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.