lockup and when securing the lockup at the end of the shift. A record of this inventory will be indicated in the detention area log book. The Branch Supervisor shall be notified immediately if any keys are missing. A thorough search of all detention areas will be made. All custody Deputies will account for their assigned blocks. If the keys(s) are not found, the Branch Supervisor will ensure that a SH-AD-49 is prepared and the Area Lieutenant is immediately notified. If the missing keys(s) are discovered after inmates have left the facility, the CST Watch Commander should be contacted so that all inmates may be searched on arrival at the Inmate Reception Center.

• • 1-04/045.00 Portable Radio Control for the Motorola HT 1250

Sworn personnel assigned within Court Services Division will be assigned a Motorola HT 1250 portable radio. Each Branch shall maintain a “Master Radio Control Log” specifying the make and model, serial number, and personnel assignment.

Each Branch shall also maintain a ‘Daily Radio Control Log” to ensure the accurate daily assignment of radios to personnel and in case of emergency trigger activation (E-Trig). The log shall specify the make and model of the radio, serial number, which the radio is assigned to, and a signature of the person having control of the radio.

Personnel shall store their assigned radio in a secure location at their unit of assignment, in the off position. Personnel shall submit batteries for charging at the end of each shift. All sworn personnel assigned a Motorola HT 1250 radio has the responsibility to have their assigned radio at work during their working hours. If for any reason sworn personnel do not have their personal radio in their possession during regular assigned shift the sworn personnel shall immediately notify their direct supervisor.

Note: During an extended leave, radios shall be collected by the Branch Supervisor (Sergeant or Bonus I Deputy). Long term injuries/illness absences or vacations more than 30 calendar days would be cause to return a radio to the Branch pool for use.

All sworn personnel shall exercise reasonable and prudent precautions to prevent the loss or theft of their radio. In the event of the loss or theft of any Department radio, all procedures pursuant to Manual of Policies and Procedures shall be followed.

All sworn personnel, who utilize public transportation in uniform or those who commute via a county vehicle may choose to utilize their radio after their normal shift. All personnel who meet this criterion shall direct a memo to their Unit Commander requesting the use of their radio off duty.

Deputy personnel who participate in the Department Ride-A-Long program, work overtime at other Units, or are involved with special projects may not utilize their radio for those functions as radios should be provided from those assignments. Any exceptions to the use of the radio off duty must be authorized by the Unit Commander.

The Motorola MRK radios shall be distributed to overtime personnel and collected at the end of shift. A control

log for the MRK radios shall be maintained daily by the Branch Supervisor.

Branch Supervisors Responsibility
Branch Supervisors shall be required to ensure a Master Radio Control Log and a Daily Radio Control Log are maintained at the Branch. Branch Supervisors shall also conduct regular training on radio use, including off-facility use. The appropriate documentation of such training shall be maintained at the Branch.

Unit Commander's Responsibility
It is the Unit Commanders' responsibility to ensure that the Area Lieutenants conduct routine audits to determine the efficiency of this Directive. The Unit Commander shall have the authority to revoke an employee's privilege of utilizing a radio after a shift when a pattern of neglect or abuse is evident.

• • 1-04/050.00 Weapon and Safety Equipment Storage and Control

All weapons and safety equipment (i.e. Stealth Belt, REACT Belt, PepperBall Gun, StingBall Gun, 37mm, 40mm and any unassigned CEWs etc.) shall be kept in the branch armory or locked area.

An inventory shall be conducted at the end of each month. Documentation shall be kept on file in the branch office for one year.

If any of the inventory is missing the branch supervisor will ensure that a SH-AD-49 is prepared and the Area Lieutenant is immediately notified.

• • 1-04/060.00 Facility Cleaning and Maintenance Inspections of Waist Chains

Facility inspections are required daily and weekly to ensure maintenance and cleanliness. Inspections and required cleaning shall be conducted in a manner that demonstrates compliance with Division, Department of Public Health, Cal/OSHA, Board of Corrections, and Title 15 standards.

Each facility shall be responsible for the cleaning/sterilization of the waist chains at the end of each shift. The cleaning/sterilization process shall be enforced by the Branch Supervisor, with documentation placed into the Title 15 book.

The Branch Supervisor shall ensure the procurement, supply, and maintenance of a pathogen cleaning product. Product must state multiple pathogen kill, including MRSA, for compliance. Contact your Bureau Operations to order the proper cleaning products.

• • 1-04/070.00 Handcuffing Port Use and Tactical Employment of All Safety Equipment

A lone deputy or CA shall use the available safety options to handcuff an inmate housed in a cell prior to opening the door. A lone deputy or CA is defined as any personnel who does not have backup that can immediately intervene to render aide and assistance to prevent or stop an attack. The handcuffing port shall be used as a physical barrier between the employee and the inmate during the handcuffing process. Sally port

gates shall be used as designed to create separation and optimize safety. Personnel who fail to use sound tactics or equipment appropriate to the situation, risk facility security, their own safety and that of others, potential civil liability and administrative discipline.

Supervisors shall regularly monitor and remain familiar with the tactics, practices, and methods used by the personnel they supervise. They shall take positive action to improve the efficiency and safety of their tactics whenever appropriate, including the use of administrative discipline when necessary. It is essential that supervisors also perform the role of liaison with court supervisors and staff with the goal of educating them in the necessity and value of sound tactics and equipment, and to develop their positive support whenever possible.

• Chapter 5 - Administrative Procedures

(Title page only, No content)

• • 1-05/000.05 Court Security Plans / (B.E.C.)

"Each trial court should require the court security officer (usually the Branch Supervisor) to prepare a Court Security Plan for its review and consideration. The Court Security Plan should:

1. Be the operational plan for achieving the desired level of security for courtrooms, buildings and grounds, including the planned allocations of security forces and equipment;
2. Describe the place, function, dress and arming of all security forces (e.g., bailiffs), and propose plans for maintaining courtroom decorum and safety within courthouses and grounds in high risk situations;
3. Include an evaluation of the court's security needs, and an assessment of the adequacy and effectiveness of the equipment and forces available to meet those needs.

Each trial court should adopt, reject or request modification to the proposed Court Security Plan, after giving due consideration to all local conditions affecting its security; and to the effect of the plan on the conduct of trials and other proceedings. Each trial court should provide for a periodic review of its security plan and for a periodic assessment of the effectiveness of its execution." (**California Rules of Court - Appendix §7(b)**)

Based on the information and results developed through the Security Survey, Formal Security Plans are formulated for each court facility. These plans are specific and unique to each facility, and outline in detail the responsibilities and procedures to be used to ensure effective security, and in response to particular security hazards, such as inmate escape, bomb threats, courtroom disruption, or tactical situations.

The security plans are in two parts;

1. Outlining tenant department responsibilities and procedures;
2. Delineating responsibilities and procedures for Sheriff's personnel.

All heads of tenant departments are issued part one only. All bench officers, court administrators and Branch Supervisors are issued both parts. These plans are strictly confidential and must be safeguarded.

It is the responsibility of each Branch Supervisor to thoroughly train their personnel on all provisions and procedures of the security plan. All Court Services Division personnel shall be responsible for thorough knowledge of and compliance with instructions regarding their specific roles and duties. Close liaison and clear understanding must be maintained between bailiffs and judges in all areas of security procedures.

Yearly facility drills and practices utilizing all facility personnel shall be conducted. These drills shall be coordinated with the presiding or supervising judge of each facility. All court personnel should take an active role in the security of the facility.

• • 1-05/010.00 Vacation Scheduling

All vacation selections in Court Services Division are to be consistent with the following. The Manual of Policy and Procedures details other pertinent information regarding vacations and their scheduling.

Seniority Determination and Vacation Selection
Department policy provides for the selection of vacations by employees of a given Unit based upon seniority of service in this Department. For personnel who were employees of the Marshal's Department on 12-31-93, this seniority begins with their hire date as an employee of either the Marshal's Department or of the Sheriff's Department, whichever is the earliest date. All other personnel shall use their date of hire as an employee of the Sheriff's Department to establish vacation seniority. For sworn personnel, any service as a civilian employee of either the Sheriff's or Marshal's Department shall be included in establishing seniority.

Employees shall select vacation periods in descending order of seniority, with the most senior having first selection. Initially, each employee shall have the opportunity to select a single vacation period. An employee wishing to "split vacations" shall select one period initially, and a second period after all other employees has had their initial opportunity to select. Employees may select additional vacation periods following the same pattern, with only a single vacation period being selected at a time.

Supervisors shall use a master calendar (similar to the Plan-a-Month calendar) when providing each employee with an opportunity to select a vacation period. This will allow the employee an opportunity to see all of the openings available. Unit Commanders are responsible for notifying personnel who are on sick leave, injury, training, etc.

Scheduling Criteria
Supervisors shall schedule employee vacations on a calendar year basis. Planning, posting of seniority dates, etc., should occur sufficiently early that personnel can make their selections and lists of scheduled vacations can be posted before January 1st of the following year. Specifically, Supervisors should commence vacation scheduling on or about October 1st of each year, with the goal of completing that scheduling by October 15th.

Vacations should be scheduled at the Branch level, involving only the personnel at any given Branch unless otherwise directed by the Unit Commander.

Supervisors shall establish a maximum number of employees who will be allowed off at any given time in order to spread vacations evenly throughout the year. This number can be determined approximately by dividing the number of employees by 12 and rounding off to the nearest whole number. For example, at a Branch having 28 employees, no more than 2 employees may be scheduled off at any given time. In Branches having fewer

than 12 employees, Supervisors should schedule no more than one employee off at any given time. Area Lieutenants shall ensure that the above scheduling criteria are met at their respective Branches.

Sworn and civilian personnel should be scheduled separately, except for custody assistants they will be scheduled with the sworn, utilizing the above criteria for both groups. Supervisor vacations should be scheduled as directed by Unit Commanders who shall ensure that appropriate supervisory coverage is maintained.

Personnel transferring into or within the Division waive their vacation seniority until the next annual vacation schedule is prepared. Supervisors may, however, accommodate vacations previously scheduled at other Units if such accommodation will not cause undue disruption of the Branch operations.

Vacation Relief
Unit Commander shall determine appropriate measures for providing vacation relief within their Bureaus. It is the intent of this policy to spread the impact of employee vacations evenly throughout the year while allowing employees to plan and schedule vacations commensurate with their seniority.

• • 1-05/020.00 Private Entity Contract (PEC) Overtime Administration

Counties have been authorized by law to contract with private entities and individuals to provide supplemental law enforcement services for special events or occurrences that take place on an occasional basis (Government Code 53069.8).

The purpose of this legislation was to enable law enforcement to contract with private individuals and entities for the provision of law enforcement services. This type of contract is utilized for events such as movies or television filming, privately sponsored marathon races, parochial school events, etc.

According to law, the following criteria must be met before deputy personnel may be authorized to work private entity events:

- Events take place on an occasional basis
- Supplemental services shall be rendered by regularly appointed, full-time peace officers, or as negotiated with the respective certified employee organizations
- Duties performed by deputy personnel shall encompass only law enforcement duties and not services authorized to be provided by a private security operator (refer to Business and Professions Code 7521)
- Supplemental law enforcement services rendered to private entities shall not reduce the normal and regular ongoing service that the Department normally provides

Approval of the Private Entity Contract (PEC)
Written requests from private individuals or entities (contractors) shall be directed through the concerned Bureau Commander (Captain) to the Sheriff through the Contract Law Enforcement Bureau. Requests should explain the type of services required (e.g., crow control), the number of deputy personnel needed, and the numbers of hours to be worked. This information shall be determined through discussions between the Captain and the contractor (or their representative).

Contract Law Enforcement Bureau personnel shall review the requests and, if appropriate, forward two copies

of the PEC to the concerned Bureau for signature by the private contractor or their authorized representative. Both signed contracts shall then be returned to contract Law Enforcement Bureau. The Bureau Commander shall prepare an operational plan for each event which shall include the number of personnel required, the number of hours to be worked, and the duties of assigned personnel. This plan shall be forwarded to the Contract Law Enforcement Bureau with both contracts.

Contract Law Enforcement Bureau shall process the Private Entity Contract and shall forward one copy of the signed PEC to the concerned Bureau, while retaining the second document. Bureau Commanders shall make a copy of the contract for their files and forward the signed original of the contract to the private contractor.

Private Entity Contracts with Movie/Television Studios
Sheriff's Headquarters Bureau personnel will be responsible for coordinating Private Entity Contracts between the Department and movie/television studios. Personnel contacted by movie representatives shall refer all requests for movie/television contracts to the Sheriff's Headquarters Bureau.

Sheriff's Headquarters Bureau personnel will maintain a movie event log and contact concerned Bureau/Area staffs to coordinate Operational Plans for each event.

Jurisdiction and Staffing
Area Lieutenant shall be responsible for providing service within their branch facilities. If unable to fill manpower requirements from the involved branch, the Area Lieutenant shall solicit volunteers from other courts within their Areas. If still unable to meet manpower requirements, they shall contact their Bureau Headquarters and request assistance in obtaining the necessary personnel.

Staffing for private entity events should, whenever possible, remain with the smallest Unit level necessary to handle the event, e.g. the involved branch, the area, etc. If insufficient personnel are available from the concerned Bureau to meet the total manpower requirements of the PEC, personnel assigned to other Bureaus within Court Services Division shall be utilized. Any such necessity shall be coordinated through Division Operations staff.

Control Numbers, Billing and Timekeeping
Once the Private Entity Contract has been approved, concerned personnel shall obtain a PEC number from the Contract Law Enforcement Bureau. The PEC number is required in order for the timekeeper to enter any overtime worked into the County Wide Timekeeping and Payroll Personnel System (CWTAPPS). The PEC number should be used on all correspondence regarding the particular event. The information required for the private entity master log includes:

- Bureau providing service
- Personnel requesting PEC number
- Private entity company name
- Event name, date and location

Overtime Worked Reports (SH-R-251) shall be approved at the Branch Office responsible for coordinating the event and forwarded to the timekeeper for recording. The Overtime Worked Reports shall indicate overtime code #903 (Private Entity Contract) and specify both the private entity event name and the control number for each event.

Exception: Personnel assigned to Units other than the primary Branch shall have overtime slips approved by the event coordinator at the primary Branch providing the service. Personnel working the private entity event will be responsible for turning the approved overtime slips into their assigned Unit's timekeeper.

The Area Lieutenant shall, within three days following the conclusion of the PEC, send a memo to the Contract Law Enforcement Bureau indicating time expended on behalf of the private entity event. This memo shall include:

- Event name
- Control number
- Employee name (s), rank and employee number
- Total hours worked per employee (by date if event covers more than one day)
- Each Deputy's home Unit of assignment
- Type, vehicle number and mileage of any County vehicles used

Rates charged to the private contractor are determined by the Auditor-Controller and, pursuant to law, recover the full costs of providing the service(s) contracted for. Current rates can be obtained through the Contract Law Enforcement Bureau.

• • 1-05/030.00 Service Comment Audits

The Sheriff's Department will accept and review any comment from any member of the public concerning Departmental service or individual performance. It is the Watch Commander's responsibility to hear every commendation or complaint, even if another Unit's personnel are involved.

The term "Watch Commander" as mentioned in Department policy will be defined as "Branch Supervisor," for Court Services Division. It is recognized that the "Branch Supervisor" may hold the rank of Deputy Sheriff Bonus I.

When a person telephones or enters one of our facilities to express a complaint or commend our service and/or personnel, the person shall immediately be referred to the Branch Supervisor. No attempt shall be made to dissuade the person from bringing the comment to the attention of the Branch Supervisor. Personnel subordinate to the Branch Supervisor shall not screen the information or make attempts to resolve the complaint.

Regarding telephonic comments, the Branch Supervisor shall:

- Interview the person making the comment
- Complete a Watch Commander's Service Comment Report
- Refer to Manual Policy and Procedures
- Inform the citizen that they will receive a letter in the mail acknowledging the comment, accompanied by a copy of the Service Comment Report.
- Give the person the Service Comment Report serial number prior to the conclusion of the interview
- Document follow-up actions in a memorandum and forward to the Unit Commander

Regarding in-person comments, the Branch Supervisor shall:

- Interview the person making the comment
- Complete a Watch Commander's Service Comment Report
- Give the person the green copy of the Service Comment Report
- Give the person a copy of the document "Procedures for Public Complaints" SH-CR-596 (English or Spanish version as appropriate)
- Inform the citizen that they will receive a letter in the mail from the Unit Commander acknowledging the comment
- Document follow-up actions in a memorandum and forward to the Unit Commander

To ensure that the complaint process is adhered to, members of the Department's Inspectional Services Unit conduct periodic audits. The audit may take the form of a telephone call or a representative presenting themselves at a public counter to make a face-to-face complaint.

Complaints received at the phone room about an issue or individual assigned to a specific Branch will be referred to that Branch. Complaints about the phone room or its employees shall be referred to the phone room supervisor.

• • 1-05/040.00 Retention of Department and Division Records

Department records are governed by Manual of Policy and Procedures, this Division maintains various records associated with its civil process function, as well as, records specific to Court Services Division which is not addressed by the MPP.

The following records shall be stored at the Branch. The Branch, shall be defined as the Branch Office, lockup area, or any other secured storage area. The Records shall be destroyed at the expiration of the indicated retention periods by the Branch or Unit maintaining the records.

BAILIFF RECORD RETENTION:

Court Paperwork Tracking Log: The log should be stored at bailiff's desk for six (6) months.

LOCKUP RECORDS:

Title 15 Log Books: These records shall be maintained at the unit for five (5) Years.

Incident Reports (SHAD 49'S): Major incidents, five (5) year retention, minor incidents until released. All original reports sent to Headquarters. ****

Inmate Sick/Injury Reports, (SHAD 49's) Inmate Injury Reports Custody Form Only: One (1) year retention at unit. Original report sent to Headquarters. ****

Inmate Complaint Forms: Copy kept on file at unit for a period of five (5) years. Original form sent to Headquarters. ****

Inspection Reports: Corrections and Standards Authority for Court Holding Facilities, County Grand Jury and other County Inspection Boards or Commissions, Health Department, Fire Department .etc..: Reports shall be on file for a period of three (3) years. Originals sent to Headquarters. If reports are sent directly to the unit's Headquarters by the inspecting entity the Headquarters' Operation Staff shall confirm that a copy has been sent to the Unit. It is still the responsibility of the Branch Supervisor to make sure they have an up to date and complete copy of all facility records required by the state and county.

Maintenance Records: See Title 15 Log Book

Citations (Release): Thirty (30) days, copy kept with new booking packet.

Inmate Property Releases: Two (2) years

Cell Check Forms / Prisoner Transmittals Court Check in List: Two (2) years

In Court Release Forms/ Records and Transmittals: Two (2) years

- Note**** Copies of SHAD 49's and other reports may at the Branch Supervisor's direction out of administrative necessity be stored outside of the lockup in the Branch Supervisors Offices.

OTHER BRANCH RECORDS:

Motorola HT1250 Radios: Radio List issued to personnel at Unit. Depending on the size and necessity of the Unit the Branch Supervisor shall have the discretion to the form and format and dissemination of the radio list form. Radio lists shall be updated and maintained on an ongoing basis, in order to respond effectively to emergency (e-trigger) activation.

MRK Radio List: A log shall be maintained of all MRK radios issued to deputies that are on overtime, but not assigned to the unit. This daily log shall be on file for a period of 6 months. The exception would be for those units that enter the MRK radios in the unit's Title 15 log or "Red" Book. Those logs have to be maintained for five (5) years.

Red Book: Such log books recording unit activity shall be maintained at the unit for a period of five (5) years.

Closing Procedures Log: Those facilities, that due to their uniqueness and size, may have separate procedures for closing their facilities. All closing procedures and their logs shall be maintained at the Branch Office for a period of one (1) year. The exception would be those Units that make their entries in the Title 15 logbook or "Red" book entry. Those logs will be maintained at the five (5) year period.

Court List: Per the discretion of the Branch Supervisor, the court list may be stored in the Branch Office or lockup according to the needs of the unit. Court List shall be maintained for six (6) months. Exception; if items are attached to other lists due to the needs of the unit, and with the approval of the Branch Supervisor that may be kept for a longer duration.

Papers Only Log: Papers only log shall be maintained for a period of six (6) months. Original court orders shall be sent to I.R.C. on a transmittal.

P.M. Holds/Temporary Remands: Original Court Orders, (Remanding Order, Release Order and booking

paperwork) may be stored at the Branch Office or lockup, but must be stored for a period of one (1) year.

Court Cell Check Logs: Cell Check Logs must be maintained for a period of two (2) years. (Storage of documents is at the Branch Supervisor discretion. Records can be stored in lockup according to the size and needs of the Court facility.)

Inmate Clothing Form: Relating to in custody clothing brought into the Court facility. Form is to be kept on file for a period of one (1) year.

Restraint Log Forms: Restraint Forms and a copy of the Court Order requesting a restraint device shall be maintained at the unit for a period of three (3) years.

Safety Chair Form: Safety Chair Restraint Form and a copy of the Court Order and the video tape of the use of the chair shall be maintained on file in the Branch Office for a period of four (4) years. A copy of the completed Safety Chair Log shall be sent to Court Services Training Unit.

CIVIL PROCESS RETENTION:

RETENTION PERIOD	RECORDS
1 year	-MAPAS - Monthly Management Reports (Retain at Information System Section) -Field Logs
2 years	-Daily Transaction Lists -Intra-Division and Intra-Office Correspondence -Miscellaneous Receipt Pink Copy -Warrant Records (Including Criminal History or “Rap” sheets)
3 years	-Miscellaneous Receipt Books -Monthly Reconciliations -Bank Records (Deposit records, statements, canceled checks)
10 years	-Real Estates Case Files and Ledgers -Writ Process

• • 1-05/050.00 Notification and Reporting of Significant Incidents

Any major or noteworthy incident occurring within the Division shall be brought to the attention of the appropriate Division Area Commander and Security Operations Unit Lieutenant as soon as possible.

It shall be the Court Services Commander's responsibility to personally make notifications to the Chief and Assistant Sheriff in a timely manner.

Notifications should be made even if all the circumstances are not immediately known and prior to an

Operations Log or Chief's memo. The notification shall be made telephonically, not by e-mail or fax. This includes, but is not limited to:

- Acts or attempted acts of violence with racial and/or political terrorist implications
- Any significant incident involving any employee or Judicial Officer or Court employee, especially if they are the victim of a crime, either on or off duty
- Any serious employee injury, illness or death, either on or off duty
- Any visits by the Sheriff, Department Executive, or Dignitary
- Any inspection by a government agency, such as the Health Department, Grand Jury, or Department Commander
- Any other unusual incident that would be of interest to the Sheriff or Department Executives
- Arrest or detention of Departmental personnel
- Attempt suicides
- Civil disturbances at any court facility
- Employee relieved of duty
- Escapes and attempt escapes of inmates or inmate workers
- Erroneous release In-custody deaths (natural, accidental, homicide, suicide)
- Inmate disturbances
- Interview of Department personnel by the media
- Local Court decisions affecting any Departmental facility
- Major disasters at any Court Services Division Facility
- Major mechanical failure causing a serious disruption at any Court Services Division Facility
- Officer involved shootings (on or off duty), includes accidental discharge
- Or any other incident that would generate a Chief's Memo or an Operations Log entry
- Significant force incidents that require a PSTD response
- Special Weapons Team responses
- Vehicle collisions involving Department personnel

Sheriff's Operational Log
The purpose of the Operational Log is to immediately inform the Sheriff, Undersheriff, Assistant Sheriff and Division Chiefs of incidents, actions or events beyond the normal scope of routine operations. Entries to the Operational Log shall be made by telephone and require a detailed memorandum to Division Headquarters.

Each Bureau Headquarters, or the responsible Area Lieutenant, shall be responsible for promptly notifying the Sheriff's Headquarters Bureau of unusual incidents requiring an Operational Log entry. It should be noted that Operational Log entries are not automatically used as press notifications (Code 20), and that the reporting party has the responsibility to determine if the reported information should be released to the press.

Memorandums to Division Headquarters
Additionally, all significant incidents shall require a memorandum to the Division Chief from the Bureau Commander or designated Lieutenant. This memorandum should be concise, yet contain all pertinent information so that Division Executives will be fully informed of the circumstances involved.

Notification to Court Officials

A notification shall also be made to the Presiding or Site Judge in the District where the incident occurred, unless there are extenuating circumstances, such as a ‘‘confidential’‘ incident. The date and time of the notification, or a reason for not making the notification, shall be included in the memo to the Chief.

After Hour Notification
If the significant incident occurs during the evening or early morning hours or during a weekend/holiday period, notification should be made to the Sheriff Information Bureau (213) 229-2222 who will make the necessary notification. Any reports or memorandum shall be delivered to the Division Chief's office prior to 0830 hours the following business day. The Chief's memorandum should be accompanied by any and all supporting reports and documents.

• • 1-05/060.00 Agency Jurisdiction Involving Courthouse Incidents

Sheriff's personnel within each courthouse are responsible for the safety and security of all persons entering the courthouse. This responsibility requires our response to all incidents involving safety and security, and our handling of the incident until rendered safe. Once this has been accomplished, the incident will be evaluated by the Branch Supervisor as to the appropriate course of action.

To clearly delineate subsequent investigative responsibilities, the following will define assignment:

Inmate Related Incidents

Per Custody Division policy, The Jail Investigations Unit, Custody Division, will be designated as the handling unit for all custody involved matters occurring within court lockups and courtroom venues. They will also be designated as the handling unit when force has been used by Department personnel and a criminal complaint is filed.

Courtroom Related Incidents

In all criminal cases evolving from courtroom related incidents, (non-custody or force related) the Security Operations Unit, Court Services Division becomes the primary investigative unit.

Weapon Screening and Other Public Areas

In all other matters not specified here, criminal incidents shall be directed to the local law enforcement agency for disposition.

Branch Supervisors are encouraged to contact their local policing agency counterpart, and develop a dialog on areas of mutual concern to ensure policies and procedures are in place prior to any incident. The Area Lieutenant shall intervene where an agreement cannot be reached by the Branch Supervisor and the local agency.

Procedures
Sheriff’s personnel who encounter, or are made aware of an incident requiring law enforcement intervention shall:

- Identify the problem and dispatch sufficient personnel to safely handle the situation
- Immediately notify the local policing agency, if their responsibility. If life threatening, make notification via 9-1-1
- Detain any possible suspects
- Provide any medical attention needed/notify paramedics
- Protect the crime scene, and any possible evidence
- Gather information for a crime broadcast to the local agencies dispatch
- Identify any potential witnesses/obtain name, address and phone number
- Prepare all appropriate reports

Immediate contact shall be made to the appropriate investigative detail:

- Jail Investigations Unit at (213) 974-4122 or (213) 974-4422. Incidents reports involving courts shall be faxed to RightFax group (Jail Investigation's Unit Fax) (323) 415-3366 (the office fax number for the Jail Investigations Unit of (213) 974-4864 is to be used only if RightFax is inoperable). Notify Twin Towers Main Control at (213)893-5100 for incidents that occur after hours or on weekends
- Security Operations Unit at (213) 893-2031
- Your local law enforcement agency

Notifications
If the incident is of a serious nature or involves a Judicial Officer, their staff, or a member of the Sheriff's Department, an immediate notification will be made to the Area Lieutenant, Bureau Headquarters, Division Headquarters, Security Operations Unit, Jail Investigations Unit, and the Supervising Judge. The Sheriff's Headquarters Bureau will be notified per existing policy for an operational log entry.

Branch Supervisor's Responsibility
It is the responsibility of the Branch Supervisor to professionally manage the incident. The Branch Supervisor has the overall responsibility to ensure that the incident is rendered safe, and that subsequent administrative responsibilities are adhered to.

Nothing in this policy precludes adjustment of this policy based on specific facts not fully delineated with the concurrence of the Area Lieutenant.

• • 1-05/070.00 Court Services Division Radio Call Signs

Court Services Radio Call Signs will be used when assigning personnel to field Units and for designated personnel to have established radio identifiers. Refer to "Court Services Radio Call Signs" on CSDNet Forms.

• • 1-05/080.00 Reference Number System

When an incident occurs that requires a written report(s), personnel at the Branch will call the Bureau

operations staff and request a reference number. The operations staff will access the Reference Number System and issue the reference number for all reports associated with that event. Once the reference number has been issued to the requestor, the reference number shall be written at the top of each report(s). In some events an URN may also be required. The Reference Number system issues a unique number specific to the requesting Unit.

Bureau/Unit

Reporting District	Year	Date	Incident Number
4400	2005	704	101

The Reference Number system then creates an electronic file number listing all reports associated with that event. All reports pertaining to this number will be entered into the Reference Number System. Each Bureau/Unit will have a reference log and their own Reporting District (RD).

Court Services Division Headquarters	4000
Central Bureau	4050
East Bureau	4100
West Bureau	4400
Civil Management Unit	4200

Whenever an incident occurs that encompasses one or more of the following events, a reference number shall be drawn by the Branch and issued by the Bureau/Unit.

- Incident requiring a SH-AD 49
- Force Incident
- Erroneous Release
- Inmate Complaint
- Mental Observation
- Inmate Injury
- Inmate Incident
- Employee Injury
- Other incidents as directed by Court Services Division

Reference numbers will be drawn in addition to urn numbers, should it be required. For further information refer to the Court Services Division reference number training manual.

• • 1-05/090.00 Computer Games on County-Owned Computers

It is a violation of Department policy to install personally-owned computer games on County-owned computers. It is also a violation of policy to play computer games on County equipment during working hours. Such activity constitutes an inappropriate use of both County equipment and County time. Court Services Division

Supervisors shall take appropriate measures to ensure that computer games are not played during business hours.

• • 1-05/100.00 Wellness Program

Each Branch will have a Wellness Coordinator who will oversee that wellness information being disseminated to the personnel at their unit of assignment. The coordinator will assist in the yearly work site health assessments of their Units personnel. They will keep a library and catalog of wellness information available to their Units personnel. They will also be part of the Department Wellness Program and attend quarterly meetings.

Each Area Lieutenant is responsible for ensuring that their Wellness Coordinators are fulfilling the duties relative to the assignment. Area Lieutenant monitoring the audits will ensure compliance by the coordinators as outlined in the guide, with emphasis on the following areas:

- Utilization of the coordinator's guide and wellness module
- Program materials are disseminated to work site, general and safety employees
- A Wellness Committee has been established at the work site with regularly scheduled meetings
- A tracking system has been implemented with quarterly budget/cost reports sent to the Wellness Program Unit
- Attendance at the Department wellness quarterly meetings
- Assistance in scheduling and coordinating the yearly work site health assessments for their personnel
- A wellness library and catalog has been created and is accessible to employees

Each Branch/Unit will have a review of its program included in their annual audit. Unit Commanders and Area Lieutenants will now be required to verify the existence of an ongoing Wellness Program as well as the presence of a wellness module and coordinator's guide at each at each Branch or Unit.

Lieutenant and Unit Commanders are reminded that the Wellness Program is important to the welfare of our personnel. The priority you give to its success is relative to the priority we place on the well-being of our employees.

• • 1-05/110.00 CSDNET (Court Services Division Network) (UNDER REVIEW)

Court Services Division has developed its own Intranet site, CSDNet (Court Services Division Network). CSDNet not only pertains to matters related to Court Services Division but also includes a link to the Sheriff Department’s main Intranet site, LASD Intranet. Additional Intranet sites may be added in the future, such as ISABROM, which is a computer law library. A number of important resources have been placed on the CSDNet including: the Manual of Civil Procedure; Court Services Directives; Civil Advisory Sheets; various forms used in the Division; MAPAS Bulletins; the Administrative Volume; the Lockup Volume; the Bailiff Volume; the Levy Crew Volume; the Keeper Volume; and, a newsletter entitled, Court Services Division News. By enabling employees to research policies and procedures using key words or phrases, CSDNet promises to enhance our efficiency as we strive to better serve the public.

Court Services Division News
Any Court Services Division employee may submit an article for inclusion in the Court Services Division News. The article must be approved by the employee's Unit Supervisor, e.g., Branch Supervisor, Bureau Commander (Captain) and an Area Commander. If time is of the essence, as in the case of a funeral notice, the article may be submitted and approved electronically by e-mail or fax... Each Bureau (West, Central, East and CST) and Division Headquarters is encouraged to submit articles. The approving Area Commander will submit the article to **CSD CMB Special Projects** for inclusion on CSDNet, which will be updated as articles are received.

Mapas Bulletin
The Lieutenant in charge of the Security Operations Unit promulgates MAPAS BULLETINS to update personnel on MAPAS policies and procedures. MAPAS BULLETINS remain in effect until modified. The approving SOU Lieutenant will submit MAPAS BULLETINS to Sierra Systems Liaison for inclusion on CSDNet.

Forms
Various policies and procedures involve forms which will be available on the CSDNet. A form may not be added or revised unless accompanied by a Directive, MAPAS BULLETIN or revision of a Court Services Division Manual (Administrative Volume, Lockup Volume, Bailiff Volume, Security Volume, Levy Volume, Keeper Volume, Manual of Civil Procedure, etc.) authorizing its use.

Manual of Civil Procedure, Levy Crew Section, Civil Advisory Sheets
The Civil Advisor Section maintains and updates the Manual of Civil Procedure and the Levy Crew Volume and prepares Civil Advisory Sheets concerning civil procedure questions researched by the section. Following approval by an Area Commander, the Civil Advisor Section Sergeant will submit manual revisions and Advisory Sheets to Sierra System Liaison for inclusion on the CSDNet.

Other Sections to the Court Services Manual
The Civil Advisor Section is the central repository for all Court Services Division Sections, which are issued under the authority of the Chief of Court Services Division. Proposed revisions to the Bailiff Volume, Keeper Volume, and Lockup Volume shall be submitted to the Chief through the chain of command. Following approval by the Chief, the Civil Advisor Section Sergeant will submit manual revisions to Sierra Systems Liaison for inclusion on CSDNet.

Division Directives
The Chief of Court Services Division promulgates Division Directives concerning policies and procedures of the Division. Directives remain in effect until revised or rescinded by subsequent Directives. After approval by the Chief, the Division Headquarters Operation's Lieutenant will submit Directives to Sierra System Liaison for inclusion on CSDNet.

CSDNet SUGGESTIONS
Any Court Services Division employee may submit written suggestions concerning the design and formatting of CSDNet. Suggestions must be approved by the employee's Unit Supervisor, e.g., Branch Supervisor, Bureau Commander (Captain) and an Area Commander. The approving Area Commander will submit the suggestions to Sierra Systems Liaison for technical evaluation and/or implementation.

• • 1-05/120.00 Inmate Complaints

Any inmate within Court Services Division may have grievances relating to any condition of confinement. All inmates are permitted to make a complaint or inquiry, whether or not it is written on the specified form. All sworn personnel shall make available inmate complaint forms upon request when a matter cannot be resolved informally. Personnel shall consider inmate inquiries as potentially legitimate, and when appropriate refer an inmate to the Branch Supervisor who can address the inquiry, or to the inmate complaint procedure. Personnel are prohibited from discouraging inmates from voicing complaints or concerns about their incarceration.

Each Bureau Operation's Lieutenant shall assume the collateral duty of Inmate Complaint Coordinator (ICC). The ICC shall review each form and initiate the entry into the Operations Information Management (OIM) or appropriate data base. The ICC shall ensure all complaints or requests are investigated and resolved within ten days of being received or as soon as reasonably possible.

The ICC shall ensure that (OIM) is updated with the final disposition of the complaint or request. The ICC shall then forward all approved dispositions to the Unit Commander or his designee for approval and signature.

It shall be the Area Lieutenant's responsibility to ensure that the inmate complaint forms are available and all sworn personnel are aware of their purpose.

The responsibility for investigating inmate complaints lies with the Branch Supervisor, unless he/she is a factor in the complaint. In such cases, the complaint will then be referred to the Area Lieutenant for assignment. Resolved complaints shall be reviewed and signed by the Area Lieutenant and forwarded to the ICC. The ICC shall forward it to the Unit Commander or his designee for review and approval.

In cases of allegations of employee misconduct, wherein the Area Lieutenant determines that further inquiry or a recommendation for an administrative investigation is warranted, he shall forward a memorandum with all related inmate complaint documents to the Unit Commander with his recommendation.

All original complaint forms collected shall be delivered to the ICC.

The ICC shall review each complaint and determine whether it is the receiving branches' duty to investigate and resolve, if it belongs to another unit, or if it affects both the receiving branch and another unit.

The ICC shall ensure that all complaints receive a Division Reference Tracking Number and are entered in (OIM) or appropriate data base.

- If an inmate's complaint involved the receiving branch only, the coordinator will ensure that a reference number is obtained and will assign a staff member to conduct an inquiry into the complaint.
- If an inmate's complaint only involved conditions or personnel at another unit, the unit receiving the complaint shall not obtain a reference number. The ICC will FAX the complaint to the concerned facility's unit commander and mail the original. It shall then be the handling unit's responsibility to obtain a reference number and handle the complaint.
- If an inmate submits a form with more than one complaint involving the receiving branch and another unit, the ICC shall obtain a reference number for the complaint involving his unit. He will then FAX the form to the unit commander of the other involved unit, who will obtain their own reference number and handle it

as an independent complaint involving their unit.

Inmates shall be advised of their complaint disposition within ten days of the complaint date unless they are no longer in custody. The inmate's signature on the bottom of the completed Inmate Complaint Form will satisfy the requirement of written response. If the inmate is released prior to completion, it should be noted on the form.

Complaints received from inmates after they have been released shall be processed on an Inmate Complaint form (not a Watch Commander Service Comment Report form) pursuant to Manual of Policy and Procedures.

When an inmate complaint involves the conduct of a deputy sheriff, the results of any investigation regarding the deputy shall not be disclosed in any form, including written responses to inmate complaints (per section 832.7PC). The disclosure of any results of inquires pertaining to staff conduct (deputy or otherwise) shall be limited to the following information:

- Acknowledgment of the complaint
- Statement that the investigation was completed
- Assurance that appropriate administrative action has been taken

---

• • 1-05/130.00 Unscheduled Absences Policy

Whenever an employee must be absent, they shall notify their supervisor as soon as possible, but at least thirty (30) minutes prior to the start of their shift. Personnel must report their absence to their Supervising Sergeant or higher ranking supervisor. When a Sergeant is unavailable, they shall provide an adequate telephone number to allow a Sergeant to contact them. When required, employees shall submit satisfactory proof of their absence (doctor's certificate or other satisfactory proof) to their supervisor within 72 hours of their return to duty.

Employees will be familiar with their responsibilities designated in Manual Policy and Procedures relating to injured or sick while off duty.

Unnecessary unscheduled absences and tardiness creates undue hardships in maintaining safe staffing levels. Supervisors shall judiciously review all absence with the goal of reducing unnecessary absence and tardiness. Supervisors shall encourage employees to use the process of pre-approved time off whenever possible and make every effort to grant time off requests authorized by policy or law.

Supervisor Responsibilities
When an unscheduled absence is suspicious or appears to fit a pattern indicating absence abuse, supervisors shall use good judgment to determine the appropriate course of action. Supervisory actions may include:

- Checking that an employee is at home
- Requiring documentation prior to approving leave time
- Counseling and providing resources for improvement
- Restricting optional overtime assignments
- Performance contracts

- Performance evaluation ratings of “needs improvement”
- Discipline for policy violations

When an unscheduled absence occurs, the Sergeant shall determine the cause and confirm that the time benefit requested is appropriate to the circumstances. Supervisors shall maintain an updated “Unscheduled Absence Log”, which can be found in “Forms” and shall be kept in a secure place. All unscheduled absences and instances of tardiness will be logged to identify patterns indicative of abuse, including repetitive absences and absences which occur in conjunction with:

- RDO’s, holidays, or other previously-approved or scheduled absences
- Previously denied absence requests
- Overtime assignments

Suspicious Absences
When the circumstances of an absence are suspicious, the Supervisor shall, at the time of the call-in, advise the employee of the cause for concern and that the absence will initially be considered an “unauthorized absence” (unpaid). They shall direct the employee to submit documentation to support the absence upon their return to duty. The Telephonic Notification portion of the SH-R-96 absence request will not be approved (signed) until the employee provides an acceptable form of documentation. The issue shall be noted in the absence log.

> **County Code 6.20.120**
> “Any employee absent due to sickness, injury, pregnancy, quarantine, non-emergency medical or dental care, or any of the leaves provided for in 6.20.080 of this code, may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to their department head that his absence was due to such cause.”

If the employee refuses or fails to provide adequate documentation, their absence will remain “unauthorized or U/A.” The un-signed absence request form, noting a brief explanation will be submitted with the employee’s time card. A Unit Performance Log Entry (PLE) will be completed; documenting the Supervisor’s verbal counseling (See exemplars). As appropriate, supervisors may advise the employee of Department resources to assist in reducing the absences. (See “Unscheduled Absence (PLE) One” in “Forms” for appropriate performance log exemplar,)

Repeated or Pattern Absences
When a supervisor recognizes that an employee is frequently absent or demonstrates a pattern indicating absence abuse, they shall verbally counsel the employee about their concerns and require them to provide appropriate documentation in future unscheduled absences. Should the pattern of absence continue, the supervisor shall advise the employee that future absences may be deemed unauthorized. In some cases of clear abuse, absences may be unauthorized even when doctor’s certificates are provided. (See “Unscheduled Absence (PLE) Two and Three” in “Forms” for appropriate performance log exemplars,)

Repeated Unauthorized Absences
When absence abuse becomes notable, supervisors shall consult with their Unit Commander, through their Area Lieutenant for concurrence in taking additional action, including restricting optional overtime assignments and formal discipline for policy violations.

• • 1-05/140.00 Personal Electronic Communication Devices

Personal Electronic Device – Any device capable of communicating, transmitting, receiving or recording messages, images, sound, data or other information by any means including but not limited to a computer, tablet, cell phone, or Bluetooth device, and all cameras.

Lockup and Attorney Rooms
Possession of ANY personal electronic device in a secured area is strictly prohibited.

Upon signature of the Court Services Division Laptop/Tablet Request and Acknowledgement Form, Attorneys from the Public Defender's Office may be granted permission to bring their department issued electronic communication device into an attorney room or court lock-up to interview their client, on a non-contact interview.

Per 4575 (a) P.C.: any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless Internet device who is not authorized to possess that item, is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars ($1,000).

A correctional facility is defined as any secured facility, station jail, and court lockup.

Any prior approval will come from the Assistant Sheriff of Custody Operations.

Courtroom and Attorney Rooms
Personnel shall not use ANY personal electronic device(s) while performing their assigned duties in court (when court is in session/open and occupied), except in an emergency situation.

Weapons Screening
Personnel shall not use ANY personal electronic device(s) while performing their assigned duties at weapon screening, except in an emergency situation.

Operating a County-Owned Vehicle
Absent extenuating circumstances, members shall not operate a cellular device while driving any marked, county-owned vehicle. When practical, members shall use a cellular device headset/earpiece (e.g., Bluetooth, other hands-free device, etc.) when engaged in a telephone conversation while driving; however, such devices shall not be worn when the cellular (wireless) device is not in use.

NOTE: This prohibition shall apply to the use of the cellular device for both voice communications as well as data (text) communications. Members shall not use a personal cellular telephone or any other similar personal communication or recording device to record, store, document, catalog, transmit, and/or forward any image, document, scene, or environment captured as a result of their employment and/or while performing official Department business that is not available or accessible to the general public. Official Department business shall include, but is not limited to, confidential, sensitive, or copyrighted information that is printed, audio recorded, photographed, or video recorded; information related to any past, present, or anticipated criminal, civil, or administrative investigation, including reports, declarations, evidence, photographs, videos, or audio recordings; and/or, photographs of suspects, arrestees, defendants, evidence or crime scenes.

NOTE: A personal cellular telephone or any other similar personal communication or recording device used exclusively to record contacts with members of the public during legitimate Department business (e.g., traffic stops, etc.) are exempt from the provisions of this section.

NOTE: This restriction does not include the scanning devices specifically used for the Title 15 security checks.

• • 1-05/150.00 Interpretation of Forms for Non-English or Non-Reading Person

When presenting a form for a person to sign, ascertain if they can read and understand English. If so, have them sign the form as needed.

If they do not read and/or understand the English version of the form, it can be read to them in a language they understand and verbally acknowledged. The person who verbally translated the form will also sign the form.

In the event the person refuses to sign the form, the assigned Deputy and a supervisor shall then sign their names to the original form, noting the refusal of the concerned person to sign.

• • 1-05/160.00 Handling an Accelerated Civil Claim Settlement

This procedure shall be followed in instances where our personnel have made an error, we immediately recognize the error, and determine that the claimant is justified in seeking the requested compensation. For example, a clerk receives funds from a wage garnishment and inadvertently enters them in the wrong account.

Accelerated claim settlement procedures will enable the claimant to rapidly recover their funds, thereby avoiding legal action against our Department.

The procedure is as follows:

- Document the incident/error in a memorandum to the Bureau Captain. Attach pertinent documents (ASlSI printout, crime/incident report, etc.)
- Forward the memo and attachment to your Bureau operations staff as soon as possible
- Bureau operations staff will prepare a memo from the Bureau Captain to Risk Management Bureau Captain recommending that the claim be paid
- E-mail the entire package will be hand-carried to the Civil Litigation Unit, Risk Management Bureau, who will take it to the Board of Supervisors for a quick resolution

Any questions regarding this procedure or the settlement should be referred to your Bureau operations staff or to the Civil Litigation Unit at (213) 890-5446.

• • 1-05/170.00 Procedures for Processing â€œResistance, Delaying and Obstruction Arrestsâ€ (148(A)(1) PC, 69 PC and 243(b) PC)

Deputies shall use discretion and good judgment when deciding to arrest for any of the following penal code

sections: 148(A) (1) PC, 69 PC and 243(b) PC. Generally, verbal resistance or disrespectful behavior alone is not sufficient to justify resistance or obstruction arrests.

Pursuant to the Arrest Review Procedures set forth in MPP, the watch commander (Court Services Area Lieutenant) must review and approve 148(a)(1) PC arrests. Additionally, misdemeanor 243(b) PC arrests shall also require the Area Lieutenant to review and approve. Just as felony 243(c) (2) PC and 69 PC already do.

This review shall be required whether the obstruction charge(s) are the sole/primary charge, or are the secondary charge(s).

The arresting deputy shall document in his arrest report the name of the Area Lieutenant's name that approved the arrest.

The Area Lieutenant who reviewed/approved an arrest that includes a charge for 148(A) (1) PC, 69 PC, 243(b) PC and 243(c)(2) PC shall make every reasonable effort to also read and co-sign the arrest report and any supplemental reports after the Branch Sergeant has signed them.

When reviewing the arrest reports, special scrutiny shall be undertaken with respect to the deputy's documentation of the duties that were interfered with and the suspect's actions causing the resistance, obstruction, battery, delay or interference. The Area Lieutenant is accountable for ensuring that the elements and details of the arrest that were described verbally by the arresting deputy are included in the report.

Note: Refer to the "Resistance, Delaying, and Obstruction Arrest Guidelines" in CSDNet "Forms" to assist you in reviewing these reports for proper content.

If the report(s) are not completed by the end of the Area Lieutenant's shift, the report(s) will be processed without his/her signature. He/she will nevertheless be required to read a copy of the report within five calendar days of the arrest. The Area Lieutenant shall also document all "Resistance, Delaying, and Obstruction Arrests" in the Operations Tracking Data Base System.
In

In any case in which the approving Area Lieutenant feels the report is so deficient that prosecution is jeopardized, he/she shall confer with the Detective Bureau Lieutenant or prosecutor. The Area Lieutenant shall also advise the arresting deputy of his/her concerns and take appropriate action as to the deficiency.

The Area Lieutenant shall be responsible for forwarding to the Captain a signed copy of the 148(A)(1) PC, 69 PC, 243(b) PC and 243(c)(2) PC reports for which he/she approved the arrest. The captain shall maintain a file of 148(A) (1) PC, 69 PC and 243(b) PC reports and shall review each report for both quality control and civil liability.

Should a 148(A) (1) PC, 69 PC, 243(b) PC and 243(c) (2) PC case be rejected by the prosecution. The reasons for the rejection and whether the case could or should have been handled differently should be addressed with the Branch Sergeant and the victim deputy.

The tracking system and quarterly reports will be reviewed quarterly by each Division Headquarters.

• • 1-05/180.00 Escape and Attempt Escape Defined

Escape - High Security
An escape is defined as any unlawful leaving of a courtroom, court lockup, or transportation vehicle, or from a deputy sheriff or civilian employee of this Department having lawful custody of the individual.

Escape - Attempt
Any interrupted effort to escape resulting in the capture of the inmate prior to the completion of the escape, from the confines of a courtroom, lockup or detention area.

Note: Courtroom being defined as any area inside the courtroom before the hallway doors.

Note: Lockup being defined as any area inside the lockup before the exit to a public area.

Note: Detention Area being defined as any space occupied by an inmate, either secured or unsecured but under the direct supervision of a deputy sheriff or civilian employee of this Department having lawful custody of the individual.

Note: In custody inmates from local law enforcement agencies that are left at a Superior Court for arraignment are in the temporary custody and control of the Sheriff. An attempt escape or escape of these inmates are the responsibility of the Sheriff's Department.

• • 1-05/190.00 Reserves in Court Services Division Policy and Procedures

Designated Reserve Level I (Level 1D) and Non-Designated Reserve Level 1 (Level 1ND) may work in Court Services Division as a qualified peace officer under 830.6 (a) (1) and 830.6 (a) (2). They may work any position a Deputy Sheriff Generalist can work. All reserves are assigned to Court Services Division, not a specific bureau.

A reserve beginning to work in Court Services must attend the same Court Services Orientation that the Part Time Deputies attend and must contact the reserve coordinator to schedule an orientation.

Note: Level II and Level III Reserves may not work in Court Services Division.

Accounting for Reserve Hours
It is very important that the hours worked, by a reserve, in Court Services Division is reported to the reserve's coordinator. If a reserve works at a court, the branch supervisor will ensure a time sheet is filled out and submitted to the reserve coordinator at Division Headquarters. The time sheet to be used is the, Weekly Time Card – Temporary Employee. In the upper right corner of the time sheet on the Unit Name line, fill in the word Reserve – (Court Name). Please ensure the time sheet begins on a Sunday and ends on a Saturday.

All hours worked, by a reserve, at the court must be recorded by the branch in the same way hours are recorded by an overtime deputy or a part-time deputy in the Trial Court Funding System. A reserve must be scheduled to work behind a vacancy at the court. A reserve may not just come in "on their own" to work.

Any Reserve Level 1D or 1ND assigned to Court Services shall report their hours to their reserve coordinator.

If a reserve deputy works Court Services Division from an outside unit, the hours worked must be reported to their reserve coordinator. The branch supervisor or representative should send an email verifying the hours. The reserve is ultimately responsible for tracking their hours and confirming the hours were recorded by their coordinator.

• • 1-05/190.05 Definitions and Training Requirements of Reserve Deputies Permitted to Work in Court Services Division

Definitions and Training of Level I D and ND Reserves:

Designated Level I:
Reserve deputies are appointed to a "designated" Level I position by authority of a county resolution. Level 1-D Reserves have completed the Department's POST approved Field Training Program and other Basic POST requirements. This is the only category of reserve that has 24-hour peace officer authority. All other reserve levels have peace officer powers only for the duration of the person's specific assignment. A Level 1-D Reserve may work alone and perform the same duties as a full-time deputy.

Reserve deputies have been granted designated Level I status if they possess either a POST Reserve Officer Certificate or a Basic POST Certificate "Departmental Exit Option," which allows regular deputies to transition to reserve status upon resignation or retirement.

Upon completion of the Sheriff Department's POST approved Field Training Program, designated Level 1 Reserves are granted the following:

- Full peace officer powers both on and off duty
- Authority to carry an off duty weapon, conforming to Department policy, without the need for a concealed weapon permit
- Individuals with full-time peace officer status who are exercising the "exit option," may be assigned to tasks routinely performed by regular deputies. This includes supervising Level II and Level III Reserves
- Reserves possessing a POST Reserve Officer Certificate may be assigned to tasks routinely performed by regular deputies, including supervising Level II and III Reserves

Non-Designated Level I:
Non-Designated Level I Reserves have not yet completed the Department's POST approved Field Training Program, but have completed all other required training to rise to a Level I Reserve. A Level I-ND Reserve may work alone and perform the same duties as a full-time regular deputy. However, their peace officer authority is only for the duration of the reserve's specific assignment.

Non-Designated Level I Reserves are granted the following:

- Peace officer powers only while on duty
- Authorization to carry an off-duty weapon, only if they have a concealed weapon permit
- Possible assignment to tasks routinely performed by regular deputies, except they shall not be assigned to supervise other reserve deputies in a general law enforcement capacity
- Due to recruit changes in POST training requirements, Non-Designated Level I Reserves may not upgrade to Designated Level I status unless they apply for the Basic Course Waiver (through POST) or

by repeating the Basic course (modular or intensive).

• Chapter 6 - Security Operations Unit (SOU)

(Title page only, No content)

• • 1-06/010.00 Security Operations Unit Duties

The primary objective of the Security Operations Unit (SOU) is to provide service in all areas relevant to the security interest of the Court Services Division and the Board of Supervisors. The Unit provides the Sergeant-at-Arms for all scheduled Board of Supervisors meetings and special security requests from the Chief Administrative Office.

This Unit is responsible for the investigation of crimes, identification and apprehension of criminals, and maintaining liaison with other law enforcement agencies regarding judicial threats. The Security Operations Unit acts as the primary Investigative Unit for the Court Services Division. The Security Operations Unit falls under the direct supervision for the Chief of Court Services Division.

• • 1-06/020.00 Situations When Security Operations Unit is Needed

Judicial threats - any member of this Department, who receives information relating to a threat against a bench officer, shall immediately notify their Branch Supervisor. That supervisor shall notify the Security Operations Unit. Once preliminary information has been obtained, the case will be assigned to a Unit member who will become the investigating officer.

- High profile trials or hearings
- Bailiffs shall immediately notify their supervisor of any pending trial or hearing where there may be a need for additional security
- High security prisoner escort - when known in advance, arrangements can be made to provide for chase cars for the security of special prisoners
- In any special circumstances decided by the Branch Supervisor

• • 1-06/030.00 Threat Assessment

Threat assessment may be as simple as the Branch Supervisor reviewing a police report or as complex as the SOU doing a full investigation surrounding the situation.

Bailiffs shall assist in this process by obtaining initial police reports, information from prosecutors, investigating officers and reviewing the Court file. All information received shall be given to the Branch Supervisor. Contact with SOU shall be made through the Branch Supervisor.

Complex cases or situations shall be referred immediately to SOU by the Branch Supervisor.

• • 1-06/040.00 Planning / Operations

The Security Operations Unit shall plan and prepare tactical operations plans as requested. Any coordination or liaison with local, state or federal investigative agencies shall be handled by SOU.

If a Department wide tactical alert is deemed necessary, pursuant to MPP, it shall be done and coordinated by the Security Operations Unit.

• • 1-06/040.05 Coordination

The Security Operations Unit shall coordinate their efforts with the Branch Supervisor and the Area Lieutenant. Initial Deputies should first be obtained from local sources, if available. At the conclusion of the operation the Team Leader and the Area Lieutenant shall conduct a debriefing.

• • 1-06/050.00 Security Surveys

Thorough inspections and surveys are conducted at each court facility by the Security Operations Unit to evaluate current security measures and for detecting security hazards, discrepancies and needs, along with recommendations for corrective action. Maximum cooperation is solicited from tenant departments to ensure recognition of problem areas and setting up of procedures affecting areas of mutual concern. These inspections are ongoing to maintain a high level of security awareness at each facility.