

## **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.

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