

## **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.

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