

2-00/060.00 Custody Services Division - Administration

Custody Operations is comprised of units and bureaus providing support to the Custody Services Divisions, overseen by the Assistant Sheriff of Custody Operations.

Custody Support Services Bureau

The Custody Support Services Bureau provides administrative support, in-depth research, independent auditing, critical incident review, and policy development for the Custody Services Divisions. The bureau is divided into the following seven teams:

- Incident Review Team works closely with all units within Custody Division to identify and mitigate liability issues. They analyze risk management issues, and monitor all risk mitigation efforts;
- Inspections Team conducts audits of risk management issues in the Custody Services Divisions for compliance with Division and Department policy, and state and federal mandates. They also conduct a significant portion of the Command Inspection process at all Custody Services Divisions' facilities;
- Data and Force Analysis Team collects data from various Department and outside sources to analyze and determine trends within Custody Operations. The data is reported to Department, state, and federal authorities. Data collected includes: Use of Force Tracking, Average Daily Inmate Population (ADIP), Average Length of Stay (ALOS), booking and release counts, Jail Profile Survey, Annual State Criminal Alien Assistance Program (SCAAP), and Sheriff's Critical Issues Forum (SCIF) Presentation;
- Research and Planning Team conducts research and makes proposals for long-term projects that will improve the efficiency and functionality of the Custody Services Divisions;
- Policy Review Team maintains the Custody Division Manual and the Station Jail Manual, reviews unit orders, and facilitates policy revisions;
- Operations and Records Request Team is responsible for unit administrative functions, responds to requests for records via the Public Records Act, Discovery documents, Pitchess Motions, etc., and coordinates American Civil Liberties Union (ACLU) complaints;
- Correctional Innovative Technologies Unit analyzes current and emerging technologies for their suitability in the custody environment. Once a technology is identified, the unit is responsible for the acquisition or in-house development, implementation, deployment, user training, and ensuring ongoing maintenance and support. The new implementations are consistent with the Custody Business Plan and perpetuate a safe and secure inmate environment while providing effective, efficient, and fiscally prudent staff functionality.

Custody Investigative Services

Custody Investigative Services is directed under the command of the Custody Support Services unit commander. Custody Investigative Services is responsible for investigating all crimes taking place within the Department's jail facilities, with the exception of crimes investigated by the Homicide Bureau. Refer to Custody Division Manual section 2-00/020.00, "Custody Investigative Units," for a detailed explanation of the duties and responsibilities of Custody Investigative Services.

Custody Training and Standards Bureau

The Custody Training and Standards Bureau is responsible for providing Department and state mandated

training for the Custody Services Divisions and station jail personnel, pursuant to the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1020, "Corrections Officer Core Course," section 1021, "Jail Supervisory Training," and section 1025, "Continuing Professional Training." Training instructors create, research, design, and present all curricula and classes.

Custody Training and Standards Bureau is also responsible for reviewing and evaluating significant incidents occurring within the Custody Services Divisions for training issues, evaluating new techniques and equipment, and producing Division training bulletins and videos.

Personnel and Budget

The Custody Services Division - Administration Personnel Unit provides guidance and recommendations to Department unit commanders and Division chiefs for their approvals or decisions on all personnel-related matters. The unit coordinates the allocation and transfer of personnel throughout the Custody Services Divisions' units, and the review and approval of unit level requests and submissions for personnel transactions. The unit is also responsible for advising and recommending distribution of personnel based on staffing shortages, vacant positions, upcoming needs or retirements, contract or grant requirements, and established Department seniority and transfer preference.

The Custody Services Division - Administration Budget Unit is responsible for monitoring and approving all Division expenditures. This includes the efficient allocation of funds throughout the Custody Services Divisions' units, the processing of fiscal service requests, the approval of facility purchases and expenditures, the oversight of overtime distribution, and the maintenance of all historic budgetary files.

Custody Force Review Committee

The Custody Force Review Committee is comprised of three commanders assigned to one of the Custody Services Divisions, one of whom is appointed as Chairperson. Additionally, a member of the Office of the Inspector General (OIG) participates as a monitor and provides input. The goals of the Custody Force Review Committee are to evaluate the force applied within custody facilities, the quality of Use of Force investigations, and the effectiveness of supervision in their units. Refer to CDM section 7-07/020.00, "Custody Force Review Committee."
