6-35/113.00 Office Responsibilities

Once the keeper is installed, the office supervisor or designee of the originating office assumes responsibility for the supervision of the keeper until the case is completed. Further, they shall monitor the case and inform the litigant after the inventory is complete in order to discuss issues of moving or not moving the property under levy into storage.

Upon determining that any move out will be necessary, the office supervisor or designee shall immediately comply with the procedures delineated beginning with 6-36/118.00.

• 6-35/113.10 Master Keeper Report

The supervisor or designee shall ensure that the Master Keeper Report is updated with a minimum of the following information as the case develops:

- Keeper relief - name, date and time.
- As applicable - estimates of resources.
- Monies taken.
- Any other notable information.

The office supervisor or designee shall monitor the available fees and ensure that the creditor is notified in a timely manner if it is determined that additional fees will be required.

The office personnel shall notify the serving office field supervisor in the event the keeper is released or any stays occur which will affect the levy. In this event, it is the responsibility of the office supervisor or designee to contact and release the keeper and notify the relief keeper as applicable.

If notified by the keeper that there is a problem at the location which cannot be resolved telephonically by the originating office, or if large quantities of cash have been collected, the office shall make arrangements with the serving office field supervisor to have sworn personnel respond to the location.

• 6-35/113.20 Monies And Receipts

Monies and receipts brought to the office by the keepers or field personnel, shall be counted and signed for by the office supervisor or designee, who shall immediately apply them to the case. If a large quantity of cash is collected, a special deposit shall be processed immediately. If the office receiving the funds is not the originating office, an inter-office bank deposit shall be made and a comment entered in MAPAS, indicating the amount collected and the keeper’s receipt number.

• 6-35/113.40 Bank Deposits

Personnel are reminded that bank deposits shall be made daily in compliance with Government Code Section 25303.4.

6-35/113.50 Keeper Serving Process

If a Service Return is required due to the keeper serving a Summons or other process, the office staff shall assist the keeper in performing necessary duties, including, but not limited to the legacy system, preparing and mailing the applicable Notices and Proofs of Service, etc.

6-35/113.60 After Hours Keeper

If the case will go over night or through the weekend, it is the responsibility of the office supervisor to make notifications to the following:

- The Field Supervisor who will be responsible for providing assistance after hours.
- The local law enforcement agency.
- Provide the office and after-hours contact telephone numbers.
- Sheriff's Information Bureau.
    - Provide the office and after-hours contact telephone numbers.

Compose an email to Sheriff's Information Bureau, Civil Management Bureau Operations, and carbon copy the Supervising Field Sergeant, advising the after hours keeper levy.

The following information must be included in the email:

- Date(s) and time(s) the levy will be in effect.
- Duration of the keeper levy
- Keeper name, description, and personal cell number
- Case name and number
- Amout to satisfy
- Local policing agency notified
    - Date
    - Time
    - Name and Rank of who was notified
- Installing Deputy's name and contact number

SAMPLE EMAIL FOR ALL

After Hour Keepers Installed

ALL EMAILS MUST HAVE THE BELOW INFORMATION

To: SIB ; CMB - Ops
Cc: Supervising Field Sergeant, Field Lieutenant
Subject: After Hour Sheriff Keeper Installed

On September 26, 2019, at 1000 hours, the Los Angeles County Sheriff's Department, Civil Management Bureau, San Fernando Office, installed civilian keeper John Doe at a 7-Eleven store located at 123 Main St. Sylmar, CA. 91342.

Keeper John Doe will be at the location for 12 hours (1000-2200 hours).

Cell phone is (XXX)XXX-XXXX.

Keeper description: Male/White, 40 years old, 6'1, 200 lbs., eye glasses, blue collared shirt, blue Jeans, and brown boots.

Case name and number: Doe, John vs. Stores Inc., #xxxxxxx.

Amount to satisfy debt: $5000.00.

LAPD Foothill Division, Sergeant Doe was notified at 1729 hours.

Any questions please call installing Deputy's name and contact number.

Note: This information shall be noted on the Master Keeper Log and shall be repeated each evening until the case has concluded.