

**San Diego County Sheriff's Department  
Court Services Bureau**

**Policies and Procedures Manual**

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\*\* The following sections were renumbered:

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F.02 – E.21  
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**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.1
SUBJECT: ESTABLISHMENT OF POLICIES AND PROCEDURES MANUAL (TITLE 15 COMPLIANCE)			PAGE 1 of 1

Purpose:

To establish this manual as the Sheriff's Court Services Bureau (CSB) policy. This manual is designed to meet the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, Section 1029 of the California Code of Regulations.

Policy:

- I. On January 1, 2003, this Sheriff's CSB Manual of Policies and Procedures replaced the Sheriff's Court Services Manual, Marshal's Custody Control Procedures Manual, and the Marshal's Operations Manual as policy.
- II. All CSB personnel are expected to familiarize themselves with the contents of this manual. All CSB personnel will be held accountable for the expectations, procedures, guidelines, and prohibitions contained herein.
- III. If any portion of this manual is held to be invalid or inoperable for any reason, the validity of the remainder of the manual will not be affected. CSB personnel will obey and follow the unaffected sections. If there is a question as to the validity of a policy section, personnel should contact their supervisor for clarification.
- IV. The Chair of the CSB Policies and Procedures Committee shall initiate a review of the entire CSB policy manual at least annually. The purpose of this review is to modify existing policy as needed to eliminate conflicts in policies or procedures, reflect legislative changes, case law decisions, and new technologies among other possible issues.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.2
SUBJECT: LEGAL AUTHORITY FOR COURT SERVICES BUREAU OPERATIONS			PAGE 1 of 2

Purpose:

To delineate the legal justification and authority under which the Court Services Bureau (CSB) operates.

Policy:

The Sheriff's Court Services Bureau operates under authority of state law as listed below:

**Government Code 69922 –**

*(a) Except as otherwise provided by law, whenever required, the sheriff shall attend all superior court sessions held within his or her county. A sheriff shall attend a noncriminal, non-delinquency action, however, only if the presiding judge or his or her designee makes a determination that the attendance of the sheriff at that action is necessary for reasons of public safety. The court may use court attendants in courtrooms hearing those noncriminal, non-delinquency actions. Notwithstanding any other law, the presiding judge or his or her designee may provide that a court attendant take charge of a jury, as provided in Sections 613 and 614 of the Code of Civil Procedure. The sheriff shall obey all lawful orders and directions of all courts held within his or her county.*

*(b) Subject to the memorandum of understanding described in subdivision (b) of Section 69926, the court security services provided by the sheriff may include, but shall not be limited to, all of the following:*

- (1) Bailiff functions, as defined in Sections 830.1 and 830.36 of the Penal Code, in criminal and noncriminal actions, including, but not limited to, attending court.*
- (2) Taking charge of a jury, as provided in Sections 613 and 614 of the Code of Civil Procedure.*
- (3) Patrolling hallways and other areas within court facilities.*
- (4) Overseeing and escorting prisoners in holding cells within court facilities.*
- (5) Providing security screening within court facilities.*
- (6) Providing enhanced security for judicial officers and court personnel.*

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**Government Code 26611** – *The sheriff in attendance upon court shall act as the crier thereof. He shall call the parties and witnesses and all other persons bound to appear at court and make proclamation of the opening and adjournment of the court and of any other matter under its direction.*

**Government Code 26608** – *The sheriff shall serve all process and notices in the manner prescribed by law.*

**Code of Civil Procedure 680.260** - *"Levying officer means the sheriff or marshal."*

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.3
SUBJECT: BUREAU ORGANIZATION			PAGE 1 of 3

Purpose:

To establish the operating organization of the Court Services Bureau (CSB) and ensure unity of command and delineation of authority are established.

Policy:

CSB shall define a clear and formal organizational structure, so the chain of command and functional responsibilities of each unit are clearly articulated.

Procedure:

- I. Under supervision of the Sheriff, and direct supervision of the Undersheriff, the Assistant Sheriff in charge of CSB is responsible and accountable for operating and maintaining the Sheriff's responsibilities in the San Diego County Judicial District.
- II. CSB command staff consists of the following:
  - (1) CSB Commander, who reports directly to the Assistant Sheriff. The CSB Commander supervises the CSB Captain and the Civil Office Manager. The Commander is responsible for Contract Management, Personnel, Meet and Confer, Administrative Duties, Automation and Information Technology, and Special Projects.
  - (1) CSB Captain, who reports directly to the CSB Commander. The CSB Captain supervises all CSB Lieutenants and daily operation within CSB Areas 1 & 2.
  - (2) CSB Lieutenants assigned to Area 1, who report directly to the CSB Captain. One CSB Lieutenant is responsible for San Diego Courts, Hall of Justice, CSB Investigations, and Training. The second CSB Lieutenant is responsible for the Field Operations Unit, Waterfront Enforcement Team, and the County Administration Center Security.

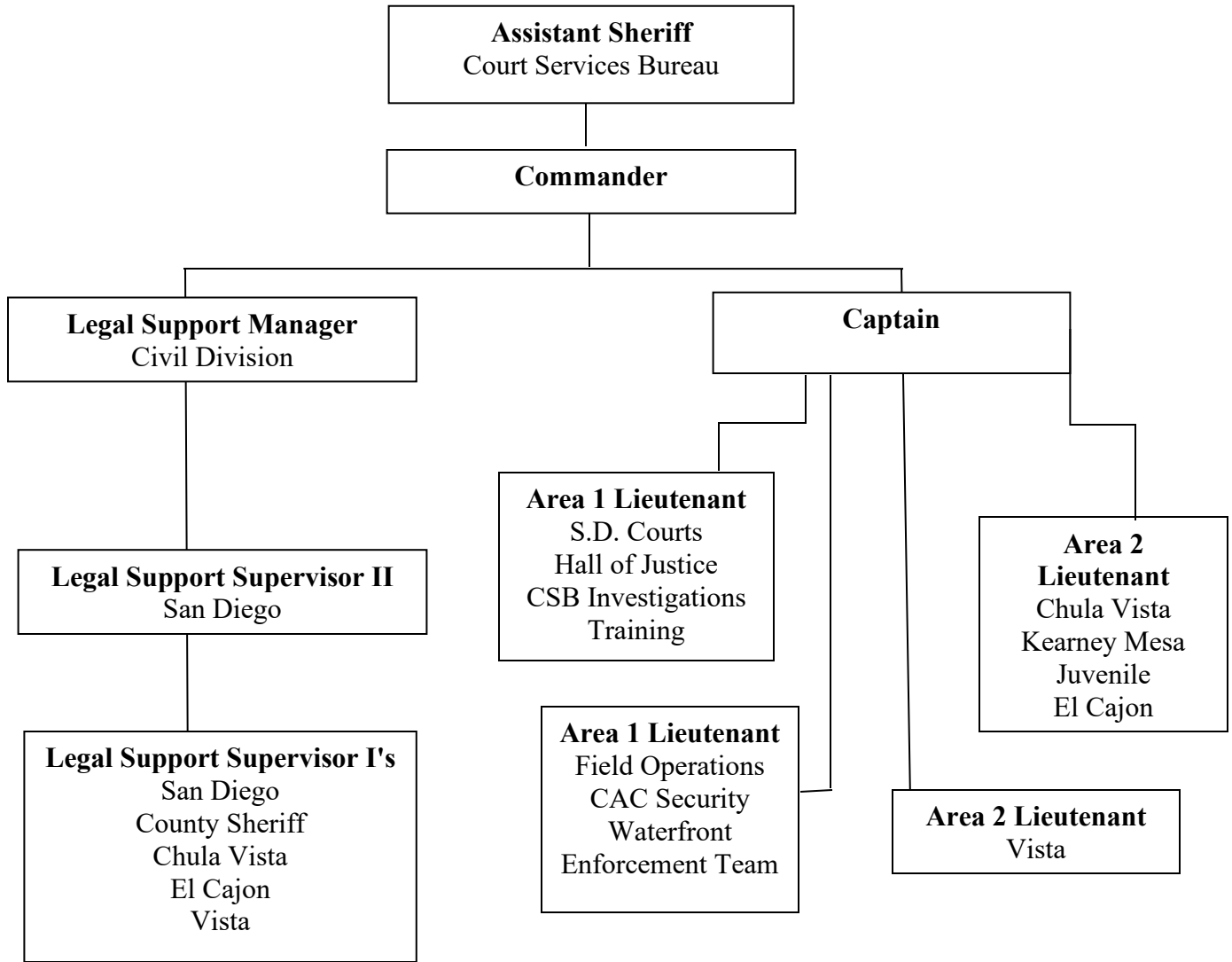
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- (2) CSB Lieutenants assigned to Area 2, who report directly to the CSB Captain. One CSB Lieutenant is responsible for the Chula Vista Courthouse, Kearny Mesa Courthouse, Juvenile Courthouse, and El Cajon Courthouse. The second CSB Lieutenant is responsible for the Vista Courthouse (NCRC).
  - The Civil Division is administered by a Legal Support Manager who reports directly to the CSB Commander. The Civil Division is comprised of four Civil Offices located in the four main County Courthouses. The San Diego civil office is supervised by a legal Support Supervisor II who supervises two Legal Support Supervisor I's and who reports to the Legal Support Manager. The Chula Vista, El Cajon and Vista civil offices are supervised by a Legal Support Supervisor I, and who report to the Legal Support Manager.
- III. An organizational chart is shown on the following page. The chart will be updated as changes take place within the Bureau.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.4
SUBJECT: POLICIES AND PROCEDURE MANUAL REVISIONS			PAGE 1 of 4

Purpose:

To provide guidelines for the revision of Court Services Bureau (CSB) Policies and Procedures.

Policy:

The CSB Manual of Policies and Procedures is a “living document.” It will be altered and amended to reflect changes in legal mandates, improved or updated methods and input from bureau personnel. Addition, deletion and modification of policy is primarily the responsibility of the CSB Policies and Procedures committee.

Procedure:

- I. A CSB Policies and Procedures Committee shall be responsible for revisions and modifications of the CSB manual.
  - A. The CSB Assistant Sheriff will appoint a lieutenant to chair the committee.
  - B. The lieutenants of the outlying offices will each designate a deputy or sergeant to take part in the committee. To ensure quality representation, the committee should be staffed by volunteer members whenever possible.
  - C. The committee will meet as directed by the chairperson.
- II. Revisions or changes to the Bureau–Wide Policies and Procedures Manual
  - A. Any sworn or professional staff member of the CSB can suggest revisions, modifications or a creation of new policy at any time.
  - B. The request should be reduced to writing in an Interoffice Memorandum format (refer to Department Procedure 1.12) and forwarded to the chair of the CSB Policies and Procedures committee.
  - C. The request or suggestion will be taken up with the committee. If approved by the committee, the proposed policy will be properly

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formatted and distributed up the chain of command for approval as follows:

1. The policy will be sent, with a cover letter endorsement page, to all Court Services Captains, Division of Inspectional Services Manager, a Sheriff's Legal Advisor, the Court Services Commander and the Court Services Assistant Sheriff.
2. Once all parties above have endorsed the new or revised policy, the original correspondence will be returned to the chairperson of the committee.
3. The chairperson, or their designee, will be responsible for notifying all CSB personnel of the change via e-mail. At that point the new policy will be in effect and binding upon all employees working in the bureau.
4. The chairperson, or their designee, will be responsible for maintaining an archive of all revisions and the accompanying correspondence. Purging of the policy file will only be done with permission of the Assistant Sheriff.
5. All other changes will be subject to the approval process described above.
6. The Committee Chairperson will have the authority to make non-substantive changes in policy to correct grammatical, spelling or formatting errors.

III. The Court Services Policies and Procedures will be made available via the Court Services page of the Sheriff's Intranet.

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- A. The chairperson of the Policy and Procedures Committee, or their designee, will be charged with maintaining the electronic copy of the manual.
- B. The electronic copy will be posted on the Court Services homepage of the Sheriff's Intranet in a manner that will not allow unauthorized changes to occur.

IV. Facility-Specific Policies and Procedures

- A. The Area Captain and each lieutenant of an outlying facility will be responsible for the creation, approval and implementation of facility-specific policies.
- B. Facility-specific policies must not contradict bureau or department-wide policy.
- C. Facility-specific policies must be based on, and refer to, an established bureau policy.
- D. Facility-specific policies will be numbered in a manner that reflects the bureau policy to which it is related. Thus, a facility specific policy based on bureau-wide policy A.1 will be numbered as follows;
  - El Cajon facility policy based on A.1 would be A.1.E
  - Chula Vista facility policy based on A.1 would be A.1.C
  - San Diego facility policy based on A.1 would be A.1.S
  - Vista facility policy based on A.1 would be A.1.V
  - Juvenile facility policy based on A.1 would be A.1.J
  - Kearny Mesa facility policy based on A.1 would be A.1.K

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- E. The appropriate Captain or highest in command at the facility, must approve all new facility policies and deletions or modifications to existing facility policy.
  - F. The Lieutenant or their designee will keep an archive file for any facility policy changes or implementations. These will be kept on file for at least ten years and will be purged only after approval of the Area Captain.
  - G. The format for facility specific policies will be the same as bureau policy.
- V. Annual review
- A. An annual review of all CSB policy will be conducted to ensure the policies are still relevant, are in accordance with law and department policy and accurately reflect the procedures in use throughout the bureau.
  - B. The primary responsibility for this review will rest upon the P&P Committee lieutenant.
  - C. The review will be conducted during the month of January each calendar year.
  - D. The lieutenants in each command are expected to audit their facility specific policies.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.5
SUBJECT: STANDARDS APPEALS - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure for a review of the Corrections Standards Authority (CSA) enforcement of standards in our court holding areas. This process is outlined in Title 15, Division 1, Chapter 1, Subchapter 4, Article 2, Section 1018 of the California Code of Regulations (CCR).

Policy:

The Sheriff's Department is subject to Title 15 compliance inspections by the Corrections Standards Authority (CSA) every two years. After each inspection, the CSA issues a report that lists non-compliance to the standards set forth in Title 15 of the CCR.

The process of appeal by the Sheriff's Department regarding the lack of compliance to CSA regulations is described in the Title 15 section referenced above. No employee of the CSB will initiate the appeal process without permission from the CSB Assistant Sheriff.

Procedure:

Policy section only.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.6
SUBJECT: AUTHORIZED IDENTIFICATION			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure for the identification of employees and visitors to CSB facilities.

Policy:

Every person in a designated secure area within a CSB facility shall be readily identifiable as Sheriff's personnel or an authorized visitor by one of the means below. A CSB facility secure area is defined as that area of a courthouse or other building, that is staffed primarily by members of the Sheriff's Department and is not generally open to the public and/or is secured by locked doors.

Procedure:

Authorized means of identification are as follows:

- I. Uniform of the department as set forth in Department Policy and Procedure section 3.12.
- II. Authorized uniform of an outside law enforcement agency or fire department.
- III. Identification card of this department. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- IV. Identification card of an outside agency. Display of a badge alone is not sufficient for identification if the person is not in uniform.
- V. Visitors and members of other organizations, such as the Department of General Services, utility companies, or vendors, must display an identification card issued by their employer while inside CSB secure areas. If the employee does not have a identification card issued to them by the County of San Diego, a deputy shall escort them throughout the CSB secured areas.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.7
SUBJECT: TRAINING COORDINATOR SELECTION AND RESPONSIBILITIES			PAGE 1 of 2

Purpose:

This section establishes guidelines for the selection and duties of the Facility Training Coordinator within the Court Services Bureau (CSB).

Policy:

Each command/courthouse shall select a deputy to function as the Facility Training Coordinator. The Training Coordinator reports to, and works under the supervision of, the facility Training Sergeant. Facility staffing needs may dictate the necessity for more than one assigned Training Coordinator.

The position of Training Coordinator is intended to be an ancillary assignment performed in addition to the normal duties of CSB deputy sheriffs and training officers/corporals. The Training Coordinator may be relieved at the discretion of the facility commander. Relief of Training Coordinator duties does not signify a loss of training officer/corporal status.

Procedure:

- I. Facility Training Coordinator Selection - The training coordinator will generally be selected from the ranks of existing Corporals and Training Officers in the following manner:
  - A. The availability of a Training Coordinator position shall be announced at briefings and by e-mail notices to all members of the training staff.
  - B. Interested deputies shall submit their names and resumes to the facility Training Sergeant.
  - C. Selection Criteria will include:
    1. A minimum one-year satisfactory service as a Corporal or Training Officer. Must have received minimally a "Meets Standards" rating on latest performance evaluation.
    2. Excellent organizational skills.

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3. General knowledge of Court Services Bureau and Department Policies and Procedures.

4. Excellent communication skills.

5. Basic working knowledge of computer programs (MS Word, Access, Excel, PowerPoint) is preferred.

D. An oral interview of candidates will be conducted by the facility Training Sergeant, the outgoing Training Coordinator and one other sergeant if available.

E. A ranked order of successful candidates will be given to the command Lieutenant who will make the selection.

II. Duties and Responsibilities

A. The primary responsibility of the Training Coordinator is to assist Bureau training staff in meeting the training needs of the facility and its personnel. Other responsibilities and duties of the Training Coordinator include:

1. Coordination of training and the evaluation of new deputies.

2. Planning, coordinating and evaluating facility in-service training.

3. Liaison with other facilities through attendance of training meetings as necessary.

4. Staff projects involving training and staff development.

5. Liaison between training officers and the command.

6. With cooperation and input of the Training Sergeant, planning, scheduling and tracking required S.T.C. and P.O.S.T. training for all sworn staff, through the rank of Sergeant.

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March 10, 2023	BUREAU-WIDE	ADMINISTRATION	A.8
SUBJECT: TRAINING OFFICER/CORPORAL SELECTION PROCESS			PAGE 1 of 1

Purpose:

To establish guidelines for the selection and duties of Training Officers/Corporals within the Court Services Bureau (CSB).

Policy:

The primary responsibility of CSB training officers is to teach. Each command/courthouse shall select training officers/corporals to train personnel on CSB and departmental policy and procedures, provide line-up training and perform peer leadership functions. Training officer and corporal selection will be accomplished in compliance with Department Policy and Procedure 10.9. CSB Lieutenants shall have the authority to modify the minimum eligibility requirements for participation in the selection process in order to obtain a sufficient pool of candidates.

Procedure:

- I. Training officer selection and eligibility standards are to be followed as set forth in Department Policy and Procedure Section 10.9 – CORPORAL/TRAINING OFFICER PROGRAM
  - A. Interested deputies shall submit to an examination process to include the following:
    1. An oral interview
    2. A sample line-up training session
    3. Upon completion of the examination process, the training sergeant and facility training coordinator will compile a list of recommended candidates as set forth in Department Policy and Procedure Section 3.19-CAREER DEVELOPMENT FOR SWORN PERSONNEL and submit through the chain of command to the facility commander for approval.

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SUBJECT: DEPARTMENTAL SAFETY OFFICER MEETINGS			PAGE 1 of 1

Purpose:

To establish a policy that ensures meetings are conducted with all of the Departmental Safety Officers (DSO) at each of the courthouse facilities within the Court Services Bureau (CSB).

Policy:

Every courthouse will chair a meeting at a minimum of once a year to discuss current and relevant issues regarding, but not limited to building security, personnel safety, and evacuation issues.

Procedure:

- I. The CSB Lieutenant or their designee will be responsible for setting up meetings. This will include selecting a meeting location, notifying the participants, and preparing the agenda.
- II. If a DSO is unable to attend a meeting, it will be the responsibility of the meeting chair to forward any outlines, handouts, or informational notes to the absent individual.
- III. Nothing in this policy shall preclude the ability to meet as needed, either formally or informally, to discuss current issues as they arise throughout the course of the year.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 15, 2017	BUREAU-WIDE	PERSONNEL	B.1
SUBJECT: UNIFORM REQUIREMENTS, DRESS AND APPEARANCE FOR COURT SERVICES BUREAU PERSONNEL			PAGE 1 OF 1

Purpose:

To establish uniform and apparel requirements for sworn and professional staff in the Court Services Bureau (CSB).

Policy:

All Court Services Personnel, both sworn and professional staff will comply with the grooming and uniform standards as set forth in Department Policy and Procedures Sections 3.11, 3.12, 3.13, and 3.29 with the addition of the bureau-specific requirements listed herein.

The following specifications apply to the Court Services Bureau above the general standards.

Procedure:

- I. Deputies and CSOs assigned to CSB
  - A. Class B or C uniform with metal name tag and badge.
  - B. Any department authorized uniform jacket or black uniform sweater as outlined in Department Policy & Procedures 3.12.
  - C. Department issued soft body armor.
  
- II. Deputies assigned to a court holding area:
  - A. Class B or C.
  - B. Any department authorized uniform jacket or black uniform sweater as outlined in Department Policy & Procedures 3.12.
  - C. Cloth badge and name tag is optional.
  - D. Department issued soft body armor is optional.
  
- III. Sworn and non-sworn supervisors, investigative positions, professional staff, and deputies and CSOs assigned to the Field Services Division will comply completely with the requirements in Department Policy and Procedures Sections 3.11, 3.12, and 3.13 with no bureau-specific deviations.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 8, 2013	BUREAU-WIDE	PERSONNEL	B.2
SUBJECT: SWORN TRANSFER REQUESTS			PAGE 1 of 1

DELETED SECTION SO AS NOT TO DUPLICATE DEPARTMENT POLICY & PROCEDURE.

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DATE	DISSEMINATION	CATEGORY	NUMBER
June 16, 2021	BUREAU-WIDE	BAILIFF AND SECURITY	C.01
SUBJECT: DUTIES AND RESPONSIBILITIES			PAGE 1 of 2

Purpose:

To provide Court Services Bureau (CSB) personnel with basic knowledge of the duties of a bailiff/cover deputy in the courthouse.

Policy:

In accordance with the agreement between the San Diego County Superior Courts and the Sheriff's Department, courtrooms shall be staffed with a bailiff when court is in session unless released by the affected judicial officer or a CSB supervisor.

Procedure:

I. Courtroom Bailiff

- A. The primary function of the bailiff is to provide security and maintain order in the courtroom, thereby ensuring the protection of the court and facilitation of courtroom procedures;
- B. The bailiff should be informative, courteous, and maintain an impartial attitude toward all parties. The bailiff's conduct, demeanor or statements should never betray their opinion regarding the verdict a jury should reach;
- C. The bailiff should not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of a case;
- D. The bailiff shall avoid recommending or referring persons appearing in court to any attorney or bail bond agent, nor shall they offer legal advice; and,
- E. The bailiff will notify Dispatch/Control they are available for reassignment when no matter is currently pending or their assigned courtroom is dark, either for the entire day or has no pending matter(s) for a period of time (20 minutes or more) .

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SUBJECT: DUTIES AND RESPONSIBILITIES			PAGE 2 of 2

**II. Cover Deputy**

The functions of the cover deputy are to provide additional security and safe and secure transportation of custodies to and from courtrooms or holding areas.

**III. Community Service Officer (CSO) Bailiff (Civil Court)**

The primary duties of a CSO Bailiff in civil court are:

- A. Ensure and maintain order in and near the courtroom;
- B. The CSO Bailiff should be informative, courteous, and maintain an impartial attitude toward all parties; the bailiff's conduct, demeanor or statements should never betray their opinion regarding the verdict a jury should reach;
- C. The CSO Bailiff should not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of a case;
- D. The CSO Bailiff should avoid recommending or referring persons appearing in court to any attorney or bail bond agent, nor should they offer legal advice; and,
- E. The CSO Bailiff will notify Dispatch/Control they are available for reassignment when there are no matters currently pending or their assigned courtroom is dark, either for the entire day or there are no pending matter(s) for a period of time (20 minutes or more) .

*Misconduct on the part of the bailiff, whether in a criminal or civil courtroom could result in criminal charges of contempt of court, as well as disciplinary action by the Sheriff's Department.*

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	BAILIFF AND SECURITY	C.2
SUBJECT: RESPONSIBILITY OF HANDLING EVIDENCE DURING TRIAL			PAGE 1 of 1

Purpose:

To provide guidelines for Court Services Bureau (CSB) bailiffs when handling evidence during court proceedings.

Policy:

The bailiff, in cooperation with the court clerk, shares responsibility for providing safe handling and preservation of evidence or exhibits during court proceedings.

Procedure:

I. Responsibility for the handling of evidence in the courtroom is divided as follows:

A. Clerk:

Has primary responsibility for the care, custody and control of physical evidence or exhibits during court proceedings.

B. Bailiff:

1. Will assist the court clerk in securing physical evidence to preclude it from being tampered with, altered, lost or destroyed.
2. At recess, lunch break and at the end of the day's session, assist clerk in gathering and storing any articles of evidence if needed.
3. It is extremely important that adequate care be taken in the handling and securing of evidence in any court case.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	BAILIFF AND SECURITY	C.3
SUBJECT: MEDIA COVERAGE IN THE COURTROOM			PAGE 1 of 1

Purpose

To establish Court Services Bureau (CSB) guidelines for media access to court proceedings.

Policy

The Court maintains sole discretion regarding media related matters. Deputies shall consult the Court regarding what will be allowed and prohibited. If a security issue arises that cannot be resolved with the Court, the deputy should notify a supervisor.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 18, 2014	BUREAU-WIDE	BAILIFF AND SECURITY	C.4
SUBJECT: HANDLING OF FIREARMS /OTHER WEAPONS AS EVIDENCE			PAGE 1 of 2

**Purpose:**

To provide guidelines for Court Services Bureau (CSB) deputies and Court Service Officers (CSOs) in the handling of firearms and other weapons as evidence during courtroom proceedings.

**Policy:**

The bailiff is responsible for the inspection, unloading and rendering safe of all firearms or weapons brought into court as an exhibit. Normally, the investigating agency will have completed this task prior to bringing it to the hearing or trial.

**Procedures:**

- I. In every instance that applies, the bailiff shall:
  - A. Make sure the firearm is not loaded and separate any ammunition from the firearm; storing it out of plain view, preferably in a sealed container.
  - B. Secure a trigger guard lock or plastic zip tie to the trigger guard and/or through the barrel of the firearm. The trigger guard lock or zip tie will remain on the weapon for the duration of the hearing unless removed by order of the court.
  - C. At the termination of the hearing, if one was used, the trigger guard lock will be replaced with a zip tie. This tie will remain on the weapon when the court clerk takes control of the firearm and stores it in the court evidence room.
- II. The bailiff is responsible for rendering safe all other types of weapons brought into the courtroom for possible use as evidence during a hearing; edged weapons should be boxed or sealed in a container.
- III. In the rare event a firearm or weapon is going to be presented as an exhibit in the courtroom assigned with a CSO as the bailiff, they will immediately contact their sergeant and request a deputy respond to properly secure the firearm/weapon; which may include taking possession of it if presented at the Weapons Screening Station. Once the firearm/weapon is properly secured, the CSO will resume

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control of the trial and the exhibit. At the end of each day, deputy will confirm the weapon has been properly secured.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 17, 2013	BUREAU-WIDE	BAILIFF AND SECURITY	C.5
SUBJECT: COURT ORDERED REMANDS			PAGE 1 OF 1

Purpose:

To establish guidelines for Court Services Bureau (CSB) deputies when taking court remanded subjects into custody.

Policy:

When a person is remanded into custody by a judge, the deputy will remove the person from the courtroom without delay. Before a remanded person can be transported to jail, a copy of the court order and all booking paperwork must be completed.

Procedure:

- I. After a person is remanded into custody, the deputy will obtain a copy of the remand order (minutes) from the court clerk.
- II. The deputy will take the individual to a court holding facility to complete the pre-book screening and inventory process; refer to CSB P&P Section E.14.
- III. The prisoner shall not be transported to jail without a copy of the court order, a completed Booking and Intake/Property Form (J-15), and the Intake Screening Form.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 12, 2005	BUREAU-WIDE	BAILIFF AND SECURITY	C.6
SUBJECT: COVERING OF COURTROOM WINDOWS			PAGE 1 of 1

Purpose:

To provide the personnel of the Court Services Bureau (CSB) with guidelines for the covering of courtroom windows.

Policy:

Deputies responding to actual or potential emergencies in courtrooms must be able to see in the department to determine whether an emergency exists. They must be able to observe the activities taking place and gather intelligence to determine the best method of assisting those in need.

With this in mind, it is in the best interests of the public, court staff and deputies that a clear line of sight through the courtroom windows be maintained. Bailiffs shall not cover windows in any courtroom unless directed to do so by a judicial officer. If so directed, they will cover the window immediately and notify a supervisor of the order as soon as practicable.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
November 4, 2020	BUREAU-WIDE	BAILIFF AND SECURITY	C.07
SUBJECT: BAILIFF AND STAFF EMERGENCY OPERATIONS BRIEFING			PAGE 1 of 2

Purpose:

To establish procedures within the Court Services Bureau (CSB) for briefings between bailiffs and staff on actions to be taken during emergency situations.

Policy:

It will be the responsibility of each bailiff to provide their courtroom staff with an overview of appropriate actions, both of the bailiff and the staff members, during an emergency event.

Procedure:

At a minimum of once a year, or upon an assignment to a new judge, changes in court staff, or as needed based on the court calendar, the bailiff shall meet with the court clerk, the court reporter, and the judge to discuss procedures and actions that will take place during emergency situations that may arise.

Emergency situations that should specifically be discussed are:

1. Medical emergencies;
2. Unruly, boisterous spectators;
3. Unauthorized person(s) approaching the bench;
4. Attempted taking of a person from law enforcement custody using force or violence, with or without injury, by two or more persons;
5. Unruly, boisterous defendant;
6. Defendant approaching the bench;
7. Defendant attack on attorney or court staff;
8. "Table flip" by defendant;
9. Bailiff being overtaken;

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10. Disturbance reported in a neighboring courtroom or hallway;
11. Report of fire in courthouse – fire alarm activation;
12. Report of shots fired in courthouse – active shooter;
13. Hostage situation;
14. Courthouse evacuation;

The briefing should cover the respective roles and responsibilities for each staff member for each of the above mentioned emergency situations.

Briefings will be documented with the date, all staff members present, and the bailiff giving the briefing. The documentation will be maintained by the supervisor and updated annually.

The preceding was discussed with court staff on: \_\_\_\_\_

Department: \_\_\_\_\_

Judge/Commissioner: \_\_\_\_\_

Court Clerk: \_\_\_\_\_

Court Reporter: \_\_\_\_\_

Deputy: \_\_\_\_\_ ARJIS: \_\_\_\_\_

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 27, 2004	BUREAU-WIDE	FIELD SERVICES	D.1
SUBJECT: FIELD LOGS			PAGE 1 of 1

Purpose:

To establish a permanent record of field activity for all Court Services Bureau (CSB) personnel performing field duties.

Policy:

Deputies and Community Service Officers (CSOs) regularly assigned to field services, or those who spend any time performing field duties, will utilize the Computer Aided Dispatch (CAD) interface (currently I-Mobile) on the Mobile Data Computers in CSB vehicles to notify the Communications Center of all activity.

If the CAD interface program, or CAD itself, is not operable, the deputy or CSO will use their radio to "voice" all calls to the Communications Center.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 28, 2009	BUREAU-WIDE	FIELD SERVICES	D.2
SUBJECT: VEHICLE LEVIES			PAGE 1 of 2

Purpose:

To provide guidelines for the impound and storage of levied vehicles by Court Services Bureau (CSB) personnel.

Policy:

CSB personnel, in response to a valid writ, shall take possession of the vehicle described by towing it to an authorized or contract storage facility located within their service area. The towing will be documented on a form provided by the tow company.

Procedure:

- I. The Sheriff's policy in regards to post-arrest towing of vehicles is outlined in Department Policy and Procedure section 6.37
- II. When vehicles are towed or stored, the deputy authorizing the storage shall ensure the contents of the vehicle are inventoried prior to the vehicle's removal from the scene, if possible.
  - A. The reporting deputy shall document any contents of the vehicle that appear to have obvious value (i.e. money, jewelry, tools, cargo, etc.) on the NetRMS impound report.
  - B. Firearms or other high-value property may be stored for safekeeping in evidence per Department Policy and Procedure section 6.29. If property is taken for safekeeping, the NetRMS report shall include the location at which the property was stored. The deputy shall also complete form Evid 7, Safekeeping Notification and Release Form.
  - C. If the vehicle is locked and access with a key cannot be obtained, the deputy will conduct a visual inventory of any items seen inside the passenger compartment and document them on the tow form.

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- III. Deputies causing a vehicle to be towed pursuant to a levy shall obtain all information necessary to complete the NetRMS impound report prior to towing the vehicle.
- A. Deputies will affix an orange C-19 "Notice" sticker to a visible place on the vehicle.
  - B. The tow company driver taking possession of a vehicle must sign the tow form in the appropriate location signifying that they are taking possession of the car.
  - C. The deputy will scan the tow form into their NetRMS report and attach the original to the levy packet.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 11, 2014	BUREAU-WIDE	FIELD SERVICES	D.3
SUBJECT: ORDER FOR REMOVAL			PAGE 1 of 3

Purpose:

To provide members of the Court Services Bureau (CSB) with guidelines for the service of an Order For Removal (OFR).

Policy:

An OFR is to be served on the respondent and/or restrained person as soon after issuance as practical, and by a minimum of two deputies. This order is normally issued with a Temporary Restraining Order (TRO) attached. It is the policy of the Sheriff's Department to give priority to the service of an OFR. The party being removed from the premises shall not be allowed, under any circumstances, to leave in possession of a firearm. Refer to Penal Code section 29825(b) for authority and scope of the law.

Procedure:

- I. For direction involving an OFR on military bases refer to CSB Policy and Procedure section D.10.
- II. Upon receipt of an Order For Removal, a criminal history and outstanding warrants records check will be made. A note shall be made on the field ticket of any prior violent convictions or outstanding warrants.
- III. In some cases, the petitioner and/or protected person may meet the deputies prior to contacting the respondent and/or restrained person in order to grant the deputies peaceful access to the premises.
- IV. The deputies will personally serve a copy of the Temporary Restraining Order to the respondent and/or restrained person. The deputies will remain on the premises for a reasonable period of time to allow the respondent and/or restrained person to take some personal belongings. After removing the respondent and/or restrained person from the premises, instruct him/her that he/she cannot return, and point out the specific terms in the accompanying Temporary Restraining Order regarding allowable distances from the premises, employment, etc. Inform respondent and/or restrained person that a violation of Penal Code section 166 or 273.6 is a bookable offense.

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- V. If, at the time of service of the Order For Removal, the respondent and/or restrained person refuses to comply to allow the deputies to enter, a forcible entry may be made if:
- A. Probable cause exists to believe the subject of the Order For Removal is inside.
  - B. The requirements of “knock and notice” per Penal Code section 844, have been complied with.
- VI. It should be noted that “forcible” in this context means any non-consensual entry whether it is by simply opening the door, use of a key or actual physical force.
- VII. During the service of an Order For Removal, firearms that are in plain sight or discovered during a consensual search may, as necessary for the protection of the deputies or other persons present, be taken into temporary custody pursuant to Penal Code section 18250.
- Upon taking custody of a firearm under this section, the deputy shall complete and give the owner or person who possessed the firearm a copy of the 'RECEIPT AND NOTICE OF CONFISCATION OF WEAPONS' (PAT-29), per Penal Code section 18255.
- VIII. The deputy shall impound the firearm in compliance with Department Policy and Procedure 6.29.
- IX. Pursuant to Penal Code section 29825(d), when firearms are surrendered as directed in a domestic violence restraining order, the deputy shall take custody of the firearm(s).
- X. Pursuant to Penal Code section 29825(d), when taking possession of firearm(s), the deputy will give the owner or possessor a receipt in the same manner as described above.
- XI. A Crime/Incident Report (ARJIS2) must be completed with the words “Penal Code section 29825(d), Surrender of Firearm(s) per Court Order” written in the box designated for “code section.” The remainder of the report, including the narrative, will be completed the same as a crime report. These reports will be

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forwarded to the Sheriff's Domestic Violence Unit and also filed in the same manner as a "crime report".

- XII. At the direction of the court or at which time the court order expires, the Domestic Violence Unit will be responsible for processing the release of the firearm(s), completing the Property Release/Receipt Form (EVID 3), and firearms Release Check List Form (EVID 5).
- XIII. More information regarding the domestic violence protocol can be found in Patrol Manual section 33.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.4
SUBJECT: EMERGENCY EUTHANASIA TO INJURED ANIMALS			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) guidelines in regards to euthanising animals.

Policy:

There are instances when deputies are confronted with seriously injured animals that require immediate medical attention. If there is no response from a responsible party/animal emergency response agency, the decision to dispose of the animal may be the only option. The shooting of an animal should only be undertaken as a last resort. The shooting should only take place if the animal poses a real threat to the safety of humans or it is appropriate to humanely end the suffering of the animal.

Procedure:

- I. When possible, notify a supervisor before shooting an animal.
- II. When possible, the owner's permission to destroy the animal should be obtained.
- III. All bystanders must be protected by removal to a safe area behind the shooting employee. The area behind and to the sides of the animal should be protected in the event of over penetration or ricochet of the bullet. The preferred method is to select a location that provides a dirt embankment or other suitable backstop.
- IV. Extreme caution must be used when approaching an injured animal. When in pain, animals become vicious and may attack.
  - A. Generally, the best place to aim is the chest area of the animal. This area contains vital organs including the lungs and heart. Shooting at the head /brain of a large animal is generally discouraged, since the skull could deflect a bullet.
  - B. In the case of a bite inflicted on a human, by a suspected rabid animal, a head/brain shot should be avoided. The animal's brain must be undamaged for a reliable rabies test.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 17, 2014	BUREAU-WIDE	FIELD SERVICES	D.5
SUBJECT: EXTRADITIONS			PAGE 1 of 1

Purpose:

To establish guidelines for the extradition of individuals to San Diego for criminal proceedings.

Policy:

It is the Sheriff's policy by agreement with the San Diego District Attorney to provide personnel for extraditions on Sheriff's cases.

Procedure:

- I. The Court Services Bureau (CSB) Extradition Detective handles the arrangements with the District Attorney's Office on pending extraditions.
- II. The Extradition Detective or designee contacts the Detective Sergeant overseeing the investigation regarding the need for extradition. The Detective Sergeant will determine whether the case agent is available to extradite the fugitive. In the event the case agent or designee is unavailable the Extradition Detective will contact the Sheriff's Sergeant supervising the San Diego Regional Fugitive Task Force (SDRFTF). That Sergeant will assign at least two deputies to perform the extradition.
- III. If the individual to be extradited is a female, at least one of the deputies transporting shall be a female.
- IV. Deputies flying armed are required to have completed the TSA's "Law Enforcement Officers Flying Armed" course.
- V. Deputies performing extraditions shall dress in appropriate civilian attire as referenced in Department Policy and Procedure section 3.12.

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January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.6
SUBJECT: U.S. DEPARTMENT OF ENERGY CONVOYS			PAGE 1 of 4

Purpose:

To provide members of the Court Services Bureau (CSB) with guidelines in the event they encounter a Department of Energy (DOE) Convoy in an enforcement situation.

Policy:

CSB personnel shall use restraint when deciding whether enforcement action should be taken against any vehicle in a Department of Energy convoy. The deputy must document the circumstances surrounding the encounter and any actions taken. Deputies will respond to calls for assistance from DOE convoys and render any aid requested, within department policy and state law.

Procedure:

- I. Whenever a DOE convoy is encountered during enforcement action, a report will be initiated.
- II. If no enforcement action is taken, a deputy's report directed to the area command will be initiated describing the circumstances of the contact.
- III. If Federal and State crimes occur at an incident with a DOE convoy, reports of the state violations will be prepared and submitted through normal reporting channels. If the Federal agency wants a copy of a state report for their investigation, they should be instructed to contact the area command the next business day.
- IV. If a DOE convoy is encountered during routine enforcement, the deputy should request a cover unit. This is to ensure the deputy's safety because of the other vehicles that will stop with the convoy.
  - A. Good judgment should be used in not delaying the convoy any longer than necessary. DOE convoys are not exempt from California Traffic Laws.
  - B. Direct any queries into a DOE convoy's legitimacy and/or status by calling DOE Central Communications at GC 7922.000-Privacy Interest
- V. The deputy should have in mind that DOE couriers have their own procedures, as outlined below, and should take these into consideration during the stop.

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- VI. If a DOE convoy is attacked or threatened, assistance may be requested. All assistance possible will be given to these couriers. The couriers will defend their cargo against unlawful interference or theft. Examples of these requests are:
- A. An immediate search for a convoy which is overdue in making a routine check;
  - B. Establishment of roadblocks around an emergency site.
  - C. Joining the on-scene courier-in-charge in establishing a joint command post;
  - D. Initiating calls or medical assistance as needed;
  - E. Assisting in recapturing devices lost to attackers;
  - F. Assisting in defending the convoy from attack;
  - G. Sheriff's policies and procedures regarding the use of force and/or firearms shall be adhered to while rendering aid to DOE convoys.
- VII. An emergency call from a DOE convoy will go to the DOE dispatch center in New Mexico. That dispatch center will call the California Highway Patrol in Sacramento. CHP Sacramento will then call CHP San Diego. CHP San Diego will relay the call to the Sheriff's Communications Center.
- A. At the scene of a convoy being threatened or attacked, the DOE couriers will probably be on foot in the area defending the convoy. Since the couriers are in an undercover mode, it may be difficult to distinguish them from those persons threatening the convoy. Deputies responding to such a scene must exercise extreme caution. Self-protection should be of primary concern in deciding on any course of action;
  - B. When approaching such a situation, DOE will have a liaison in a position to contact the responding deputy, if at all possible. The DOE convoy commander will establish a sign and counter sign. This information will be relayed to the responding deputy via CHP. This sign and counter sign

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should help identify you and the real DOE couriers. This is a cumbersome procedure at best and should not be relied upon to be foolproof.

- VIII. The number of vehicles in a convoy varies, depending on the size and material shipped. One or more escort vehicles will accompany each transport vehicle. All vehicles in a convoy will be unmarked and display U.S. Government license plates.
- A. The carrying vehicle is a specially built tractor-trailer. The escort vehicles will be multi-passenger vehicles; such as Chevrolet Suburban or Ford Vans. The escort vehicles will be equipped to restrict view into the cargo areas.
  - B. Each DOE vehicle is equipped with a nationwide communications system enabling that vehicle to talk with DOE headquarters in Albuquerque, New Mexico. An outside speaker is located near the driver's door of a DOE truck.
  - C. The number of armed couriers with a convoy varies. They do not wear uniforms. They are issued a badge and identification card that contains their photograph. All couriers have a variety of weapons available to them.
  - D. DOE personnel are instructed to obey all traffic laws. During normal enforcement stops, DOE drivers are instructed to respond in the manner of a regular motorist. However, the driver and couriers in a tractor will remain in the vehicle until the deputy approaches. The driver/courier will display his identification card against the truck window closest to the deputy. He will then make the following statement on his outside P.A. "I am a Federal Officer with the U.S. Department of Energy in custody of sensitive material. I will remain stopped while my assistant dismounts for discussion."
  - E. The courier on the side opposite the deputy's position will dismount the tractor and handle the contact. If deputies approach both sides of the vehicle, a courier from the escort vehicle will approach the deputies and no one will dismount from the tractor.

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SUBJECT: U.S. DEPARTMENT OF ENERGY CONVOYS			PAGE 4 of 4

- F. Couriers have been instructed to keep their hands in sight of the deputies and to make no movements that can be construed as "going for a gun." Escort vehicles will stop at a position where they can monitor the stop of the tractor-trailer.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.7
SUBJECT: PSYCHIATRIC EMERGENCY RESPONSE TEAM (PERT)			PAGE 1 of 2

Purpose:

To provide Court Services Bureau (CSB) personnel with guidelines for the use of Psychiatric Emergency Response Teams (PERT) when dealing with mentally or emotionally disordered individuals.

Policy:

A PERT unit consists of a law enforcement officer and a certified mental health clinician. Various agencies throughout the county participate in the program and all requests for their assistance should be routed through the Sheriff's Communications Center. CSB personnel are encouraged to use PERT as a resource when dealing with individuals that could benefit from their services.

The San Diego County Sheriff's Department recognizes four types of mentally ill persons.

**Voluntary Cases** – Individuals are psychiatrically disturbed, but cooperative and willing to accept evaluation and treatment. If such an individual has no means of accessing resources for evaluation and treatments, the PERT unit will assist the individual and transport them if necessary.

**Uncooperative Non-Emergency Cases-** Deputies may inform concerned relatives of their option of filing, through the Public Conservators Office, a petition for court-ordered mental health evaluation.

**Uncooperative Emergency Cases** – Mentally ill persons, although not necessarily criminal, on occasion may require being taken into custody. Once it has been determined that a criminal justice intervention is not feasible or desirable, and issues of officer/clinician safety have been resolved, the PERT Unit will arrange for involuntary psychiatric assessment/treatment at whatever Laternan-Petris-Short designated facility is most readily available. Placement depends on the subject's medical insurance coverage, or lack thereof. Within constraints imposed by safety issues, the PERT unit will transport the subject to the identified assessment/treatment site.

**Public Conservatorship** – falls under a mental health orders from San Diego County Psychiatric Hospital (previously County Mental Health) refer to Court Services Policy and Procedure D.8.

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January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.7
SUBJECT: PSYCHIATRIC EMERGENCY RESPONSE TEAM (PERT)			PAGE 2 of 2

Procedure:

- I. PERT units may be requested by CSB personnel whenever the deputy believes their involvement would be beneficial.
- II. Requests for PERT will be routed through the Sheriff's Communications Center.
- III. Anyone in the community can request the services of a PERT unit. Citizens requesting a PERT unit should be referred to the Sheriff's Communications Center.
- IV. After requesting PERT, CSB units are not relieved of their scene responsibility until the PERT deputy advises that they will take primary responsibility for the call.
- V. When PERT becomes the primary unit at a scene, they will complete all necessary reports regarding the intervention, including the 5150/72 hour detention form, and any crime or arrest reports.
  - A. Deputies may refer a subject to the PERT unit who does not meet the criteria for a 72-hour evaluation, but whom the deputy believes would benefit from an appropriate referral. The CSB deputy will complete a PERT referral form. The form will be left with the law enforcement agency or sheriff's station having primary jurisdiction over the residence of the person needing intervention.
  - B. Further information about the PERT program can be found in section 23 of the Sheriff's Patrol Manual.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	FIELD SERVICES	D.8
SUBJECT: MENTAL HEALTH - ORDERS FOR EVALUATION AND DETENTION			PAGE 1 of 1

Purpose:

To establish guidelines for the service of court ordered mental health evaluations and detentions for County Mental Health.

Policy:

It is the policy of the Sheriff's Department to give top priority to the service of San Diego County Psychiatric Hospital (formerly CMH) orders.

Procedures:

1. The Court Services Bureau (CSB) Investigations Sergeant shall be responsible for assigning CMH orders to investigations deputies for service.
2. Section 5212 of the Welfare and Institutions Code requires that whenever possible, persons charged with the service of Mental Health Orders shall dress in plainclothes and travel in unmarked vehicles. This shall not preclude the use of uniformed deputies and marked vehicles for officer safety reasons.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2014	BUREAU-WIDE	FIELD SERVICES	D.9
SUBJECT: WARRANT SWEEPS			PAGE 1 of 3

Purpose:

To establish a standard procedure for planning/conducting warrant sweeps within the Court Services Bureau (CSB).

Policy:

The CSB will actively attempt to make arrests for outstanding warrants within the county as staffing and workload permits. Each command is encouraged to make use of a warrant sweep or concentrated effort to target persons with outstanding warrants whenever possible.

Warrant sweeps will be coordinated through the Sheriff's Communications Center and Jail Population Management Unit as delineated below. A second dispatcher will handle sweeps involving five or more units and/or outside agency personnel.

Procedure:

- I. Warrant sweep supervisors are responsible for the creation of an Operations Plan as outlined in CSB Policy and Procedure section F.10. The Operations Plan must be approved through the chain of command to the affected Area Captain.
- II. Two weeks prior to the sweep, the warrant sweep supervisor shall call or e-mail, with a read receipt, the Jail Population Management Unit (JPMU) Lieutenant and inform him/her of the date and hours of the sweep, as well as the anticipated number of arrests. Depending on the available space in the department's detention facilities, the JPMU Lieutenant may place restrictions on the number of inmates the jails will accept from the sweep. CSB personnel and others involved in the sweeps are expected to abide by these restrictions.
- III. The supervisor planning the warrant sweep shall give the Communications Center two weeks notice to prepare sufficient staffing.
  - A. E-mail, with a read receipt, should be sent from the supervisor of the sweep to the Administrative Supervisor and affected Communications Coordinator at the Sheriff's Communications Center.
  - B. The e-mail should contain:

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1. The date of the sweep;
  2. The number of deputies (and outside agency personnel if applicable);
  3. The time-frame for the sweep;
  4. Contact information for the supervisor coordinating the sweep.
- C. The Communications Center will provide the confirmation and talk group assignment via e-mail to the supervisor coordinating the sweep.
- D. If overtime positions are required by the Communications Center as a result of the sweep, the command originating the operation is expected to absorb those costs.
- E. On the day of the sweep, the supervisor will provide a line-up, using SO Form 125, of the units involved to the Communications Center. The line-up will include the names of the personnel involved, an ARJIS or ID number for each person and a radio designator for each unit.
- IV. The warrant sweep supervisor shall also notify the District Attorney's Office and Superior Court of the warrant sweep two weeks prior to its occurrence to allow these agencies preparation time for the increased workload.
- V. Two weeks prior to the warrant sweep, the warrant sweep supervisor shall notify the Warrant Division Manager either by e-mail with a read receipt or via telephone.
- VI. On the Friday prior to the sweep, the warrant sweep supervisor shall re-contact the JPMU Lieutenant, and the Warrant Division Manager to confirm the information provided earlier is still accurate.
- VII. The command responsible for the warrant sweep must provide someone at their office to verify the validity of arrest warrants prior to the deputies attempting to serve them. This person will also be tasked with confirming the warrants through Sheriff's Records after arrests are made. Due to the volume of warrants and

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personnel involved in a warrant sweep, the Communications Center dispatcher will not be performing either of these tasks.

- IX. An after action report will be prepared by the command hosting the warrant sweep to be submitted through the chain of command.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 20, 2003	BUREAU-WIDE	FIELD SERVICES	D.10
SUBJECT: SERVICE OF CIVIL PROCESS/WARRANTS ON MILITARY INSTALLATIONS			PAGE 1 of 1

Purpose:

To establish a standard procedure for Court Services Bureau (CSB) personnel serving civil process and warrants on military installations.

Policy:

The CSB recognizes the need to balance the orders of the court with the jurisdictional limitations placed on state courts as they relate to federal property. Our intent is to work with the military commands to ensure that court orders and other civil process is served in a manner that encourages communication and cooperation between the Sheriff's Department and the various military commands within San Diego County.

Procedure:

- I. CSB personnel will generally accept all civil process for service on members of the military or their families, including Temporary Restraining Orders.
- II. All civil process served on military installations shall generally be accomplished within, and coordinated through, the military Legal Office of jurisdiction.
- III. Service of civil process outside the installation's Legal Office shall only be accomplished with the knowledge and concurrence of the personnel in the Legal Office, as long as those agreements do not violate the intent of this policy/procedure.
- IV. Service of arrest warrants or Orders for Forthwith Removal (OFR) on military bases will only take place within, or be coordinated through, the military Legal Office of jurisdiction.
- V. CSB personnel asked to serve an OFR on a military installation, involving a military member or dependent, will direct the plaintiff to deliver the order to the law enforcement agency having jurisdiction over that installation. This will normally be the Provost Marshal's Office for Marine Corps bases or the Master at Arms Office for Naval bases. By doing so, the protective intent of the court order will be communicated to the military officials responsible for forthwith removals and Military Protective Orders on their respective installations.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 26, 2007	BUREAU-WIDE	FIELD SERVICES	D.11
SUBJECT: FIELD PERSONNEL – TRIP TICKET DATA ENTRY TO CAS			PAGE 1 of 1

Purpose:

To establish data entry requirements for field personnel.

Policy:

It is the policy of the Court Services Bureau that all Field Deputies and Community Service Officers shall use the Civil Administration System (CAS) to record each and every attempt to serve process assigned to their respective offices. All service attempts shall be recorded in the CAS system prior to the end of the shift.

Procedure:

- I. Each Field Deputy or Community Service Officer shall utilize the established CAS procedures to check-out all Trip Tickets they take into the field.
- II. Upon returning to the office, Field Deputies and Community Service Officers shall separate their served / not found Trip Tickets from the Trip Tickets they did not serve. Each Field Deputy or Community Service Officer shall record their service attempt in the CAS system for each Trip Ticket that was run, but not served. After recording their service attempt in the CAS system, Trip Tickets that were not served shall be scanned back into the office and returned to the beat boxes, or transferred to another area when appropriate. Served Trip Tickets shall be scanned in the CAS system as going to the Sergeant's Desk. Served Trip Tickets shall be filed in the appropriate area in the office for the Field Sergeant to review. All entries shall be completed before the end of shift.
- III. Any difficulties or anomalies with data entry must be reported to the Field Sergeant before the end of shift. If the Field Sergeant isn't available at the end of shift, the difficulty or anomaly shall be reported to the sergeant no later than the beginning of the next days shift.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.1
SUBJECT: COURT HOLDING DESIGNATION – TITLE 15			PAGE 1 of 1

Purpose:

To assign a classification to Court Services Bureau (CSB) court holding facilities in the Bureau and establish the legal requirements in regards to California Code of Regulations, Title 15, per Penal Code section 6030.

Policy:

By the definition provided in Title 15, Division 1, Chapter 1, Subchapter 4, Article 1, section 1006, our Court Holding areas are classified as “Court Holding Facilities” and are subject to the requirements set forth in Title 15, Article 2, section 1010 (b).

Per Title 15, Division 1, Chapter 1, Subchapter 4, Article 1, section 1006, “‘Court Holding Facility’ means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.”

Per Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, section 1160, any minors held in CSB court holding facilities are subject to the regulations governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, section 1000 et seq. and Title 24, Part 1, Section 13-102 and Part 2 section 1231, California Code of Regulations.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.2
SUBJECT: EMERGENCY SUSPENSION OF STANDARDS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To define the conditions under which an emergency suspension of Title 15 requirements can take place and outline the legal requirements regarding notification. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 2, Section 1012 of the California Code of Regulations.

Policy:

Under emergency conditions, the Area Captain can suspend Title 15 requirements. The circumstances are restricted to those conditions that threaten the safety of the facility, its inmates, staff or public. Only such regulations affected by the emergency may be suspended. The CSB Commander and Assistant Sheriff will be notified of the suspension of Title 15 requirements as soon as practicable. Notification to the Board of State and Community Corrections (BSCC) will be given with direction of the CSB Assistant Sheriff.

Procedure:

- I. When circumstances or conditions are present that require Title 15 suspension, it will be brought to the attention of the supervisor in charge of the court holding area.
  - A. The supervisor or designee will notify the CSB Captain of the need for suspension of Title 15 requirements for the duration of the condition. In the absence of the CSB Captain, the CSB Lieutenant of the court holding area will have the authority to suspend the Title 15 requirements.
  - B. Only those regulations affected by the emergency condition will be suspended.
  - C. The CSB Captain shall, as soon as practicable, advise the CSB Commander and CSB Assistant Sheriff of the circumstances and decision to suspend Title 15 requirements.
- II. The CSB Assistant Sheriff or designee must notify the BSCC in writing if the suspension is in effect for more than three days.

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- III. A suspension for more than 15 days is only permitted with the approval of the chairperson of the BSCC.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 23, 2022	BUREAU-WIDE	COURT HOLDING	E.3
SUBJECT: MINIMUM TRAINING STANDARDS - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To comply with the minimum standards of training for deputies assigned to a court holding facility and the supervisors of those facilities. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1024 of the California Code of Regulations.

Policy:

All Sheriff's personnel assigned to supervise incarcerated persons in court holding areas will meet the minimum training standards set forth in the Title 15 sections above. Supervisors of court holding areas are also subject to the same requirement.

Procedure:

- I. Upon assignment to a court holding area, or in no case more than six months after assignment, each deputy shall complete an 8-hour course of training regarding Title 15 requirements as provided by the Sheriff's Court Services Bureau Training Unit. The training will cover the following topics:
  - A. Applicable minimum jail standards.
  - B. Jail operations liability.
  - C. Incarcerated persons separation (including juveniles).
  - D. Emergency procedures and planning.
  - E. Suicide prevention.
  - F. Special problems and needs presented by minors.
  - G. De-escalation.
  - H. Juvenile procedures.
  - I. Racial bias.
  - J. Mental illness.
- II. Supervisors of court holding areas are also required to meet these training standards.
- III. Eight hours of refresher training, covering the same topics, will be required every two years, as long as personnel are assigned to a court holding area or supervise a court holding area.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.4
SUBJECT: MINIMUM STAFFING FOR COURT HOLDING - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To delineate the minimum staffing levels for the Court Services Bureau (CSB) court holding facilities. This section is intended to satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1027 and 1028 and Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, sections 1162 and 1163 of the California Code of Regulations.

Policy:

All Sheriff's court holding facilities will have sufficient personnel on-duty to conduct routine tasks. There will also be sufficient personnel on-duty to respond to emergency situations involving court holding.

Procedure:

- I. All Sheriff's court holding facilities will have a minimum GC 7922.000-Safety/Security Interest on duty at all times. These deputies will be responsible for conducting safety checks and able to respond to emergencies during normal working hours.
  
- II. Whenever one or more female incarcerated persons are in the court holding area, there should be at least one female employee assigned to that area. If assigning a female employee to a court holding area is not possible, at least one female employee should be immediately available and accessible to such females. If emergencies or issues arise that would necessitate a deputy of the same gender to respond, a bailiff of the same gender on duty in a nearby courtroom will satisfy this requirement.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.5
SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To provide guidelines for a fire suppression plan for Court Services Bureau (CSB) court holding facilities. This section is intended to satisfy the requirements of the California Code of Regulations Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, Section 1032 and Penal Code section 6031.1 (b).

Policy:

Each CSB court holding facility will have a fire suppression plan in the form of a facility specific sheet that will include site specific issues and the requirements from Title 15 as listed below. Each CSB facility will assign a deputy to ensure these requirements are met. Each fire suppression plan will be reviewed annually.

Procedure:

- I. The assigned deputy will conduct monthly inspections of the fire equipment within the holding tanks and immediate areas. The results of inspections will be documented and kept on file at each command for minimum two years.
- II. Local commands will be responsible for scheduling facility inspections by the local fire department at a minimum of every two years. These inspections are required for compliance with Penal Code section 6031.1 and Health and Safety Code sections 13146.1(a) and 13146.1(b).
- III. All court holding facility fire suppression plans must include an updated evacuation plan for inmates and staff and must include a plan for the emergency housing of inmates in case of fire.
- IV. The Department of General Services is primarily responsible for maintenance of fire suppression equipment. The following table is provided for reference and to assist local commands with scheduling inspections. When staff conducts inspections, any unusual conditions or circumstances should be documented and reported to the Department of General Services as soon as possible.

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SUBJECT: FIRE SUPPRESSION PLAN - TITLE 15 COMPLIANCE			PAGE 2 of 2

**Fire Suppression Equipment  
Inspection Checklist**

<b>Type of Equipment:</b>	<b>Required Service:</b>	<b>Authority:</b>	<b>Date Last Inspected</b>	<b>Inspected By:</b>	<b>Date Inspected:</b>
Dry chemical fire extinguishers	Serviced yearly or after use	CFC sections 1001.5, 1002.1 CCR Title 19 Chapters 1 and 3			
Stand pipe system risers	Inspect semi-annually, service at 5 years	CFC section 1001.5.2 NFPA Standard 25			
Fire hose in racks	Unrack and reload annually. Initial test at 5 years; 3 years thereafter	CFC 1001.5.2 CCR Title 19 NFPA Standard 1962			
Manual fire boxes	Test semi-annually	CFC section 1001.5 NFPA Standard 72			
Smoke detectors	Test annually	CFC 1001.5 NFPA Standard 72			
Annunciators	Test quarterly	CFC section 1001.5 NFPA Standard 72			
Control Unit Panel and Trouble Signals	Test lamps, LEDs, fuses, primary and secondary power	CFC section 1001.5 NFPA Standard 72			
Fire Alarm	Annually activate on device per circuit	CFC section 1001.5 NFPA Standard 72			
Evacuation Routes Clear of Debris/Fire Doors Operable	Keep routes clear and doors operable at all times				

CFC = California Fire Code CCR = California Code of Regulations NFPA = National Fire Protection Association

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.06
SUBJECT: JUVENILE SEPARATION – TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that juvenile incarcerated persons in Court Holding are separated from adult incarcerated persons. This policy shall ensure compliance with Title 15, Article 10, sections 1160 and 1161, California Penal Code section 6030, and section 208 of the California Welfare and Institutions Code.

Policy:

Juveniles in CSB custody shall be separated from adult incarcerated persons. To the degree possible, court holding deputies shall ensure that there is no opportunity for contact or communication between adult and juvenile incarcerated persons.

CSB Personnel shall ensure that any information regarding juvenile incarcerated persons who display a propensity to harm themselves or others is passed on to all court holding staff. Additionally, information of this type shall be shared with the Juvenile Transportation Unit (if applicable) and Juvenile Hall prior to, or at the time of the incarcerated person's delivery there.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.7
SUBJECT: CLASSIFICATION PLAN - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure to provide for the safety of staff and inmates while in the court holding areas in compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5, sections 1050, 1051, 1052, 1053, 1057 and Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, section 1161 of the California Code of Regulations.

Policy:

All incarcerated persons classified as Administrative Segregation, Escape or Assault Risk (not housed in a mainline housing unit), Medical Isolation or Protective Custody, shall be separated to the extent possible given the physical limitations of the CSB court holding areas. Deputies will be familiar with the classification code system and wristband color system of the Detentions Bureau. The systems are described in Detentions Policy and Procedure sections R.3 and I.47.

Procedure:

- I. Upon receiving incarcerated persons into the court holding area, the deputies should verify the incarcerated person's classification noted in JIMS coincides with the incarcerated person's wristband and clothing. Deputies shall also note any unusual risk or hazards of an incarcerated person that is either verbally relayed or noted in JIMS.
- II. All court holding deputies can refer to the classification and wristband color system in Detentions Policy and Procedure I.47.
  - A. All incarcerated persons designated as protective custody shall be separated from the mainline population.
  - B. All incarcerated persons designated as an escape risk or, a risk to staff that are separated from the mainline population at their detention facility will be separated in the same manner while in a court holding area.
  - C. All incarcerated persons classified as Medical Isolation shall be separated from all other incarcerated persons. If possible, Medical Isolation incarcerated persons should be housed in the detention facility until their time for court appearance ("will call"). At that time they should be taken directly from the detention facility to the courtroom.

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SUBJECT: CLASSIFICATION PLAN - TITLE 15 COMPLIANCE			PAGE 2 of 2

- III. When in doubt as to an incarcerated person's classification or risk factors, deputies should err on the side of caution and treat the incarcerated person as if they were the highest classification level. As soon as possible, the court holding deputies should consult the Jail Information Management System (JIMS) database or communicate with the detention facility staff where the incarcerated person is housed to verify the incarcerated person's classification level.
- IV. Other general guidelines for court holding personnel:
- A. Female incarcerated persons shall not be housed or transported with male incarcerated persons;
  - B. Juvenile incarcerated persons shall not be housed or transported with adult incarcerated persons;
  - C. If the same entrance/exit is utilized by both adult and juvenile incarcerated persons, movement shall be scheduled in such a manner that there is no opportunity for contact between them;
  - D. New commits from court should not be housed or transported with incarcerated persons from detention facilities;
  - E. Incarcerated persons in restraints should not be housed or transported with inmates that are not restrained;
  - F. Other classifications of incarcerated persons that require special attention are listed below. These incarcerated persons should be identified by staff and separated from other incarcerated persons, when necessary, to the extent allowed by the physical limitations of our court holding areas
    - 1. Mentally disordered;
    - 2. Developmentally disabled;
    - 3. LGBTQ+;
    - 4. Protected witnesses;
    - 5. Victims, Witnesses and Suspects in cases where all may be in custody simultaneously.

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August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.8
SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 1 of 3

Purpose:

To establish a Court Services Bureau (CSB) procedure to ensure health care services are provided to all incarcerated persons in CSB custody. This section shall ensure compliance with Minimum Standards for Local Detention Facilities, Title 15, Division 1, Chapter 1, Subchapter 4, Article 11, Section 1200, the Health Insurance Portability and Accounting Act (HIPAA), and Federal and State laws covering the release of medical information.

Policy:

The health of incarcerated persons in the care and custody of CSB personnel is paramount. There shall be no delay in securing emergency medical attention for any incarcerated persons. Professional staff members are to alert sworn staff immediately in the event of an incarcerated person's medical emergency. Sworn Staff are responsible for initiating medical attention when needed. Routine medical matters will be communicated to the incarcerated person's assigned detention facility.

Deputies shall not release health information to any individual with the exception of sworn law enforcement personnel (City, County, State or Federal) for the purpose of a lawful investigation, or health care operations or treatment.

Procedure:

- I. Sworn Staff are responsible for investigating medical complaints of incarcerated persons.
  - A. Professional staff shall immediately alert sworn staff to all medical complaints.
  - B. Only Sworn Staff shall have personal interaction with incarcerated persons during the investigation of medical complaints.
  - C. Sworn Staff should not discuss an incarcerated person's medical or mental condition in front of other incarcerated persons. Refer to Detentions P&P M.2 for additional information about medical record confidentiality.

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SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 2 of 3

IDENTIFYING WHAT IS MEDICAL INFORMATION

The term “medical information” is not capable of precise definition. Generally, the term “medical information” refers to information concerning a person’s internal or external body conditions that would be known only to the person, or to a medical professional treating that person. If there is a question as to whether certain information constitutes “medical information”, bureau members should err on the side of nondisclosure, and forward the request to Detentions Medical Services Division.

Refer to Detentions P&P M.2 for additional information about medical record confidentiality.

II. Emergency medical complaints.

- A. Sworn Staff shall investigate any emergency medical complaint immediately.
- B. Staff shall notify the local fire department/paramedics by dialing 911. When possible, the deputy should provide the incarcerated person's name, age, sex, and observable symptoms.
- C. Sworn Staff shall be notified to respond to the medical emergency. Sworn Staff will attempt to stabilize the incarcerated person prior to the arrival of paramedics.
- D. Sworn Staff are responsible for providing first aid and/or basic life support according to the standards set forth by the American Red Cross and/or American Heart Association.
- E. If an incarcerated person has a medical emergency, proper security measures shall be taken to ensure the safety of deputies, court staff, public and paramedics.
- F. Sworn Staff will administer the Automatic Electronic Defibrillator (AED) as required. In the event the AED is activated, the AED Incident Report Form (San Diego Project Heartbeat) will be completed and sent through the proper chain.

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SUBJECT: HEALTH CARE SERVICES - TITLE 15 COMPLIANCE			PAGE 3 of 3

G. A CSB Sergeant shall be notified whenever emergency medical attention is requested for an incarcerated person, who is currently in the custody of CSB staff.

III. Incarcerated persons with minor injuries.

A. Incarcerated persons who need medical intervention may be transported via department vehicle to a detention facility where 24 hour nursing care is available after calling that facility's nurses' station and obtaining authorization. (Detention facility nurses do not respond to Court Facilities.).

This may include:

1. Sprains and strains.
2. Patients in need of suturing when there is not a MD at the closest facility.
3. San Diego County Psychiatric Hospital (SDCPH) Emergency Psychiatric Unit (EPU) referrals.
4. Missed Medications

B. Sworn staff shall write an Inmate Status Report (ISR) regarding the circumstance of the injury.

IV. Non-emergency medical complaints.

A. Sworn Staff will ensure the incarcerated person is familiar with the sick call sign-up procedure (Detentions Policy and Procedure M.15).

B. If the complaint is in regards to a dental problem, deputies will ensure the incarcerated person is aware of the dental call sign-up procedure (Detentions Policy and Procedure M.17)

C. If CSB personnel receive a complaint from family or friends of incarcerated persons regarding their health care while in custody, CSB personnel shall refer the person to the detention facility where the incarcerated person is housed.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.09
SUBJECT: ADULT INCARCERATED PERSON ACCESS TO COUNSEL - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that incarcerated persons in Court Holding have access to counsel. This policy shall ensure compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1068 of the California Code of Regulations.

Policy:

Each area command shall implement procedures to ensure that incarcerated persons have access to counsel while held in Court Holding areas. Dependent upon the physical layout of the Court Holding area(s), all efforts shall be made to ensure attorney / client confidentiality.

All persons, including attorneys, entering a court holding area must display proper identification and are subject to search. Signage will be posted advising that ALL visitors are subject to search. Anyone refusing to submit to a search will not be admitted to the court holding area.

Procedure:

- I. Each area command shall implement a facility specific policy, and procedure to ensure that incarcerated persons have access to counsel while held in Court Holding.
  - A. Limitations can be placed on the number of attorneys allowed in Court Holding at one time if the safety of the attorneys, staff or incarcerated persons could be jeopardized.
  - B. Only authorized persons (see CSB Policy and Procedure E.13) may accompany an attorney in the court holding area.
- II. Court Holding staff will not accept incoming or outgoing mail for incarcerated persons. All incarcerated person's mail shall be routed through the detention facility where the incarcerated person is housed.
  - A. This prohibition is not meant to infringe upon legal paperwork exchanged between an attorney and their incarcerated person client during

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professional visits. However, all paperwork is subject to court holding deputy approval due to security considerations.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.10
SUBJECT: JUVENILE INCARCERATED PERSON ACCESS TO COUNSEL - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that juvenile incarcerated persons in Court Holding have access to counsel. This policy shall ensure compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1068 (a) and (b) of the California Code of Regulations.

Policy:

Each area command shall implement procedures to ensure that juvenile incarcerated persons have access to counsel while being held in court holding areas.

Procedure:

- I. Each area command shall implement a procedure to ensure that juvenile incarcerated persons have access to counsel while being held in court holding areas.
- II. Juvenile incarcerated persons shall always be separated from adult incarcerated persons while being held in a CSB court holding facility. This separation shall not infringe upon the juvenile's right to confidential consultation with counsel.
  - A. Limitations can be placed on the number of attorneys allowed in Court Holding at one time if the safety of the attorneys, staff or incarcerated person could be jeopardized.
  - B. Only authorized persons (see CSB Policy and Procedure E.13) may accompany an attorney in the court holding area.
- III. Court Holding staff will not accept incoming or outgoing mail for juvenile incarcerated persons. This prohibition is not meant to infringe upon legal paperwork exchanged between an attorney and their incarcerated person client during professional visits. All paperwork is subject to inspection by the deputy.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.11
SUBJECT: FACILITY SANITATION, SAFETY AND MAINTENANCE - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) procedure to ensure that court holding areas are inspected on a daily basis. This policy is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 15, section 1280 of the California Code of Regulations.

Policy:

Each sworn deputy assigned to a court holding facility shall inspect the area daily whenever incarcerated persons are present.

Procedure:

- I. The deputy shall ensure that maintenance requests are completed for any equipment that is inoperative and are logged into the Jail Information Management System (JIMS) or the court holding log for those facilities without JIMS.
- II. The deputy shall notify the supervisor, if necessary, to ensure adequate levels of security, and cleanliness are being maintained.
- III. The CSB Sergeant shall review each incarcerated persons holding area JIMS entry a minimum of two times a day. These checks are to ensure that adequate security and safety checks are being performed at least hourly, or more often as dictated by CSB policy, Title 15 requirements or the presence of unusual circumstances.
- IV. The inspections/visits by the supervisor shall be logged into JIMS or the court holding log for those facilities without JIMS.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.12
SUBJECT: FOOD SERVICE - TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To develop a Court Services Bureau (CSB) procedure to ensure that incarcerated persons in court holding are fed in compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 12, section 1246 of the California Code of Regulations.

Policy:

Each court holding facility will make its own standard operating procedure for the serving of incarcerated person meals. Incarcerated persons may serve the food, but they must be under the constant supervision of a sworn staff member. Food will be served as soon as possible after its arrival in the court holding area. Delays in feeding are not to be used as formal or informal discipline. All incarcerated persons in court holding shall only be served food and beverages provided by the Sheriff's Food Services Division, which meets or exceeds Title 15 regulations.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.13
SUBJECT: ADMITTANCE TO COURT HOLDING AREAS			PAGE 1 of 2

Purpose:

To establish Court Services Bureau (CSB) guidelines for admittance to court holding areas.

Policy:

It shall be the responsibility of the court holding deputies to ensure that only authorized personnel gain admittance to holding areas. All visitors to CSB Court Holding areas will be dressed in uniform or contemporary business attire.

Procedure:

- I. Authorized personnel normally allowed admittance to the holding area (with proper identification) are:
  - A. Counsel or attorneys of record
  - B. Court Clerks and certified interpreters
  - C. Law clerks
  - D. Drug Court counselors
  - E. Representatives of Pre-Trial Services
  - F. General Services (Building Maintenance personnel)
  - G. Custodians
  - H. Peace Officers
  - I. Public Defender's Office Investigators (with county identification card)
  - J. Alternate Public Defender's Office Investigators (with county identification card)
  - K. Private Conflicts Counsel (with county identification card)
- II. Anyone gaining entrance to a holding area will visibly display his or her identification card at all times.
- III. News media are not permitted in the holding area without specific authorization from CSB Command staff.
- IV. All visitors to the Court Holding areas will be dressed in their agency uniform or contemporary business attire. T-shirts, sandals, shorts or other informal attire will be grounds for refusing admittance.

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- V. All authorized visitors to the Court Holding areas will read and sign the Prison Rape Elimination Act (PREA) admonishment located on the top front portion of the San Diego County Sheriff's Department Facility Sign-In Sheet (J-315 Rev 11/22). This will allow access to the Court Holding Area.

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August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.14
SUBJECT: PRE-INTAKE SCREENING – TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To establish guidelines for the pre-screening of new arrestees who are temporarily held in Court Holding. This policy is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1051 of the California Code of Regulations.

Policy:

It shall be the responsibility of the deputy processing the arrestee or court remand, to evaluate their medical well-being, both physical and mental. Arrestees with physical injuries, or complaints of injury, requiring medical attention must have medical clearance from a hospital before being transported to jail.

Procedure:

- I. All arrestees will be pre-screened as required by Title 15, using the Temporary Holding Cell Checklist form SO-60. The SO-60 will be kept for archiving.
- II. If, for any reason, the medical staff at the booking facility rejects the arrestee/remand, it will be the deputy's responsibility to have them cleared by a hospital or mental health facility.
- III. If the arrestee requires emergency medical care, the arrestee shall be transported to a hospital for medical clearance. If the arrestee/remand has a communicable disease, they should be medically isolated, given a disposable face mask to wear, and processed for booking into a detention facility as soon as possible.
- IV. All medical/mental health information obtained during the screening shall be treated as confidential and relayed to the detention facility taking custody of the arrestee.
  - A. The communicable diseases that may cause an arrestee to be placed into medical isolation include, but are not limited to, tuberculosis, hepatitis, HIV, or other special medical problem identified in California Code of Regulations Title 17 section 2500.
  - B. If there is any question whether an arrestee has a communicable disease, the person shall be treated as if they have the disease and all appropriate precautions shall be taken.

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- C. Detentions Policy and Procedure M.37 details the procedures employees should take if they believe they have been exposed to a communicable disease.
  
- V. If the arrestee feels suicidal or wants to hurt themselves, see Court Services Bureau Policy and Procedure sections E.23 Adult and Juvenile Suicide Prevention.
  
- VI. Form Temporary Holding Cell Checklist, SO-60 is located on the Sheriff's website under Department Wide (SO Forms), SO-60.

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August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.15
SUBJECT: KEY CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of court holding tank keys.

Policy:

Each CSB command will ensure all keys to their Court Holding areas are accounted for daily. Court holding tank keys shall not be removed from the court holding area. The only exception shall be transporting of keys to or from a key locker when opening or closing the court holding area.

Procedure:

- I. Holding Tank Keys
  - A. Sworn staff shall not enter occupied holding cells with keys.
  - B. Sworn staff shall immediately notify a supervisor if key(s) are missing. All reasonable steps shall be taken to recover missing keys. Any damaged key(s) requiring service shall be reported to the sergeant responsible for the court holding area prior to the end of shift.
- II. Inspection and Inventory
  - A. Each facility shall maintain a master key control roster. The deputies assigned to court holding are accountable for the daily inventory of court holding keys in this roster.
  - B. Quarterly, there shall be an inventory and inspection of the key sets conducted by the court holding supervisor.
    - 1. The results will be documented in the log used to document security/welfare checks.
    - 2. This inventory and inspection shall include all court holding key sets and spare keys.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.16
SUBJECT: JIMS DAILY LOGGING			PAGE 1 of 3

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for the keeping of a log of significant daily events in the court holding areas.

Policy:

Each CSB command will ensure all court holding areas are equipped with a Jail Information Management System (JIMS) computer to record significant daily events. Entries should be made in the Operations Logging Activities Section in JIMS. The purpose of the log is to act as an official record of all activities pertinent to the health, safety and security in the court holding area.

All safety/security checks required by Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1027.5 of the California Code of Regulations shall be logged. Additionally, all visits to the area by supervisors, unusual incidents as listed below and inspections by outside agencies must be logged.

Procedure:

- A. All area/safety checks will be documented in JIMS. Deputies are expected to physically walk to all holding cells and check the incarcerated persons through direct visual observation.
  - B. Deputies supervising adult incarcerated persons will perform random area/safety checks not to exceed 60 minutes between checks.
  - C. Deputies supervising juvenile incarcerated persons will perform random area/safety checks at least twice every 30 minutes (Title 15 section 1162).
- II. Logging of area/safety checks
- A. The entry shall be logged under the Event Type of CSB Holding Tank (HT) area check. The description field of the log will give the name(s) and/or ARJIS number(s) of the deputy(s) conducting the check. The notes field should include any pertinent information encountered during the area/safety check.

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- B. In the event an hourly area/safety check requirement cannot be met, the deputy shall notify the supervisor as soon as practical. Upon review of the log, the supervisor shall make an entry in the notes field under the Event Type of "Supervisor's Log Review" and indicate the reason for the late check.

III. The following entries are required to be logged:

- A. Area/Safety checks
- B. Visits to the court holding area by supervisors
- C. Maintenance issues reported
- D. Incidents with incarcerated persons that involve:
1. Use of force
  2. Medical aid or alleged injury to staff or incarcerated persons
  3. Suicide precautions
  4. Any alleged crimes perpetrated by incarcerated persons
  5. Extraordinary steps to be taken to ensure safety and security of incarcerated persons
  6. Daily and quarterly key inventories (see CSB Policies and Procedure E.15)

IV. Logs will be maintained in JIMS. In the event JIMS goes off-line, a hard copy log will be maintained. The following procedures will be followed to ensure documentation until JIMS is back online:

- A. Scheduled Maintenance and Unscheduled Loss of the JIMS system.
1. Prior to the time at which the system is scheduled to be taken off-line, make an entry in JIMS stating that JIMS will be off-line for maintenance.

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2. Maintain written logs while JIMS is unavailable, using on-line form J-7 (JIMS Offline Activity Log).
  3. When JIMS becomes available, make a log entry that JIMS is back on-line.
  4. Enter all information from the J-7 forms into JIMS.
- V. Logs are subject to periodic inspection by State and County departments that regulate health and safety in the jails. They are also subject to subpoena duces tecum.
- VI. Supervisors are required to review JIMS Activity Logs at least twice during their shift. Reviews should be conducted in such a manner as to ensure compliance with the minimum standards required under Title 15. Supervisors will make a Supervisor Log Review entry showing that the check has been completed.
- A. The supervisor will explain any discrepancies found in the note section of their log entry.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.17
SUBJECT: TELEPHONE USE			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for ensuring newly arrested incarcerated persons are given access to phones as delineated in Penal Code section 851.5 (adults) and Welfare and Institutions Code section 627 (juveniles).

Policy:

Each CSB command will ensure its Court Holding area is equipped with a telephone for use by those persons remanded to custody from a court. The provisions of Penal Code section 851.5 (adults) and Welfare and Institutions Code section 627 (juveniles) regarding a person's right to make telephone calls will be complied with unless it is physically impossible to do so.

Procedure:

Policy section only.

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August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.18
SUBJECT: TEMPORARILY OUT OF CUSTODY INCARCERATED PERSONS			PAGE 1 of 2

Purpose:

To establish a Court Services Bureau (CSB) policy for handling requests by law enforcement regarding temporary releases of incarcerated persons.

Policy:

In any case where CSB personnel are presented with a court order that would allow an incarcerated person to be taken temporarily out of custody (TOC), they shall defer the matter to the Court Security Unit and/or a CSB supervisor. The validity of the order will be verified, along with the identification of the agency representative requesting the incarcerated person and that proper steps are taken to transfer custody of the incarcerated person in a safe manner.

Detentions Policy and Procedure section U.7 delineates the circumstances under which an incarcerated person may be temporarily released from custody.

Procedure:

- I. When any CSB employees are presented with a court order to release an incarcerated person to the custody of another law enforcement agency, they shall notify the Court Security Unit and/or a CSB supervisor.
- II. The following shall take place:
  - A. Ensure that CSB is given a signed copy of the court order.
  - B. Provide a copy of the court ordered release to the Watch Commander at the detention facility where the incarcerated person is housed.
  - C. Ensure that the representative of the law enforcement agency taking custody of the incarcerated person produces a valid agency identification card and their name is recorded in the Jail Information Management System (JIMS) log.
  - D. The incarcerated person will be secured in waist and leg chains prior to their being released TOC.

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- E. Ascertain whether the incarcerated person in question will be removed from the courthouse complex and verify that information is logged in JIMS.
  
- III. The Court Security Unit and/or a CSB supervisor shall be notified when the incarcerated person is returned. Because of the possibility the incarcerated person was exposed to weapons and other contraband, the incarcerated person will be searched, to the degree allowed by CSB Policy and Procedure section F.16.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.19
SUBJECT: RELEASES PER 849 (b)(2) AND 853.6 PC – TITLE 15 COMPLIANCE			PAGE 1 of 1

Purpose:

To provide Court Services Bureau (CSB) personnel with guidelines regarding releases of incarcerated persons per 849(b)(2) and 853.6 PC. This section is designed to meet the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 3, section 1029(a)(5) of the California Code of Regulations.

Policy:

It is the policy of the CSB that no incarcerated persons will be eligible for releases per 849(b)(2) PC (person arrested for intoxication only and no prosecution is desired) or 853.6 PC (release on a notice to appear for a misdemeanor crime) while in any court holding facility. Inquiries regarding these types of releases should be referred to the appropriate detention facility.

Procedure:

Policy section only.

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August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.20
SUBJECT: ADULT INCARCERATED PERSON DEATHS – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To provide direction to Court Services Bureau personnel when responding to adult incarcerated person deaths. This section is intended to comply with Title 15, Division 1, Subchapter 4, section 1218.

Policy:

The Sheriff's Court Services Bureau (CSB) personnel will summon medical assistance (local Fire Department or Paramedics) for all possibly deceased incarcerated persons. Once the incarcerated person has been declared deceased by competent medical authority, the following guidelines will be followed.

Procedure:

- I. A supervisor shall be notified and respond to the scene. Line staff and supervisors should be aware of the contents of Department Policy and Procedure sections 6.33 and 6.39. The supervisor shall be responsible for notifying the CSB area lieutenant. In the absence of the lieutenant, the on-scene supervisor will be responsible for the lieutenant's notifications:
- II. Supervisor's notifications and responsibilities:
  - A. Appoint a scribe to complete a log of events and complete attached checklist.
  - B. Notify Sheriff's Homicide (Dept. Policy and Procedure 6.61).
  - C. Notify CSB Investigations.
  - D. Notify Jail Investigations.
  - E. Notify Communications Center Watch Commander.
  - F. Collect Deputy's Reports from all involved staff.
- II. Area Lieutenant Notifications:
  - A. CSB Captain and, at the discretion of the Captain, the Assistant Sheriff.

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- B. Facility Commander or Watch Commander of the detention facility where the inmate was assigned.
  - C. Medical Administrator.
  - D. Risk Management.
  - E. Sheriff's Legal Advisor.
  - F. Detentions Processing Supervisor of the facility where the incarcerated person was assigned.
  - G. Public Affairs (Department Policy and Procedure 7.3).
  - H. Division of Inspectional Services.
  - I. Supervising/Presiding Judge.
  - J. Court Administrator.
  - K. Peer Support.
- III. Sheriff's Homicide is responsible for notifying:
- A. Medical Examiner (who will make notifications to family).
  - B. Arresting Agency.
  - C. District Attorney – Special Operations Division.
- IV. Medical Review of Incarcerated Person Death
- A. To satisfy the requirements of Title 15, Division 1, Subchapter 4, section 1046, a medical review of every incarcerated person's death will be conducted in the following manner:
    - 1. The Department of Health Services, Forensic Mental Health shall review deaths with mental health implications.

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2. Sheriff's Medical Services Division shall review deaths without mental health implications.
  3. Forensic Mental Health and Sheriff's Medical Services Division shall jointly review deaths with both mental health and medical implications.
- B. The Chief of Forensic Mental Health, the Medical Services Administrator, or both as appropriate, shall issue a summary of findings.
- C. The summary shall be presented to the CSB Captain and CSB Assistant Sheriff for review.
- IV. California Government Code section 12525 requires that any death of a person in custody must be reported to the California Attorney General within 10 days after the death. All facts known about the death must be part of this written notification. This notification shall be the responsibility of the CSB Captain or their designee.

See page four for Incarcerated Person Death Checklist.

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Incarcerated Person Death Notification Checklist

Incarcerated Person Name \_\_\_\_\_

Booking Number \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

A. Deputy Notifications

- |                                       |       |
|---------------------------------------|-------|
| 1. Paramedics/Fire Department         | Time: |
| 2. Supervisor                         | Time: |
| 3. Sealed off potential crime scene   | Time: |
| 4. Witnesses identified and separated | Time: |

B. Supervisor Checklist

- |   |       |
|---|-------|
| 1. Scribe appointed                         | Time: |
| 2. Sheriff's Homicide;                      | Time: |
| 3. Jail Investigations;                     | Time: |
| 4. Communications Center Watch Commander;   | Time: |
| 5. Notify Division of Inspectional Services | Time: |
| 6. All staff to complete Deputy's Reports   | Time: |

C. Lieutenant's Checklist

- |   |       |
|---|-------|
| 1. CSB Captain and Assistant Sheriff (as directed by Captain) | Time: |
| 2. Detention Facility Watch Commander.                        | Time: |
| 3. Medical Administrator.                                     | Time: |
| 4. Sheriff's Legal Advisor.                                   | Time: |
| 5. Detentions Processing Supervisor.                          | Time: |
| 6. Public Affairs.  | Time: |
| 7. Supervising/Presiding Judge                                | Time: |
| 8. Court Administrator  | Time: |

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To provide direction to Court Services Bureau (CSB) personnel when responding to juvenile incarcerated person attempted suicides, deaths or serious illnesses/injuries. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 4, Sections 1046 and 1047.

Policy:

Sheriff's CSB personnel will summon medical assistance (local fire department or paramedics) for all juvenile incarcerated persons who attempt suicide, become seriously injured or seriously ill and possibly deceased.

Procedure:

- I. If a juvenile incarcerated person is seriously injured or ill, to the extent they require transportation to a local hospital, the on-scene sergeant shall contact a supervisor at Juvenile Hall.
  - A. Arrangements will be made between the two supervisors for custody of the incarcerated person to be transferred from the Sheriff to Juvenile Hall.
  - B. Sheriff's supervisors shall ensure that notification of the illness is made to a parent or legal guardian.
  
- II. If a juvenile incarcerated person has been declared deceased by competent medical authority a supervisor shall be notified and respond to the scene.
  - A. Line staff and supervisors should be aware of the contents of Department Policy and Procedure sections 6.33 and 6.39.
  - B. The on-scene sergeant shall be responsible for notifying the CSB lieutenant. In the absence of the lieutenant, the on-scene sergeant will be responsible for the lieutenant's notifications as listed below:
  
- III. Sergeant's notifications and responsibilities:

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SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 2 of 4

- A. Appoint a scribe to complete a log of events and complete attached checklist.
  - B. Notify Sheriff's Homicide (Department Policy and Procedure Section 6.61).
  - C. Notify CSB Investigations.
  - D. Notify Communications Center Watch Commander.
  - E. Notify Division of Inspectional Services.
  - F. Collect Deputy's Reports from all involved staff.
- V. Lieutenant's Notifications:
- A. CSB Captain and, at the discretion of the Captain, the CSB Commander and CSB Assistant Sheriff
  - B. Juvenile Hall supervisor or manager.
  - C. Sheriff's Medical Administrator.
  - D. Risk Management.
  - E. Sheriff's Legal Advisor.
  - F. Public Affairs (Department Policy and Procedure Section 7.3).
  - G. Court of jurisdiction.
  - H. Peer Support.
- VI. Sheriff's Homicide is responsible for notifying:
- A. Medical Examiner (who will make notifications to family)
  - B. Arresting Agency

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August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 3 of 4

C. District Attorney – Special Operations Division

VII. Medical Review of Incarcerated Person's Death

A. To satisfy the requirements of Title 15, Division 1, Chapter 1, Subchapter 4, Article 4, Section 1046, a medical review of every incarcerated person's death will be conducted in the following manner:

1. The Department of Health Services, and Forensic Mental Health shall review deaths with mental health implications. The review team shall include the CSB Captain, the Sheriff’s Medical Administrator (or designee), the responsible physician, other health care staff or supervisors that are relevant to the incident.
2. The Sheriff’s Medical Administrator shall review deaths without mental health implications. The review team shall include the CSB Captain, the responsible physician, other health care staff or supervisors that are relevant to the incident.
3. Forensic Mental Health, and the Sheriff’s Medical Administrator shall jointly review deaths with both mental health and medical implications.

B. The Chief of Forensic Mental Health, the Sheriff’s Medical Administrator, or both, as appropriate, shall issue a summary of findings.

C. The summary shall be presented to the affected CSB Captain, CSB Commander and CSB Assistant Sheriff for review.

IV. California Government Code section 12525 requires that any death of a person in custody must be reported to the California Attorney General within 10 days after the death. All facts known about the death must be part of this written notification. This notification shall be the responsibility of the CSB Captain or their designee.

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August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.21
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 4 of 4

**Juvenile Incarcerated Person Death Notification Checklist**

Juvenile Incarcerated Person's Name \_\_\_\_\_

Booking Number \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

**A. Deputy Notifications**

- |                                       |       |
|---------------------------------------|-------|
| 1. Paramedics/Fire Department         | Time: |
| 2. Supervisor                         | Time: |
| 3. Sealed off potential crime scene   | Time: |
| 4. Witnesses identified and separated | Time: |

**B. Sergeant's Checklist**

- |   |       |
|---|-------|
| 1. Scribe appointed                         | Time: |
| 2. Sheriff's Homicide                       | Time: |
| 3. CSB Investigations                       | Time: |
| 4. Communications Center Watch Commander    | Time: |
| 5. Notify Division of Inspectional Services | Time: |

**C. Lieutenant's Checklist**

- |   |       |
|---|-------|
| 1. Captain  | Time: |
| 2. Commander and Assistant Sheriff (as directed by Captain) | Time: |
| 3. Juvenile Hall  | Time: |
| 4. Sheriff's Medical Administrator                          | Time: |
| 5. Sheriff's Legal Advisor                                  | Time: |
| 6. Public Affairs   | Time: |
| 7. Supervising/Presiding Judge                              | Time: |

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- 8. Court of Jurisdiction
- 9. Peer Support

Time:  
Time:

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.22
SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

To develop a Court Services Bureau (CSB) procedure for reporting of incidents that result in physical harm, or serious threat of physical harm to an employee or incarcerated persons. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 4 section 1044 of the California Code of Regulations.

Policy:

All incidents that result in physical harm, or a serious threat of physical harm to an employee or incarcerated persons shall be documented and given an appropriate follow-up investigation to determine whether criminal charges or other actions are appropriate. The initial documentation of such threats, crimes or incidents shall be completed and forwarded to a supervisor no later than 24 hours after the information is brought to the attention of staff.

Procedure:

- I. All crimes occurring between incarcerated persons, or an incarcerated person and staff shall be documented as required by Department Policy and Procedures section 6.71.
- II. Credible threats of violence between incarcerated persons, if they do not reach the threshold of a criminal violation as outlined above shall be documented through:
  - A. An Incident Report in the Jail Information Management System for adult incarcerated persons; or
  - B. A Deputy's Report for all juvenile incarcerated persons. A copy of a Deputy's Report prepared in compliance with this section shall be forwarded to Juvenile Hall.
- III. Credible threats of violence toward staff shall be handled in accordance with Department Policy and Procedure section 3.25.
- IV. The initial documentation of such threats, crimes or incidents shall be completed and forwarded to a supervisor no later than 24 hours after the information is brought to the attention of staff. Verbal notification to a detention facility or

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SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 2 of 2

Juvenile Hall shall occur prior to the incarcerated person being returned to that facility.

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August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.23
SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 1 OF 3

Purpose:

To provide guidelines for staff when dealing with potentially suicidal incarcerated persons in the care and custody of Court Services Bureau (CSB). This section is meant to comply with the requirements of Minimum Standards for Local Detention Facilities, Health Guidelines, Title 15, Division 1, Chapter 1, Subchapter 4, Article 11, Section 1200.

Policy:

All CSB personnel shall be watchful for inmates that express desires to harm themselves or commit suicide. Incarcerated persons so identified will not be left unattended by deputies until or unless they can be placed into a safety cell or seen by competent mental health professionals.

Procedure:

- I. In any case where an adult incarcerated person expresses a desire to harm themselves or commit suicide:
  - A. Deputies shall not leave the incarcerated person unattended.
  - B. A supervisor will be contacted. The supervisor's responsibilities will be as follows:
    1. If the incarcerated person is still pending a court appearance, the supervisor shall contact the affected judicial officer, apprise them of the situation and attempt to expedite the court appearance.
    2. If the judicial officer is unable to see the incarcerated person in a reasonable period of time, or if the incarcerated person has already made all required court appearances, the following steps should be taken.
      - a) Call the detention facility where the incarcerated person is housed and relay all relevant information to a sergeant or the watch commander.



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SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 3 OF 3

- b) Determine if the juvenile can be returned there for placement into a safety cell or to be evaluated by Juvenile Hall medical staff.
  - c) If the juvenile cannot be returned to Juvenile Hall, the Sheriff's supervisor will arrange for the incarcerated person to be transported to the San Diego County Psychiatric Hospital (SDCPH) Children's Emergency Screening Unit at 730 Medical Center Court, Chula Vista.
  - d) If the juvenile is admitted to the Children's Emergency Screening Unit, a Sheriff's supervisor will contact Juvenile Hall and arrangements will be made for relief, a guard or other accommodations.
- C. The transporting deputy will be responsible for completing a Deputy's Report regarding the incident. The report must address the reason(s) the juvenile was suspected of attempting to harm themselves or the verbal threat of suicide, the actions taken by the deputy and the disposition of the juvenile. A sergeant should approve the report and a copy will be sent to Juvenile Hall.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	NORMAL OPERATIONS	E.24
SUBJECT: CELL EXTRACTIONS			PAGE 1 of 1

Purpose:

To provide general guidelines in the event of an occurrence, which requires the forceful extraction of incarcerated persons from court holding cells.

Policy:

The use of physical force to extract an incarcerated person from a cell will be used only when the incarcerated person presents a danger to himself/herself, a danger to others, or refuses to follow the lawful order of staff. The safety of all involved will be the first priority in planning force tactics or extractions.

Procedure:

All extractions will be performed under the direct supervision of the Supervisor. Only approved techniques and equipment shall be used.

1. If an Order to Produce is ordered by the court, the court will be notified of the incarcerated person's refusal prior to the extraction. The judge may choose to cancel or modify the order.
2. Involved incarcerated persons must be given at least two (2) verbal warnings to comply with orders prior to forceful extraction. At least one (1) of these warnings should be from the on-scene Supervisor.
3. Extraction operations will only be deployed with sufficient personnel and equipment to assure the safety of staff and incarcerated persons involved in the extraction. Cell extractions will be conducted in accordance with Department Policy and the law, using only that force that is necessary and objectively reasonable to overcome resistance.
4. All cell extractions should be digitally recorded. The recording will be entered into evidence.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 4, 2023	BUREAU-WIDE	COURT HOLDING	E.25
SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 1 of 4

**PURPOSE:**

To standardize case assignment, investigation, and notification procedures for a sexual assault incident of an incarcerated person/detainee encountered at a Court Service Bureau (CSB) facility, in compliance with the Prison Rape Elimination Act (PREA).

**POLICY:**

The San Diego County Sheriff's Department has a zero-tolerance policy on sexual misconduct towards incarcerated persons/detainees. Whenever an allegation of sexual assault is reported, whether from an incarcerated person/detainee, volunteer, contractor, Sheriff's employee or any outside source, an investigation will be conducted. Proper notifications and documentation shall be completed in a timely manner.

**PROCEDURE:**

The deputy to whom the assault was reported is responsible for writing the initial Crime Report or appropriate report. The CSB Investigations Unit will be notified to determine if they will respond to the scene or waive their presence. CSB Investigations will also notify the Detentions Investigation Unit (DIU) and/or Sexual Assault Unit (SAU), who will be responsible for follow-up investigations when appropriate or needed.

**I. CASE ASSIGNMENTS:**

**A. Incarcerated person/detainee on incarcerated person/detainee** – follow up investigations will be handled by the CSB Investigations Unit and/or DIU or SAU. DIU will be responsible for PREA tracking.

**B. Sheriff's employees on incarcerated person** – investigations will be handled by the SAU and CSB Investigations Unit (support) unless otherwise directed. DIU will be responsible for PREA tracking.

**C. Sexual harassment - Sheriff's employees on incarcerated persons** - sexual harassment allegations will be investigated by the command and/or handled via administrative investigation as appropriate.

**D. Sheriff's employees on detainee** – incidents occurring outside of the court holding tanks will be investigated by the SAU. The facility watch commander will notify the on-

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SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 2 of 4

call SAU sergeant. SAU will be responsible for PREA reporting to DIU and command notifications. The affected command will decide if an internal affairs investigation is warranted.

**E. SDSA jurisdiction, Community** – If the abuse occurred within 120 hours, immediately contact the SAU for investigation/direction. If SAU/DIU waives a response, the deputy taking the preliminary report will be responsible for completing the initial crime report in NetRMS, to document the allegation and deputy actions. The report will then be forwarded to the SAU for investigation.

**F. Outside jurisdiction, Community** – If the abuse occurred within 120 hours, immediately contact the agency of jurisdiction for investigation/direction. If the agency waives, a deputy will take the initial report and complete a "Courtesy" report in NetRMS, see Sheriff's P&P 6.71.

**G. Assaults by other Law Enforcement Officers** - The watch commander will immediately contact the agency watch commander for investigation. SDSA deputies will complete a "981000-ZZ-Miscellaneous Incident Report" in NetRMS, print it out and forward it to the station/agency watch commander for investigation.

**II. RESPONDING TO SEXUAL ASSAULTS - INCARCERATED PERSON vs INCARCERATED PERSON**

California Penal Code 293(a): "*Any employee of a law enforcement agency who personally receives a report from any person, alleging that they have been the victim of a sex offense, shall inform that person that his or her name will become a matter of public record unless he or she requests that it not become a matter of public record, pursuant to Section 7923.615 of the Government Code.*" **This notification and the victim's response shall be documented in the narrative section of the report.**

When a victim of a sexual assault requests their name be confidential, the deputy will fill out the victim information on the report. The very first sentence, above the synopsis should be bold typed and contain the sentence, **“THE VICTIM IN THIS REPORT REQUESTS TO REMAIN CONFIDENTIAL PURSUANT TO CALIFORNIA PENAL CODE 293(a) AND CALIFORNIA GOVERNMENT CODE 7923.615.”**

When you become aware or informed that a sexual assault has occurred, the following steps shall be taken:

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SUBJECT: SEXUAL ASSAULT INVESTIGATION & ASSIGNMENT (PREA)			PAGE 3 of 4

- **Secure the safety of victim away from the suspect.**
- **Notify your supervisor and request additional staff for assistance.**
- **Secure the scene to ensure evidence is not destroyed or tampered with.**  
*Instruct victim not to take any actions that could destroy physical evidence: showering, brushing their teeth, changing their clothes, urinating, defecating, drinking or eating. Do not attempt to collect evidence until directed by CSB Investigations.*
- **Separate all witnesses and/or suspect(s).**  
*Place known suspect(s) in an area where their ability to destroy evidence is limited. Example an area without a sink, shower, toilet etc.*
- **Prepare a synopsis of the incident and brief CSB Investigations for their direction.**

**Do not process the scene, conduct suspect/witness interviews, or arrange for a SART exam unless directed by CSB Investigations Unit.**

*A preliminary interview with the victim to obtain the elements of the crime should be completed by the first responder. The report should document the following:*

- **When and where the assault took place.**
- **Specific details of how they were assaulted.**
- **Can the victim identify the suspect and any possible witnesses?**
- **Does the victim complain of any injuries or pain, even if there are no visible injuries?**
- **What is the victim and suspect's condition and demeanor (apologetic, afraid, etc.)?**
- **Document torn clothing, bodily fluids, area in disarray.**
- **Document the initial evidence of injury (description, photographs, etc.).**
- **If necessary, take photographs of the scene making sure not to disturb anything.**

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- **Document if victim has disclosed to anyone else.**

The CSB Investigations Unit will assess the assault and arrange for a SART exam if needed. SART exams must be done at a recognized medical facility by a SART nurse. It is the facility's responsibility to transport the victim and suspect to the medical facility and provide security during the exam. A CSB Investigations Unit Detective will be present during the exam.

The CSB Investigations Unit case agent will write a follow-up report to the initial report and submit the case to the District Attorney's office for review and possible prosecution.

**III. RESPONDING TO SEXUAL ASSAULTS - STAFF on INCARCERATED PERSON**

Notify the facility lieutenant. If the alleged incident occurred within 120 hours and there is evidentiary value that can be obtained (video, soiled clothing, injury etc.), immediately contact the SAU sergeant for direction. If SAU waives, the deputy notified of the alleged incident will take the initial report and will document how they became aware of the incident and will document the event in a crime report using "miscellaneous report" and assign the case to the SAU. The affected command will be notified by SAU and decide if an internal affairs investigation is warranted.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.1
SUBJECT: ADULT INCARCERATED PERSON DEATHS– TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING SECTIONS AND RENUMBERED E.20

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SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING SECTIONS AND RENUMBERED E.21

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	COURT HOLDING	F.3
SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING AND RENUMBERED E.22

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March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.4
SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 1 OF 1

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SUBJECT: JUVENILE SUICIDE PREVENTION - TITLE 15 COMPLIANCE			PAGE 1 of 1

DELETE ENTIRE SECTION AND TRANSFER CONTENTS TO F.4 DUE TO CHANGE IN TITLE 15. THE TITLE 15 SECTION THIS POLICY WAS WRITTEN FOR HAS BEEN DELETED.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 1 OF 6

Purpose:

To establish Court Services Bureau (CSB) policy for the screening of persons entering a court facility and for disposition of property found or seized at weapons screening stations.

Policy:

CSB is required by order of the Presiding Department of the San Diego Superior Court to establish weapons screening procedures at designated public entrances to all court facilities. The legal authority for the weapons screening is Section 171(b) of the California Penal Code and the standing general court order of the Presiding Department of the San Diego Superior Court, which states in part, "All persons entering court facilities are subject to weapons screening". The procedures for disposition of property found or seized at weapons screening stations are set forth herein, as well as in Department Procedure Section 6.29.

Procedure:

- I. By order of the Superior Court, the Sheriff's Department will provide weapons screening at all court facilities.
- II. Weapons screening stations shall be staffed minimally by two deputy sheriffs or deputy sheriffs detentions/court services or a combination of both. Supervisors have discretion to authorize a weapons screening station to momentarily or on occasion be staffed with only one deputy sheriff for a short duration. The only exception is the County Administration Center's (CAC) weapons screening areas, the CAC will be staffed minimally by one deputy. At all facilities, additional staff members can be Community Service Officers (CSO).
- III. All persons and their property are to be screened for weapons and/or contraband prior to entering a court facility unless they meet one of the criteria below. Exceptions beyond those listed must be approved by the appropriate CSB Area Captain, who may wish to confer with the Superior Court Presiding or Supervising Judge.

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SUBJECT: WEAPONS SCREENING			PAGE 2 OF 6

IV. Exceptions to the weapons screening requirement:

- A. All federal, state, county and municipal peace officers on official business with valid department issued photographic identification;
- B. County employees with valid photographic identification on official business;
- C. Judicial Officers and Superior Court employees with valid photographic identification on official business;
- D. San Diego City and Deputy City Attorneys with valid photographic identification on official business;
- E. The following personnel in uniform on official business with valid employer issued photographic identification and authorized safety equipment:

- 1. Metropolitan Transit System (MTS) Code Compliance Inspectors;  
One can of First Defense MK-4 Pepper Spray, handcuffs and handcuff key, one folding lock blade knife secured in holder or pocket.

Note: Armed MTS security officers are contracted private security and shall not be allowed to enter any court facility while armed.

- 2. San Diego County Animal Control Officers;  
One can of "Dog Shield" Pepper Spray (non-flammable); one can of Citronella "Direct Stop" Spray (non-flammable), one baton and one folding lock blade knife secured in holder or pocket.

- 3. Armored vehicle guards;  
An Armored vehicle guard shall present valid employer-issued photographic identification prior to being escorted by an armed Deputy Sheriff to conduct official business within a court facility.

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SUBJECT: WEAPONS SCREENING			PAGE 3 OF 6

V. Peace officers at the courthouse on personal matters will not be allowed to possess or carry firearms while in the court facility.

VI. Property will not be held at weapons screening stations.

A. Persons found to be in possession of items that are not allowed in court facilities (per 171 (b) PC and/or the standing court order of the San Diego Superior Court Presiding Department), but are not otherwise illegal to possess, shall be directed to remove the items from the building or voluntarily dispose of the items in secure receptacles if available.

B. In cases where a felony has been committed an arrest should be made. When the crime involves a misdemeanor, the individual may be released on a written promise to appear. If an arrest is not appropriate, i.e., court security unduly impacted, a supervisor should be notified and required reports completed documenting the incident.

C. Deputies and CSO's shall follow these procedures for the disposition of unclaimed or found property abandoned at, or turned into, weapons screening stations.

1. Every attempt shall be made to identify the owner of the property and return it as soon as possible.
2. All found property shall be documented on the CSB Found / Returned Property Log CT-11 and labeled with a tag or sticker, stating the finding or receiving Deputy or CSO's name, date and time found.
3. Valuable property (including, but not limited to, money, wallets, jewelry, wireless or electronic devices) shall be secured in an appropriate container until the finding or receiving Deputy or CSO's end of shift. If the property cannot be secured in the designated container, the property will be logged into evidence as soon as possible.
4. By the onset of the next business day's shift, but no later than 1000 hours, a Deputy or CSO shall complete the appropriate NetRMS

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found property reports and log the valuable property into evidence in accordance with Department policy.

5. Non-valuable property (including, but not limited to, belts, notebooks or glasses) shall be secured in an appropriate container until claimed or until a found property report is completed and the property is logged into evidence. Non-valuable property should be retained in an appropriate container no longer than thirty days.
- VII. All persons who do not meet the exceptions listed above in Section IV shall be searched. The search shall consist of a screening process of each individual and all hand-carried items. The primary purpose of the security screening is to detect potential weapons, not the detection of criminal offenses. Each person will pass through a magnetometer, unless medically unsafe or unable to do so. In those instances, a hand-held metal detector or pat-down will be utilized. If a magnetometer or hand-held metal detector is activated on a person attempting to enter a court facility and the cause of the activation cannot be determined visibly, a pat-down search shall be conducted. Personal items shall be screened by the x-ray machine.
- VIII. The following items shall not be allowed in any court facility other than when being worn or transported as evidence by a peace officer in the line of duty or by authorized personnel:
- A. Firearms or replica firearms **and ammunition**, of any type (regardless of the individual possessing a valid license or permit for the weapon, except a sitting judicial officer who possesses a valid license to carry a concealed weapon;
  - B. Deadly weapons or generally prohibited weapons as defined in Penal Code Sections 21510, 16430 and 16590;
  - C. All knives and other stabbing instruments of any length (per standing general court order of the San Diego Superior Court Presiding Department.)
  - D. Tear gas weapons as defined in Penal Code Sections 17240 and 17250;
  - E. Taser or stun guns as defined in Penal Code Section 244.5;

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 5 OF 6

- F. Controlled substances as defined in Health & Safety Code Division 10;
  - G. Drug paraphernalia as defined in Health & Safety Code Section 11364; or
  - H. Alcoholic beverages of any type.
- IX. Listed below are items most likely to be brought through weapons screening that should be removed from the court facility or confiscated. All such items shall be documented on the Detected Weapons Log. This is a guide and does not cover all potential weapons or contraband which might be discovered in the screening process. Items that are otherwise lawful to possess but are determined to pose a danger to the security of the courthouse would not be allowed in.

BOX CUTTER / RAZOR BLADE  
 KNIVES FIXED BLADE – *Dirk, Dagger*  
 KNIVES FOLDING – *Leatherman / Multi-tool*  
 BELT BUCKLE KNIFE  
 HAIR PICK – *Metal, Plastic, Wood*  
 KNITTING NEEDLES – *Metal, Plastic, Wood*  
 LETTER OPENER  
 SAFETY PINS – *Large*  
 SCISSORS – *including small manicure (blunt ends OK)*  
 SCREWDRIVERS  
 SWORD CANE  
 CORKSCREW  
 OTHER FIXED OBJECTS – *Nail, Screw, Bolt, Ice pick*  
 CHAIN – *Excessive Length or Size*  
 TOOLS – *Hammers, Wrenches, Hatchet*  
 HANDCUFFS / HANDUFF KEY  
 METAL KNUCKLES – *Plastic, Wood*  
 PEPPER SPRAY / MACE  
 AMMUNITION / SIMULATED AMMUNITION  
 GUNS & FIREARMS / SIMULATED GUNS & FIREARMS  
 BUTANE / TORCH LIGHTER – *Needle-like flame*  
 FLAMMABLE LIQUIDS – *Fuels/Gas, Aerosol spray*  
 CHEMICALS / FERTILIZERS – *Corrosive, Flammable*  
 EXPLOSIVES – *Fireworks, Blasting Caps, Dynamite*

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EXPLOSIVE PRECURSORS / (I.E.D.'s) – *Black Powder, Metal Powder, Hydrogen Peroxide, Ammonium / Urea Nitrate*

GLASS BOTTLES OR OTHER GLASS ITEMS

LIQUOR / ALCOHOL

DRUGS (Illegal) / DRUG PARAPHERNALIA

SYRINGE

GRAFFITI TOOLS – *Markers, Paint, Etching tools*

LASER POINTERS

SPORTING GOODS – *Skateboard, Golf Clubs, Bats*

OTHER: Discretion of Deputies / Supervisors



**San Diego County  
SHERIFF'S DEPARTMENT  
Found / Returned Property Log**

<b>MONTH:                  YEAR:                  FACILITY:</b>		
<b>Property/Description</b>	<b>Found by Name/ARJIS</b>	<b>Date &amp; Time Found</b>
<b>Claimant Name/ID #</b>	<b>Release by Name/ARJIS</b>	<b>Date &amp; Time Returned</b>
<b>Property/Description</b>	<b>Found by Name/ARJIS</b>	<b>Date &amp; Time Found</b>
<b>Claimant Name/ID #</b>	<b>Release by Name/ARJIS</b>	<b>Date &amp; Time Returned</b>
<b>Property/Description</b>	<b>Found by Name/ARJIS</b>	<b>Date &amp; Time Found</b>
<b>Claimant Name/ID #</b>	<b>Release by Name/ARJIS</b>	<b>Date &amp; Time Returned</b>

\*\*\*Attach sticker or tag to property item with name /ARJIS number of finder and date found\*\*\*



# San Diego County SHERIFF'S DEPARTMENT

## FORM WORKSHEET

TYPE OF REQUEST:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Reprint <input type="checkbox"/> Deletion		
SUBMITTED BY:	S. Ravellette #2021	DATE:	04/05/2013
PHONE NUMBER:	GC 7922.000-Privacy Interest	MAIL STOP:	D-276
SUGGESTED FORM TITLE:	Found / Returned Property Log	PREVIOUS FORM # (IF ANY)	N/A
INITIAL PRINTING QUANTITY:	<input type="checkbox"/> 500 <input type="checkbox"/> 1000 <input type="checkbox"/> 2500 <input type="checkbox"/> 5000	ESTIMATED ANNUAL USAGE:	100-200
<p>WHAT IS THE NEED OR PURPOSE FOR THE FORM:      Required as stated in CSB policies and procedures F.6 for disposition of property found or seized at weapons screening stations. All found property shall be documented in the Found / Returned Property Log CT-11 and labeled with a tag or sticker, stating the finding or receiving Deputy or Community Services Officer's name, date and time found.</p> <p>Request CT-11 be placed on the SDDS Intranet CSB forms page. No printing of document is necessary. The CT-11 and revised F.6 policy has received written approval from CSB chain of command.</p>			
SPECIAL NEEDS:	<input type="checkbox"/> 2 Hole punch <input type="checkbox"/> 3 Hole punch <input type="checkbox"/> Pad <input type="checkbox"/> Bind <input type="checkbox"/> Laminate <input type="checkbox"/> Pamphlet		
PAPER TYPE:	<input type="checkbox"/> Normal <input type="checkbox"/> Card stock <input type="checkbox"/> Glossy <input type="checkbox"/> NCR Paper - # of sheets		
PAPER COLOR:	<input type="checkbox"/> White <input type="checkbox"/> Canary <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Salmon <input type="checkbox"/> Yellow <input type="checkbox"/> Red		
<b>MAIL COMPLETED FORM AND SAMPLE OF LAYOUT TO MS O-41 <a href="#">FORMS COMMITTEE</a> OR E-MAIL TO <a href="#">SUPPLY</a></b>			
<b>FORM COMMITTEE USE ONLY</b>			
DATE RECEIVED BY FORMS COMMITTEE:		DATE REVIEWED BY FORMS COMMITTEE:	
DATE SENT TO SHERIFF'S LEGAL	LEGAL: <input type="checkbox"/> Approve <input type="checkbox"/> Denied    See Comments Below		
Legal Signature _____	Date _____		
FORM COMMITTEE ACTION:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Returned for more information		
FORM NUMBER ASSIGNED:	FORMAT APPROVED: <input type="checkbox"/> Printed <input type="checkbox"/> Electronic Format		
COMMENTS:			

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.7
SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 1 of 3

Purpose:

To establish procedures for requesting additional deputies in courtrooms and to ensure tracking of the costs associated with additional courtroom security.

Policy:

The Sheriff's Court Services Bureau (CSB) is committed to providing a safe and secure environment within the courtrooms of San Diego County. In order to accomplish this goal, at times it is necessary to increase the number of deputies in direct correlation to the potential security or safety risks. This increase in the number of deputies is divided into three categories:

Category One: Security requests for verdict announcements or other short appearances;

Category Two: Security requests for an extended trial due to the classification level of the defendants, seriousness of the crime, media interest, or other circumstances. An extended trial is typically one week or more in duration;

Category Three: Permanent staffing increases due to additional courtrooms or judges being added; a change in courtroom responsibilities; or a request from the Superior Court.

Procedure:

- I. Category I: Security requests for verdict announcements or other short appearances.
  - A. The courtroom bailiff requests assistance from other deputies as needed for the particular case;
  - B. If the additional security was in place for two hours of more and a change in option code (BLF, SEC) is needed, the involved deputies will submit a PR-1 form (PIM Slip) denoting the time, case number and any other pertinent information. The form will be submitted in the normal manner and archived with other payroll documents.

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February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.7
SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 2 of 3

- C. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1, even if the overtime was less than two hours in duration. The form *must* be completed on a computer (not handwritten), printed, and routed for signatures from the:
1. Judge who requested the additional security, and;
  2. The CSB Lieutenant responsible for the court.
- D. Forward completed form to the CSB Analyst who will compile position costing information and retain the form for future reference.
- II. Category II: Security request for an extended trial due to the classification level of the defendants; seriousness of the crime; media interest; or, other circumstances. An extended trial is typically one week or more in duration;
- A. The bailiff and judicial officer may agree verbally on the amount of security needed for the case, or;
- B. The affected judicial officer, bailiff, or CSB supervisor may initiate a long-term security plan. If necessary, the courtroom bailiff may request the assistance of a bureau Court Security Specialist Deputy in formulating an Operational Plan (See CSB Policy and Procedure section F.10 for example).
- C. The plan will be routed to the affected judicial officer. If they disagree with the recommendation, a CSB supervisor will meet with them to arrive at a compromise plan.
- D. After the judge's endorsement, the form will be kept on file at the local command.
- E. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1. The form *must* be completed on a computer (not handwritten), printed, and routed for signatures from the:
1. Judge who requested the additional security, and;
  2. The CSB Lieutenant responsible for the court.

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SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 3 of 3

- III. Category III: Permanent staffing changes due to additional judges, courtrooms, or changes in the responsibilities of existing courtrooms must be requested on a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1. All staffing increase requests of this type must be routed to the CSB Captain for inclusion in the Budget Change Request. NOTE: The budget change request process begins in December of each year.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	FIELD SERVICES	F.8
SUBJECT: USE OF CHILD SAFETY RESTRAINT SEAT			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) policy regarding the use of child safety restraint seats.

Policy:

It is imperative that the CSB be in strict compliance with California Vehicle Code § 27360. Each CSB facility will have at least one approved child safety seat available for use by all staff. Deputies will comply with the requirements of California Vehicle Code § 27360 when transporting juveniles. Ensuring compliance with this policy will be the responsibility of the CSB Sergeant from each facility.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.9
SUBJECT: VEHICLE ASSIGNMENT AND USE			PAGE 1 of 1

Purpose

To establish Court Services Bureau (CSB) guidelines for the use of department vehicles.

Policy

All CSB personnel will, when possible, perform a vehicle check prior to operating a department vehicle.

Procedure

I. Operation Checks

A. Safety equipment: All of a vehicle's safety equipment shall be checked for proper operating conditions.

1. Brakes
2. Lights, turn signals and emergency lights
3. Spare tire, jack and lug wrench
4. Emergency road flares, fire extinguisher, shovel, axe, 100' rope and 2 emergency blankets.
5. First Aid kit

II. Vehicle Damage: Prior to the start of any shift, personnel will inspect their vehicle for damage. Deficiencies or damage will be immediately reported to the CSB supervisor. This will prevent the current driver from being accountable for any damage incurred.

III. A security check will be conducted of the interior of the vehicle, including under the driver's seat, under the rear prisoner seat and trunk for any items of contraband, trash, or weapons. Found property and/or contraband will be handled according to Department Policy and Procedure section 6.29.

IV. A person who utilizes a vehicle will see that it is properly serviced and contains the appropriate amount of gas (minimum ½ tank) at the end of the shift. The oil and coolant will also be checked and filled to appropriate levels if needed.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.10
SUBJECT: OPERATIONAL PLAN FORMAT			PAGE 1 of 1

Purpose:

To establish a standardized format for operational planning within the Sheriff's Court Services Bureau (CSB)

Policy:

When conducting an operation within the CSB, deputies will utilize the Sheriff's SO-125 Operational Plan form.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 8, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.11
SUBJECT: ACCESS CARD CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of department-issued court access cards.

Policy:

All CSB personnel will be held accountable for their issued access cards. Loss of a card must be reported to a supervisor immediately to limit any breach in the security of our facilities.

Procedure:

When an access card(s) is reported lost to a supervisor, the supervisor shall ensure the CSB Security Unit and Department of General Services County Security Division is notified immediately and asked to deactivate the missing card(s). All reasonable steps should be taken to recover the access card(s).

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 3, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.12
SUBJECT: JUDICIAL THREATS AND THREAT ASSESSMENT			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for a response to judicial threats and threat assessments.

Policy:

All CSB personnel shall be alert for threats to judicial officers and will notify their chain of command immediately when the threats are received. The CSB Investigations Sergeant will be the bureau point-of-contact for judicial threats. The Investigations Sergeant may contact the Special Enforcement Detail as needed to ensure a judicial officer's safety.

Procedure:

- I. Any department member with knowledge of a judicial threat shall notify their supervisor immediately.
- II. A sworn staff member will be assigned by a supervisor to complete a Judicial Threat/Incident Assessment form (CT-3) detailing the incident.
  - A. If the threat was partially or completely communicated by writing, a copy of the written threat will be attached to the Judicial Threat/Incident Assessment form;
  - B. If a Crime Report is completed for a violation of Penal Code sections 76 PC, 422 PC, or any other relevant section, a copy of the approved crime report shall be forwarded with the Judicial Threat/Incident Assessment form to the Court Service Bureau Investigations Sergeant.
- III. The affected command will immediately supply a copy of the Threat Assessment form and any related documentation to the Investigations Sergeant. The affected command is responsible for contacting the targeted Judicial and Executive Officers. The Investigations Sergeant will assign a detective to liaison with the targeted Judicial Officer until the threat is resolved.
- IV. The Investigations Sergeant will make all chain of command notifications

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.13
SUBJECT: HAZARDOUS MATERIALS			PAGE 1 of 2

Purpose:

To establish a Court Services Bureau (CSB) procedure for the handling of hazardous materials.

Policy:

CSB personnel are not trained or equipped to handle hazardous materials. As such, they shall seek the assistance of local fire departments and other hazardous materials specialists when they discover actual or suspected hazardous materials. CSB personnel shall not sign any receipts for the clean up of hazardous materials.

“Hazardous Waste” is a material which is not to be re-used and is intended to be discarded, or is recyclable, and which due to its chemical, physical or infectious characteristics may pose a substantial present or potential hazard to human health or environment when improperly managed, transported or disposed.

Procedure:

- I. If it can be done safely, the deputy who encounters suspected hazardous materials may examine the exterior of the container(s) to determine if it contains or has contained hazardous materials. Any of the following may indicate the presence of such substances:
  - A. Labels that indicate the items are poisonous or corrosive;
  - B. Warning notices on the containers;
  - C. The presence of leakage from the container;
  - D. The presence of fumes or noxious odors;
  - E. The existence of corrosion on the container.
  
- III. If the presence of hazardous materials is in doubt, it is recommended that personnel stay upwind and call for the fire department to assist in further identifying the items. Deputies should set up a safe perimeter to keep the public and other law enforcement officers from being exposed to potentially hazardous material.
  
- IV. Once the deputy has confirmed that they have a hazardous materials incident, they should request the Hazardous Materials Management Unit (“Hazmat”) through the Sheriff’s Communications Center.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.13
SUBJECT: HAZARDOUS MATERIALS			PAGE 2 of 2

V. Drug Labs

- A. Upon discovery of a suspected drug lab, the deputy will request the fire department to assist.
- B. The deputy will also request assistance from the Narcotics Task Force (NTF/DEA) through the Sheriff's Communications Center. While awaiting their arrival, restrict personnel from going into the drug lab. A suspected drug lab should be considered a potential crime scene.
- C. Once NTF has arrived they will take over command of the incident.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 9, 2005	BUREAU-WIDE	NORMAL OPERATIONS	F.14
SUBJECT: CELL EXTRACTIONS			PAGE 1 of 1

MOVED TO COURT HOLDING AND RENUMBERED E.24

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DATE	DISSEMINATION	CATEGORY	NUMBER
November 18, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.15
SUBJECT: TRANSPORTATION OF INMATES			PAGE 1 of 2

Purpose:

To establish guidelines for Court Services Bureau (CSB) deputies when transporting prisoners outside the courthouse.

Policy:

All personnel responsible for transporting prisoners shall obtain pertinent security information in order to determine appropriate security measures necessary to complete the transport safely.

Procedure

- I. If transportation of a prisoner to a medical facility is necessary, it shall be the transporting deputies' responsibility to ensure the security of the prisoner.
  - A. This includes, but is not limited to, adequate restraining devices on the prisoner, separation of the prisoner from others, and constant visual observation of the prisoner. The deputy will remain in close proximity to, and maintain a constant visual observation of the prisoner at all times. Restraining devices may be removed from the prisoner at the discretion of the deputy.
  - B. If it becomes necessary to transport a prisoner by ambulance, a deputy will ride in the ambulance, and a "chase car" will be utilized to follow the ambulance to the care facility. Emergency medical aid or transport will not be unnecessarily delayed solely because a chase car is not available.
  - C. If the prisoner is admitted to the hospital, the deputy will immediately notify their supervisor. The supervisor will notify the detention facility watch commander to make arrangements for relief. The transporting deputy will remain with the prisoner until relieved.
- II. If a prisoner becomes sick or injured during transportation, the transporting deputy shall ensure they are given prompt medical attention. The deputy may find it necessary to have paramedics respond to their location to render assistance. The communications center and the deputy's supervisor will be notified as soon as possible.

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November 18, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.15
SUBJECT: TRANSPORTATION OF INMATES			PAGE 2 of 2

- III. The use of restraining devices on a disabled prisoner will be at the discretion of the transporting deputy.
- IV. Transportation of pregnant prisoners (Per Penal Code 4023.8):
- A. A pregnant person in labor or presumed to be in labor shall be treated as an emergency and transported to the hospital for care.
  - B. Pregnant or recovering inmates shall not be restrained with leg chains, waist chains, or handcuffed behind the body. Additionally, a pregnant person shall not be shackled to anyone else during transport. Inmates in labor, during delivery, or recovering after delivery shall not be restrained unless deemed necessary for the safety and security of the inmate, staff, or the public. Restraints shall be removed if a medical care professional determines it is medically necessary.
  - C. A pregnant prisoner shall not be tased, pepper sprayed, or exposed to other chemical weapons.
  - D. A pregnant prisoner may elect to have a support person present during labor, childbirth, and postpartum recovery while hospitalized. The support person shall be approved by the Jail's Watch Commander, where the prisoner is assigned.
  - E. A pregnant prisoner in labor and delivery shall be given the maximum level of privacy possible during the labor and delivery process. If a deputy is present, they shall be stationed outside the room rather than in the room absent extraordinary circumstances. If a deputy must be present in the room, the deputy shall stand in a place that grants as much privacy as possible during labor and delivery.
  - F. A deputy shall be removed from the room if a professional who is currently responsible for the medical care of a pregnant prisoner during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of the deputy is medically necessary.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 18, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.16
SUBJECT: INMATE SEARCHES			PAGE 1 of 2

Purpose:

To establish guidelines and procedures within the Court Services Bureau (CSB) for inmate searches.

Policy:

All inmate searches will be conducted for the purpose of providing a safe and secure environment for inmates and staff in compliance with the applicable legal standards.

Procedure:

I. Pat Down Searches

- A. All inmates are subject to pat down searches, metal detector searches, and thorough searches of their clothing and belongings.
- B. No pat down search of an inmate of the opposite gender shall be conducted, except in the company of an employee of the same gender as the inmate. 4021 PC defines an employee as "a deputy sheriff, correctional officer, custodial officer, medical staff person or designated civilian employee whose duties may include, but are not limited to, maintaining custody and control of persons who have been arrested or sentenced, or both."

II. Reasonable Suspicion Searches

- A. Reasonable Suspicion- the belief, based on specific and articulable facts, that an inmate is carrying or concealing contraband. Reasonable suspicion may be based on factors including the inmate's charges, demeanor and conduct, and the inmate's criminal history if the prior arrests are proximate in time to indicate a current propensity for carrying or concealing weapons or contraband.
- B. Strip searches may be conducted based on reasonable suspicion.
- C. No strip search based on reasonable suspicion may be conducted without the prior written authorization of the supervising officer on duty. The authorization shall include the specific and articulable facts and

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SUBJECT: INMATE SEARCHES			PAGE 2 of 2

circumstances upon which the reasonable suspicion determination was made by the supervisor. Department Form J-52 may be used to satisfy this written authorization requirement.

- D. All persons conducting or otherwise present during a strip search shall be of the same gender as the inmate being searched, except for physicians or licensed medical personnel.
- E. In the event deputies are summoned to assist with a combative inmate of the opposite gender during the strip search process, the gender of responding personnel shall not be taken into consideration until the inmate is under control.
- F. Strip searches may involve a visual body cavity search. No physical body cavity search will be conducted without a search warrant. Upon receipt of a search warrant, proper medical personnel will conduct the search. Under no circumstances can security staff conduct such a search.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.17
SUBJECT: LAW ENFORCEMENT DEPUTIES AND FIELD DUTIES			PAGE 1 of 1

**\*\*\*\*NOTE – This section has been deleted due to the policy being obsolete and is no longer valid. Per CSB P&P Committee 7/20/11**

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 23, 2010	BUREAU-WIDE	NORMAL OPERATIONS	F.18
SUBJECT: MARIJUANA CITATION PROGRAM			PAGE 1 of 1

**\*\*Note: This Policy and Procedure section was written prior to Prop 64 which was put into law in November 2016. Due to Prop 64, this section no longer applies and would be addressed in Department Policy 6.6.  
A. Ladd 01-09-2017**

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.19
SUBJECT: OPERATIONAL PLAN FORMAT			PAGE 1 of 3

**\*\*Note: When comparing the V: against the Z: I found that this policy is actually F.10 and that F.19 Trial Court Funding was deleted from the manual. C. King 1096 08-15-08**

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.20
SUBJECT: USE OF RESTRAINT DEVICES – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To establish Court Services Bureau (CSB) criteria and procedure for the use of restraint equipment. This section is intended to comply with California Code of Regulations (CCR), Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1058, use of restraint devices, and 1058.5, restraint of pregnant incarcerated persons.

Policy:

- A. A restraint is any device used to limit the motion of an incarcerated person's extremities and/or prevent the incarcerated person from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the incarcerated person's behavior. In no case shall restraints be used for discipline, or as a substitute for medical treatment.
- B. Adult incarcerated persons being transported to and from court shall be restrained minimally in handcuffs or waist chains. Deputies should consider the criminal sophistication of the incarcerated person, classification, escape risk, potential of physical harm to the incarcerated person or others, or destruction of property, and any other applicable factors on a case-by-case basis. If there are significant or abnormal safety concerns, deputies should contact their supervisor.
- C. Restraint devices used in courtrooms are subject to approval by the judge. Bailiffs are expected to establish standard operating procedures with their judges regarding the use and visibility of restraint devices.
- D. Juvenile custodies shall be transported without mechanical restraints when outside their detention facility unless probation, in consultation with the transporting deputy, determines the juvenile poses a physical threat to themselves, others, or is a substantial risk of flight. If mechanical restraints are determined to be necessary, the least restrictive form (waistchain) should be used, unless other factors specific to each juvenile exist that justify increased restraints. (W&I 210.6)
- E. Pregnant or recovering incarcerated persons shall not be restrained with leg chains, waist chains, or handcuffed behind the body. Additionally, a pregnant person shall not be shackled to anyone else during transport. Incarcerated persons in labor, during delivery, or recovering after delivery shall not be restrained unless deemed necessary for the safety and security of the incarcerated person, staff, or

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SUBJECT: USE OF RESTRAINT DEVICES – TITLE 15 COMPLIANCE			PAGE 2 of 4

the public. Restraints shall be removed if a medical care professional determines it is medically necessary.

Procedure:

- I. CSB personnel are generally prohibited from using any restraint device not described in CSB Policy and Procedure section F.21.
- II. If physical force is used when an incarcerated person is placed in restraints, a supervisor shall be notified, and the incident documented in accordance with Department Policy and Procedure 6.48.
- III. Uses of restraint devices generally do not have to be documented unless force is used; however, a supervisor must be notified of the placement if it is done for other than routine security. The placement may be made because the incarcerated person is:
  - A. An escape risk;
  - B. Displaying behavior that can result in destruction of property;
  - C. A danger to self or others.
- IV. All incarcerated persons placed in restraints, including handcuffs, waist chains or leg chains, shall be segregated from incarcerated persons that are not restrained.
- V. Incarcerated persons placed in restraints must be monitored more closely than incarcerated persons not restrained.
  - A. If restraints are used for reasons other than routine security, direct visual observation of the incarcerated person shall be conducted at least twice every thirty minutes. These checks shall be documented on an observation log or a JIMS log and retained at the command for at least two years.
  - B. If restraints are used for reasons other than routine security, a medical opinion on the placement and retention must be secured within one hour from the time of placement. Furthermore, a medical assessment shall be completed within four hours of placement.

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- C. If the incarcerated person needs medical care, medical assistance will be provided immediately. Potentially serious complaints shall be addressed by detention facility medical staff, response by paramedics, or transporting the incarcerated person to a hospital.
  - D. If an incarcerated person in restraints exhibits a desire, through physical actions or credible verbal statements, to harm themselves, personnel should consult CSB Policy and Procedure Section F.04 (Adult and Juvenile Suicide Prevention).
  - E. Sworn staff will consider the hydration and sanitation needs of the restrained incarcerated person. If the incarcerated person makes a request for water or to use the restroom, the request shall be granted if sworn staff determines it can be done without jeopardizing the safety of the incarcerated person, staff and the security of the courthouse.
- VI. Incarcerated persons in restraints will not be kept in a court holding facility for a period longer than what is necessary to complete the incarcerated person's business with the court.
- A. If the incarcerated person still has a pending court hearing, the Court Holding deputy will notify the court of the situation. If the court still insists that the incarcerated person be produced for the hearing, every effort shall be made to get the incarcerated person into court as soon as possible.
    - 1. Absent exigent circumstances or other immediate safety concerns, restraint devices will not be placed upon a defendant during courtroom proceedings without the bailiff first discussing the need for such restraints directly with the judicial officer.
    - 2. If the level of restraint approved by the judicial officer is not sufficient, in the estimation of the deputies involved, he/she should utilize the chain of command to have his/her concerns addressed.
  - B. If it appears the incarcerated person cannot be taken to the courtroom without the use of force, the deputy attempting to move the incarcerated person will notify the court of the reason for the delay, and inquire as to whether the court, in light of the incarcerated person's resistance, still requires the incarcerated person to be brought to court.

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1. If the court still requires the presence of the incarcerated person, force may be used to overcome the incarcerated person's resistance.
  2. Deputies shall document, as part of their Use of Force report, all such conversations in which the court requires the incarcerated person's presence despite the incarcerated person's resistance and shall notify a supervisor.
- C. Once the hearing is completed, or the incarcerated person's presence is no longer needed in court, the incarcerated person shall be returned to a detention facility as soon as possible. When the incarcerated person is returned to a detention facility, an Incident or Rules Violation report will be completed in JIMS for possible disciplinary action and documentation for the detention facility and CSB.

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March 10, 2023	BUREAU-WIDE	COURT SERVICES	F.21
SUBJECT: AUTHORIZED RESTRAINT DEVICES – TITLE 15 COMPLIANCE			PAGE 1 of 3

Purpose:

To establish a list of authorized restraint devices available for use by sworn staff of the Court Services Bureau (CSB) and document the training required to use the devices. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1058.

Policy:

There are a variety of restraint devices available for CSB staff to employ. No staff member should use a piece of restraint equipment unless they have been specifically trained in its proper application. Use of restraint equipment must fall within the guidelines set forth in CSB Policy and Procedure F.20 and Department Policy and Procedure 6.48 (use of force).

Procedure:

- I. R.E.A.C.T Belt System "Bandit"
  - A. Description: Remote Electronic Activated Control Technology
  - B. The R.E.A.C.T. Belt System is a multi-level security system utilizing non-lethal electronic immobilization technology
  - C. Required Training: The training consists of an eight-hour certification class. The department has trained instructors.
  
- II. Waist Chains
  - A. Description: A waist chain with handcuffs attached and secured with a padlock.
  - B. Required Training: Deputies receive proper application techniques during phase training.
  
- III. Leg Restraints
  - A. Description: A chain placed around the ankles of the incarcerated person secured with two 807822 padlocks.

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- B. Required Training: Deputies must demonstrate proper application techniques in phase training.

IV. Handcuffs

- A. Description: Handcuffs are a restraint device that limits the activity of an incarcerated person and provides a means of control over them.
- B. Required Training: Deputies receive proper handcuffing techniques in the academy and phase training.

V. Floor Anchor Restraint

- A. Description: An eyebolt is secured to the floor of the courtroom. Leg chains are applied to the legs of the custody. An additional leg restraint chain is secured through the bolt and around the leg chain.
- B. Required Training: Deputies receive proper training in the application techniques during phase training.

VI. Flex Cuff

- A. Description: A disposable nylon plastic cuff secured on one end by a friction hasp.
- B. Required Training: Deputies receive proper application technique in phase training.

VII. Body Cuff Prisoner Restraint System

- A. Description: The Body Cuff is a waist belt with an adjustable nylon pad lined with abrasion-resistant, non-slip, material and DOT type seatbelt webbing. The belt has attached wrist and ankle restraints. An attached leash enables the escorting deputy to immobilize an incarcerated person's leg from a distance.
- B. Required Training: Training consists of an approximately 10 minute video as well as hands on training.

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VIII. The WRAP

- A. Description: The WRAP is a 4-piece restraint system which includes the following items: locking shoulder harness, leg restraint, ankle strap and tactical bag. The shoulder harness positions the person in an upright seated position and provides a locking carabiner for securing handcuffs. The leg restraint is high grade mesh with 3-inch straps and stainless-steel locking buckles used to secure legs in an extended position in order to eliminate the ability to kick. The ankle strap is 3 inches wide and used to secure the ankles in a crossed position. The tactical bag carries the above listed items in separate compartments in a ready to use configuration.
  
- B. Required Training: Training consists of an approximately 11 minute video as well as hands on training.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 30, 2019	BUREAU-WIDE	NORMAL OPERATIONS	F.22
SUBJECT: AUTHORIZED LESS LETHAL WEAPONS			PAGE 1 of 2

Purpose:

To establish a list of authorized less lethal weapons available for use by sworn staff of the Court Services Bureau (CSB).

Policy:

No sworn staff member should use an authorized less lethal device unless they have received department approved training in its proper application. Use of less lethal weapons must fall within the guidelines set forth in Department Policy and Procedure Section 6.48 and Addendum Section F (Use of Force Guidelines).

Procedure:

- I. Nova Shield
  - A. Description: Riot shield equipped with conductive metallic strips that deliver 50,000 volts of electricity through the use of a push button on the shield.
  - B. Required Training: Certification class provided by the department.
- II. SA200 Pepperball Launcher
  - A. Description: The system/launcher is a .68 caliber semi-automatic less lethal launcher, which is dedicated to firing OC Pepperballs. The launcher comes equipped with either a 50 or 200 round hopper, which holds the OC Pepperballs.
  - B. Required Training: Certification class provided by the department.
- III. 12 gauge Super-Sock Flexible Baton
  - A. Description: The 12 gauge pump action shotgun is a Remington 870 specifically used to deploy less lethal munitions. The Super-Sock projectile is constructed of a 2 inch long by ½ inch in diameter cloth material containing lead shot and weighs 40 grams. This is a flexible projectile intended to conform to the target shape.

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B. Required Training: Certification class provided by the department.

IV. TASER / Conducted Energy Device (CED)

A. Description: Less lethal electronic control device that produces 50,000 volts of electricity. The device has two small metal barbs deployed from a cartridge. The CED may be used in "drive stun" mode by placing the unit in direct contact with the subject.

B. Required Training: Certification class provided by the department.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 5, 2022	Bureau-Wide	Normal Operations	F.23
SUBJECT: IMMEDIATE RELEASE FOLLOWING ACQUITTAL			PAGE 1 of 2

**Purpose:**

To establish standard Court Services Bureau (CSB) procedures for the immediate release of an incarcerated person upon a complete acquittal/not guilty verdict from court, when the inmate has no other wants, holds, other bookings, etc.

**Policy:**

The Sheriff's Department recognizes the decision of the 9<sup>th</sup> Circuit case, Brass v. County of Los Angeles (382. F. 3d 1192) and the requirements of California Penal Code §1165. The Sheriff's Department will release defendants who receive a judgment of acquittal in accordance with the established procedure. It is the Department's intent to release the incarcerated person in the most expeditious manner, whether immediately from the courthouse or from the incarcerated person's housing facility.

**Procedure:**

Upon the jury being sent out to reach a verdict, the bailiff will immediately notify the CSB supervisor.

The CSB supervisor will contact the Detentions Processing Division supervisor by telephone at the facility where the incarcerated person is housed to conduct a thorough check for additional arrests, holds, or warrants not associated with the current jury trial.

If the incarcerated person is acquitted and has no additional arrests, holds, or warrants, they will be given two options for release: immediately from the courthouse or volunteer to be transported to their housing facility to be released.

**Immediate Release from the Courthouse:**

- Upon notification of acquittal, the bailiff will immediately notify the CSB supervisor of the judgment of acquittal.
- The bailiff will cut off the incarcerated person's wristband and verify they are not wearing or in possession of any Sheriff's jail issued clothing. If the incarcerated person is not in dress out attire, clothing will be provided to them by the courts.

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- The bailiff will explain to the incarcerated person they shall not leave the courthouse until they receive court paperwork stating they have been acquitted.
- The CSB supervisor, shall obtain a copy of the minute order and send via email to the Detentions Processing Division supervisor and the Watch Commander at the facility where the incarcerated person is housed. The incarcerated person will be removed from the Jail Information Management System (JIMS) in an expeditious manner.
- The bailiff will explain to the incarcerated person to return to their housing facility to obtain personal property collected from their module by sworn staff and any monetary balances left on their commissary accounts.
- The bailiff will explain to the incarcerated person they have thirty (30) calendar days to pick up personal property from their housing facility or it will be disposed of according to state law.

**Voluntary Return to the Housing Facility for Release:**

- If the incarcerated person voluntarily chooses to be released from their housing facility, the bailiff will notify the CSB supervisor.
- The bailiff will escort the incarcerated person back to the court holding area without restraints and ensure the Court Holding Deputy is briefed on the acquittal.
- The Court Holding Deputy will ensure the incarcerated person is kept separated from other incarcerated persons.
- The CSB supervisor will notify the housing facility's Watch Commander of the voluntary transport back to the facility.
- The Court Holding Deputy will ensure either the Court Rover Deputy or Sheriff's Transportation Unit is aware of the acquittal and voluntary return to the incarcerated person's housing facility for release.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 22, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.24
SUBJECT: FIRST AID KITS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

In compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1220 of the California Code of Regulations, to ensure sufficient first-aid equipment is available for inmate medical care in all Court Services Bureau (CSB) court holding facilities.

Policy:

Assigned CSB deputies from each command are responsible for maintaining first-aid equipment and supplies. An equipment and supply inspection shall be conducted monthly and documented in a permanent record at each command.

Procedure:

I. Inventory and restocking

- A. An inventory of all first-aid kits will be conducted monthly to ensure the minimum contents are available;
- B. The inventories will be documented and kept in each command;
- C. The minimum requirements of each first-aid kit are listed below.

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ITEM	QUANTITY
Antibacterial Cleansing Wipes	10
Bandage (Regular 1" x 3")	16
Bandage (Fingertip)	10
Bandage (4" x 4" Gauze Pad)	8
Bandage (7 ½" x 8" Gauze Pad)	8
Bandage (Triangle Sling)	2
Bandage (Cling Gauze – Rolled)	4
Bio Hazard Bags	5
Cold Packs	2
CPR Mask	1
Disposable Blanket	1
Disposable Gloves	4 pr.
Eye Wash/Dressing Kit	1
Protective Eyeglasses	1
Medical Tape	1 roll
Sanitary Napkins	2
Medical Scissors	1

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 6, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.25
SUBJECT: BUREAU RESPONSE TO NATIONAL TERRORISM ADVISORY SYSTEM			PAGE 1 of 3

Purpose:

To establish staffing levels and security postures for all courthouses commensurate with the National Terrorism Advisory System (NTAS) threat alert levels.

Policy:

The Court Services Bureau (CSB) lieutenant/sergeant for each command will consult with the appropriate presiding/supervising judge for each courthouse as soon as practical after changes in the National Terrorism Advisory System have been announced. Additional security steps like those listed below will be implemented at the discretion of the court. These steps are not meant to be all encompassing; instead each command may request additional security precautions after approval of the appropriate presiding/supervising judge.

Procedure:

- I. Imminent Threat Alert – Warns of a credible, specific, and impending terrorist threat against the United States, but details may not be known.
  - A. Weapons screening procedures will be handled in accordance with CSB Policy and Procedure F.6.
  - B. The division lieutenant can authorize additional staff or security procedures as necessary. These steps will be subject to approval by the presiding/supervising judge in the affected courthouse.
- II. Elevated Threat Alert – Warns of a credible terrorist threat against the United States.

Once the National Terrorism Advisory System threat level has been raised to elevated, the courthouse lieutenant/sergeant shall speak to the supervising/presiding judge of the affected courthouse and recommend additional security steps or procedures. These may include, but are not limited to:

- A. Each Sheriff's command may notify the other tenant department heads in their courthouse of the change in security level and provide them with information to assist in the security posture of the courthouse. This may include asking staff to report all suspicious circumstances and/or packages

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to sheriff's personnel, abstain from leaving items unattended in public places and a review of the courthouse evacuation procedures.

- B. Staffing levels at the weapons screening stations may be increased;
  - C. Sheriff's personnel may conduct full weapons screening. All persons entering the courthouse, with the exception of judges, shall pass through weapons screening. All non-public entrances to the courthouse shall be secured.
  - D. A marked patrol car may be parked as near to the public entrance of the courthouse as possible while the public doors are open.
  - E. All courthouses may have 24-hour on-site security. This can be provided by private security contracted by the court or Sheriff's personnel if necessary.
  - F. All deliveries through the public doors may be required to pass through the x-ray machines in weapons screening. If the package or object is too large to pass through the x-ray machine, a manual inspection of the items may be conducted or weapons screening personnel can refuse the delivery.
  - G. Sheriff's staff members may be assigned to rooftop observation posts, parking lot or perimeter rovers, loading dock security, visitor escort or any other duty that will increase the security level of the courthouse.
  - H. Some non-essential court functions may be cancelled.
  - I. Public parking shall be prohibited within 500 feet of the courthouse building where possible.
  - J. Other measures as agreed upon between the Sheriff's command and the supervising/presiding judge.
- III. The security measures agreed upon shall be documented by the lieutenant/sergeant in the form of an Interoffice Memorandum and routed through the affected supervising/presiding judge for endorsement. The completed correspondence shall be forwarded to the Area Captain, then to the Area 3 Captain for archiving.

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- IV. Alert Sunset Provision – An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

Once the threat level reduces or expires, the command lieutenant/sergeant shall ensure that extra security measures are reduced to those listed above under section I in a timely manner.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 6, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.26
SUBJECT: USE OF FORCE REPORTS			PAGE 1 OF 1

Purpose:

To establish guidelines and reporting procedures for use of force incidents within the Court Services Bureau (CSB).

Policy:

CSB deputies and other personnel shall comply with all reporting requirements explained in Addendum F, Department Policy and Procedures Section 6.48, and CSB Policies and Procedures specific requirements listed herein.

Procedure:

- I. Subsequent to any use of force incident involving an inmate in a CSB holding area, CSB deputies shall adhere to the following:
  - A. Notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, including the latest revision to the Supplemental Use of Force Report (SO-120), per Department Policy and Procedure section 6.48, Addendum F. The CSB holding tank deputy will ensure a log entry of the incident is made in the Jail Information Management System (JIMS) in accordance with Detentions Policy and Procedure section F.5 and CSB Policies and Procedure section E.16.
  - B. Once the CSB sergeant has approved the use of force report the original report is to be sent to the detention facility where the inmate is assigned.
  - C. The involved CSB deputy may elect to prepare forms for disciplinary action to be handled within the detention facility. The disciplinary forms should accompany the use of force report. Coordinated efforts between CSB sergeants and detentions sergeants are encouraged.
- II. Subsequent to any use of force on a non-inmate, the CSB deputy shall:
  - A. Immediately notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, the Supplemental Use of Force Report (SO 120), per Addendum F, and any other applicable reports.

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May 30, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.27
SUBJECT: COURTROOM CRIME SCENES			PAGE 1 of 2

Purpose:

To establish standardized procedures for handling crime scenes in courtrooms staffed by the Court Services Bureau (CSB).

Policy:

CSB personnel will take all necessary steps to preserve evidence from crimes occurring in a courtroom. They will weigh the needs of a criminal investigation against the desires of the Court to continue with their proceedings and request assistance from a supervisor if they believe the criminal investigation may be compromised.

Procedure:

- I. If a crime is committed in a courtroom and physical evidence is present that cannot be readily collected and preserved:
  - A. The primary bailiff for that courtroom will be considered the investigating deputy unless relieved of his or her responsibilities by another deputy or a supervisor;
  - B. The investigating deputy will recommend to the Court that the case be continued in an available courtroom to avoid contamination of the evidence and ensure proper collection;
  - C. If no other courtroom is available, the investigating deputy shall recommend to the Court that a recess be taken to allow for evidence collection;
  - D. Prior to any such recess, or movement to another courtroom, the investigating deputy will request that the Court instruct witnesses, if they are members of the jury, not to discuss what they saw when the crime was committed. This is meant to ensure clear recollection of the events and unaffected witness statements;
  - E. Other witnesses, including the judge, court staff, other parties involved in the case and members of the public shall be interviewed in as timely a manner as possible and consistent with other criminal investigations;

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- F. Recognizing the desire of the Court to continue its proceedings, the case will continue at the discretion of the Court. This will delay the taking of witness statements from members of the jury or other courtroom participants. In any event, witness statements shall be taken by Sheriff's personnel prior to the witnesses leaving the courthouse for the day;
  - G. A courtroom with evidence is a crime scene and should be treated in the same manner as any other high-profile crime scene.
  - H. If the Court is not willing to grant any of the requests above, the investigating deputy shall notify a supervisor.
- II. If a criminal act occurs in a courtroom and no physical evidence is present:
- A. The primary bailiff for that courtroom will be considered the investigating deputy unless relieved of his or her responsibilities by another deputy or a supervisor;
  - B. Prior to any recess or movement to another courtroom, the investigating deputy will request that the Court instruct witnesses, if they are members of the jury, not to discuss what they saw when the crime was committed. This is meant to ensure clear recollection of the events and unaffected witness statements;
  - C. Recognizing the desire of the Court to continue its proceedings, the case will continue at the discretion of the Court. This will delay the taking of witness statements from members of the jury or other courtroom participants. In any event, witness statements shall be taken by Sheriff's personnel prior to the witnesses leaving the courthouse for the day;
  - D. Other witnesses, including the judge, court staff, other parties involved in the case and members of the public shall be interviewed in as timely a manner as possible and in a manner consistent with other criminal investigations;
  - E. If the Court is not willing to grant any of the requests above, the investigating deputy shall notify a supervisor.

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August 10, 2017	BUREAU-WIDE	NORMAL OPERATIONS	F.28
SUBJECT: SECURITY ALARM TESTING AND LOGGING			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the testing of security alarms in all courthouses.

Policy:

Each courthouse shall have a facility specific directive to establish a policy and procedure for testing their security alarms. The test results will be maintained in a written or computerized log for inspection for at least two years.

Procedure:

Policy section only.

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August 20, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.29
SUBJECT: REPORTING REQUIREMENTS FOR WARRANT ARRESTS			PAGE 1 of 1

Purpose:

To establish reporting requirements for warrant arrests within the Court Services Bureau (CSB).

Policy:

Any time a deputy's contact or detention of a person who has an outstanding warrant(s) could be construed, according to prevailing case law, as an arrest, the arresting deputy will complete an Arrest Report (ARJIS 8) in compliance with Sheriff's Policy and Procedures sections 2.41 and 6.71.

Procedure:

- I. No Arrest Report is required for persons remanded to custody by a judge, if the person was not detained or escorted to court by a deputy;
- II. CSB personnel making arrests outside the courthouse for outstanding warrants will complete an Arrest Report whether the arrestee was taken to jail or a courtroom to be remanded;
- III. Persons voluntarily surrendering on a misdemeanor warrant in a courthouse should generally be directed to the appropriate courtroom with no arrest report being necessary. If the person is detained by a deputy in a manner that can be construed as an arrest, according to prevailing case law, an Arrest Report must be completed;
- IV. Generally, persons with active felony warrants will be arrested or arrangements will be made with the court to remand them into custody. In cases of court remands, if the arrestee was detained by a deputy in a manner that can be construed as an arrest, according to prevailing case law, an Arrest Report must be completed. Exceptions may be considered in extenuating/unusual circumstances (i.e. pregnant female, elderly or person with severe medical issues.) In those cases an alternate course of action may be taken at the direction of a sergeant or supervisor after evaluation;
- V. If physical force is required to detain someone that has a warrant for their arrest, an Arrest Report detailing the force used shall be completed in compliance with Sheriff's Policy and Procedure 3.12 and CSB Policy and Procedure F.26.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 15, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.30
SUBJECT: SERVICE ANIMALS IN COURT FACILITIES			PAGE 1 of 3

Purpose:

To establish a procedure for admitting service animals into court facilities pursuant to the Americans with Disabilities Act (ADA) of 1990, revised update Sept. 15th, 2010.

Policy:

Sheriff deputies who encounter an individual at a weapon screening station who is accompanied by a dog, and the individual claims that the dog is a service animal, shall allow the individual to enter the facility.

Procedure:

- I. Identification of a service animal:
  - A. Pursuant to U.S. Department of Justice guidelines, published in accordance to the ADA, service animals are not pets.
  - B. A service animal is defined as a dog, or miniature horse, that is individually trained to do work or perform tasks for people with disabilities.
  - C. The individual claiming the need for the service animal shall not be asked about their disability under current medical privacy laws and does not need to provide proof of their disability.
- II. When approached by an individual with a dog who is attempting to enter a court facility, and you are not sure if the dog is a service animal:
  - A. Ask the individual if the dog is a pet.
  - B. If they say it is a service animal, then you may/should ask, what work, or task has the dog been trained to perform.
  - C. If the individual states the dog is a pet, the dog should be denied entrance into the court facility.

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SUBJECT: SERVICE ANIMALS IN COURT FACILITIES			PAGE 2 of 3

- D. If the individual states the dog is a service animal required because of a disability, the deputy should briefly observe the dog's demeanor and if the dog appears to be under control by the handler, you shall allow the animal to enter the facility.
  
- E. An individual with a service animal cannot be asked to remove his/her service animal from the premises unless:
  - 1. The dog is out of control and the handler does not take effective action to control it; (or)
  
  - 2. The dog is not housebroken.
  
- F. The service dog needs to be under control of the handler by a harness, leash or tethered, unless the individual can control the dog through voice, signal or other effective controls.
  
- III. Every time a deputy prevents an individual from bringing an animal into a court facility, or if they order an animal to be removed from a court facility, and the individual has asserted a claim that the animal is a service animal, the deputy shall prepare and submit a deputy's report to their immediate supervisor. The deputy's report shall include the following information:
  - A. The name, address, telephone number, and any other identifying information of the individual. If the individual refuses to provide their name and identifying information, a physical description of the individual shall be included in the report.
  
  - B. A description of the animal.
  
  - C. A description of the specific behavior on which the deputy based his/her decision to exclude, or order the removal of, an animal from a court facility.
  
  - D. Deputy's reports will be archived at the affected command for at least two years.

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- IV. If a service animal is denied entry because of the animal's behavior, the deputy denying admittance shall:
- A. Make a reasonable attempt to accommodate the individual with their court business.
  - B. Advise the individual that they may petition the court for accommodation under California Rules of Court, Rule 989.3. If the individual claiming disability requests an immediate hearing for accommodation, the deputy shall request Court Administration to make the appropriate Judicial Counsel Form available for petition to the court.
  - C. If the individual's business is in response to a court order or subpoena, the deputy denying admittance shall notify the affected court so the request for accommodation may be considered at that time.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 8, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.31
SUBJECT: CSB INVESTIGATIONS INVOLVING INMATES			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for handling investigations involving inmates.

Policy:

CSB detectives will have primary responsibility for handling investigations (including follow-up investigations), involving inmates while they are in the custody of CSB personnel. Exceptions to this policy are enumerated below.

Procedure:

- I. The CSB Investigations Unit will handle the following investigations:
  - A. Escapes when the inmates are in the care and custody of CSB personnel, to include:
    1. All courthouses
    2. CSB Transportation vehicles
    3. Hospitals when the inmate is under the supervision of CSB personnel
  - B. All crimes against persons (including court employees) except those listed below.
  - C. All crimes committed against property belonging to the CSB or Superior Court, or in any case where the victim is the County of San Diego or State of California.
  - D. Judicial threats per CSB Policy and Procedure section F.12.
- II. The Detentions Investigations Unit will conduct follow up investigations of those crimes in which the victim/suspect is another inmate.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 25, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.32
SUBJECT: FORM/PHOTOGRAPHS OF DRESS-OUT INMATES			PAGE 1 of 2

Purpose:

To provide pertinent information regarding inmates who make courtroom appearances in civilian clothes (dressed-out). In the event of an escape, Dispatch/Control will have a description and current photo available for immediate dissemination.

Policy:

When an inmate has a court appearance that requires them to be dressed out, a completed dress-out form is provided to Dispatch/Control.

Procedure:

- I. The bailiff or designee shall ensure there is a completed a dress-out form with the required photographs of the inmate in dress-out clothing. The form should be saved to the CSB dress-out folder in the shared drive prior to transporting the inmate to the courtroom.
  - A. Good quality photographs of the inmate shall be taken and properly depict the following:
    - 1) full body
    - 2) close-up head
    - 3) close-up profile
  - B. Bailiffs or designee shall update the photograph of the inmate if/when different clothing is worn and/or changes in hair length, facial hair, body weight or other factors that affect the inmate's appearance.
- II. The bailiff or designee shall ensure a copy of the dress out form is provided to Dispatch/Control. Dispatch/Control will print out a hard copy and file it in their designated file.
  - A. Dispatch/Control or a designated person will disseminate the dress out form to the appropriate locations.
  - B. Bailiffs shall print and keep a hard copy of the information at their workstation to assist in emergency responses.

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March 25, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.32
SUBJECT: FORM/PHOTOGRAPHS OF DRESS-OUT INMATES			PAGE 2 of 2

- C. Once the hearings have concluded, the bailiff will notify Control/Dispatch the inmate's dress-out form is no longer needed. Control/Dispatch will remove the form from the recurring file.
  
- III. The information above is to be used for BOL broadcasts in case of escape. Hard copies may be disseminated to affected personnel to assist in any search for the escaped inmate(s).
  
- IV. No other use of digital photographs of inmates is authorized. Photographs of inmates shall only be disseminated to staff for legitimate purposes relating to courthouse or jail safety and security.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 10, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F.33
SUBJECT: COURT DRESS OUT FOR INMATES			PAGE 1 of 3

Purpose:

Establish Court Services Bureau (CSB) guidelines for checking the Jail Information Management System (JIMS) to determine existence of a Dress Out Order and location of trial clothing, and provide guidelines for dressing out inmates who do not arrive for jury trial dressed out in civilian court attire.

Policy:

CSB Court Holding and other appropriate CSB staff shall query the JIMS computer information to determine the status of dress out clothing for an inmate prior to a trial commencing.

All CSB staff shall adhere to the following dress out procedures when an inmate is brought to court without being dressed out, and a valid court order exists.

Mainline inmates as well as inmates classified as Green, Orange, Yellow, or Black bands involved in jury trials, will be transported in their jail clothing. All court clothing will be accepted/exchanged/released only at the San Diego County Sheriff's Detention Facility in the court jurisdiction where the defendant is scheduled to appear. Court clothing for defendants appearing in the Eastern Division will continue to be processed at the Eastern Division Courthouse.

Procedure:

- I. JIMS procedure prior to trial:
  - A. Instructions for accessing JIMS program prior to trial are as follows: Log onto JIMS. On the task bar, go to IMS>Reports>JIMS Web. Scroll down to Detentions Processing section and find the report titled "Dress Out Court Inmates." To access this report click on the "On Demand" box located to the right. The report parameters screen will populate. Choose a city location (San Diego, Chula Vista etc...). Choose the appropriate trial date. Future trial dates may also be checked with this procedure. The Dress Out query of the JIMS system shall be run on a daily basis by all holding area personnel to determine the dress out status of all inmates set for trial or trial call. In those cases where deputies are aware of upcoming trial dates in their departments, a Dress Out query shall be conducted no later than 24 hours prior to the scheduled trial date

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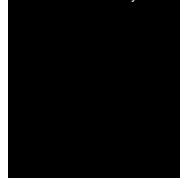
DATE	DISSEMINATION	CATEGORY	NUMBER
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to ensure the Dress Out order is on file and clothing has been delivered to the appropriate detention facility.

- B. In the event the status of dress out clothing or the Dress Out Order does not appear on the Dress Out Detentions Processing JIMS screen, the bailiff or holding area personnel will contact jail staff immediately.

SDCJ            Processing Sergeant  
GBDF           Processing Sergeant  
SBDF           Watch Commander  
LCWDF        Processing Sergeant  
VDF            Processing Sergeant

GC 7922.000-Privacy Interest



The purpose of this procedure is to reduce any trial delay with regard to the dress out status of inmates set for trial. See sections below for procedures related to inmates not dressed out for court.

- II. When an inmate comes from jail and there are no clothes for the inmate to wear, due to the attorney's failure to obtain a dress-out order or the attorney's failure to get the clothing and Dress Out Order to the appropriate jail, the following procedures shall apply:
- A. The bailiff, or deputy discovering the error, shall advise the court and defer instruction to either:
1. Delay the trial to provide the attorney time to get the inmate's clothing and Dress Out Order to the jail in the court jurisdiction where the defendant is scheduled to appear. This will require the inmate to be taken to the jail to be properly dressed out and returned to the court, or;
  2. Allow the attorney to present the clothing in court. The bailiff will take the clothing to the appropriate holding tank and dress out the inmate. When this occurs the following procedures will be implemented:
    - a) The bailiff will search all clothing items for contraband. If necessary, the search should include the use of the weapon screening x-ray machine.

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- b) The inmate shall be dressed out in the appropriate holding tank. Inmates will **not** be allowed to dress out in a jury deliberation room.
  - c) Jail issued clothing (except T-shirts or bra, underwear and socks) will be placed in a receptacle to be marked with the inmate's name, booking number and kept in the holding tank.
  - d) At the end of each court day the inmate will be returned to the holding tank to change back into his/her jail clothing.
  - e) The clothing will be returned to the attorney by the bailiff. The court will be requested to instruct the attorney to deliver the clothes and court order to the appropriate jail.
- III. If an inmate comes from a jail and is not properly dressed for any reason other than attorney error, follow the JIMS procedure check, listed above, then;
- A. Check court file for valid dress out order.
  - B. Check attorney's clothing receipt from the jail facility.
  - C. Verify the jail has the clothing. If the court clothes are at the jail, determine the reason for the inmate not being dressed out (jail error, inmate refused to dress out, etc.).
  - D. If the inmate is not dressed out due to jail error the inmate will be returned to the jail for dress out or under certain circumstances, the clothing will be brought to the holding tank. The inmate will dress out in the holding tank.
  - E. If the inmate refused to dress out at the jail, the court will be notified for further consideration. The bailiff and/or the inmate's attorney should talk to the inmate in an attempt to convince him/her to dress out.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 9, 2019	BUREAU-WIDE	NORMAL OPERATIONS	F.34
SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS (AED)			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the maintenance and use of Automated External Defibrillators (AEDs).

Policy:

Local commands are responsible for monthly checks of the AEDs within their area to ensure batteries are sufficiently charged and necessary supplies are present.

Procedure:

- I. All bureau AEDs shall be checked monthly to ensure that:
  - A. The battery has power.
  - B. There are defibrillation pads for use with the device, and the pads have not been damaged or exceeded their expiration date;
  - C. Each command should have one set of defibrillation pads per unit and one spare set that have not exceeded their expiration date.
- II. The monthly inspections shall be documented on line using San Diego Project Heartbeat.
- III. All incidents wherein defibrillator pads are placed on a person must be documented on a RMU-5 form. Copies of the forms shall be distributed as required (directions are given on the form) and the local command shall keep the original form for a minimum of two years. The Risk Management Unit shall be notified of the incident as soon as possible (During regular business hours).
- IV. Additional documents needed for the medical emergencies involving AEDs will be documented per CSB Policy and Procedure Section G.1 – Medical Emergencies.
- V. Any questions regarding the AEDs should be addressed to the Risk Management Unit.

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DATE	DISSEMINATION	CATEGORY	NUMBER
November 1, 2011	Bureau Wide	NORMAL OPERATIONS	F.35
SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 1 of 3

Purpose:

To provide guidelines in developing bureau-wide High Risk/High Profile Court Security deputies.

Policy:

Bureau-wide High Risk/High Profile Court Security deputies are essential in developing and maintaining enhanced courtroom security.

A. Security

Security is a key component for High Risk/High Profile court cases. Proper courtroom security for such trials covers many aspects. Coordination between High Risk/High Profile Court Security deputies and those within and outside their command affected by these cases is essential. Supervisors are encouraged to allow High Risk/High Profile Court Security deputies adequate time to establish security procedures for High Risk/High Profile cases.

B. Tracking

A Case Tracking System to identify and track High Risk/High Profile court cases going through the judicial process has been established and should be utilized at all courthouses.

C. Communication

Avenues of communication must be established between all components affected by High Risk/High Profile court cases. These components include, but are not limited to, the Sheriff's Court Services Bureau, the Sheriff's Detention Services Bureau, the District Attorney's Office and Superior Court.

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Procedure:

- I. A minimum of one deputy, each from CSB – Chula Vista, CSB – El Cajon, and CSB – Vista shall be designated as the High Risk/High Profile Court Security deputy for their command. Due to its size, CSB – San Diego Courts shall have a minimum of two deputies for this purpose. Deputies serving in this position do so as a collateral duty within their command.
- II. The respective CSB commands shall select their High Risk/High Profile Court Security deputies, and the deputies shall be supervised by a sergeant as a collateral duty. The deputies shall be awarded ½ CAP point once they have served in the position for a year.
- III. When a High Risk/High Profile court case has been identified, the security teams will enter the tracking data into the **High Profile Tracking Master**. High Risk/High Profile Security deputies will make a determination whether a court case falls within the High Risk/High Profile parameters.
- IV. Communication among and between agencies is an essential aspect of Court High Risk/High Profile security. These cases make it vital that the Sheriff's Court Services Bureau, Detention Services Bureau, the District Attorney's Office and Superior Court work together in the planning for and providing of a safe environment for all involved in the criminal process.
  - A. When a Court High Risk/High Profile Security deputy is made aware a High Risk/High Profile Court case is pending, he/she will ensure the completion of the necessary paperwork which can include, but is not limited to, a High Risk Assessment Report or a Trial Court Funding Report.
- V. High Risk/High Profile Operational Orders will be completed when a High Risk/High Profile Court Security deputy determines there is a possibility of a significant security risk during proceedings or a high level of coordination is necessary. The High Risk/High Profile Operational Order will articulate operational procedures to govern and contain the security risk or provide the high level of coordination.

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SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 3 of 3

- A. High Risk/High Profile Operational Orders for courtroom security will be prepared by the Court High Risk/High Profile Court Security deputy in conjunction with the bailiff and the judge of the affected court.
  
- B. Coordination for security outside the courtroom will be the sole responsibility of the Court High Risk/High Profile Court Security deputy.
  
- C. The SMEAC plan is the prescribed written format for High Risk/High Profile Operational Orders. The SMEAC plan consists of five distinct topics of information:
  - 1. Situation: The information describing the problem.
  - 2. Mission: What the team is tasked to accomplish.
  - 3. Execution: How the team plans to perform its mission.
  - 4. Administration/Logistics: Support organization for the operational plan.
  - 5. Command/Signal: Who is in charge/radio frequencies.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 16, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F. 36
SUBJECT: MOTHERS AGAINST DRUNK DRIVING VICTIM IMPACT PANEL			PAGE 1 of 2

Purpose:

To provide guidelines for providing security while the Mothers Against Drunk Driving (MADD) Victim Impact Panel is being conducted in a court facility.

Policy:

It is the policy of the Sheriff's Department to provide a safe and secure environment for MADD volunteers while they present their Victim Impact Panel to drinking and driving offenders at the local courthouses.

Procedure:

The Sheriff's Department will provide security while MADD presents their Victim Impact Panel. The total number of deputies required will be determined by each facility. Presentations are given at the local courthouses on varying days of each month, depending on arrangements between the Sheriff's Department, Superior Court and MADD. The meetings generally are conducted between 1700 and 1900 hours.

- I. Sufficient staffing should be assigned for each scheduled meeting.
- II. Everyone attending the Victim Impact Panel shall be screened at the weapon screening station.
- III. During the presentation, Sheriff's staff have the following duties:
  - A. Late arrivals should not be admitted into the meeting.
  - B. Deputies should monitor for disruptions during the presentation. If disruptions occur, the person causing the disruption should be escorted from the facility.
  - C. If a crime is committed, deputies shall take the appropriate enforcement action and complete the necessary reports. Assistance from the field division or the local law enforcement agency may be requested to assist with any arrest or major disruption.

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SUBJECT: MOTHERS AGAINST DRUNK DRIVING VICTIM IMPACT PANEL			PAGE 2 of 2

- D. At the conclusion of the presentation at least one deputy will be responsible for escorting the MADD representative in charge of the bank deposit to his/her car.
- E. Assigned Sheriff's staff will conduct a security check in the area and insure the facility doors are secure.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 1, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.37
SUBJECT: WATCH COMMANDER'S LOG			PAGE 1 of 3

Purpose:

To establish a Court Services Bureau (CSB) procedure for maintaining courthouse/Prisoner Transportation watch commander's logs.

Policy:

All CSB court facilities and Prisoner Transportation will maintain a daily watch commander's log of significant events.

Procedure:

- I. The purpose of the watch commander's log is to provide a document of significant events that have occurred daily at each CSB courthouse and Prisoner Transportation. Entries that shall be included are as follows:
  - A. Serious illness or injury to any of our personnel that requires immediate medical attention.
  - B. Any loss of life or medical incidents.
  - C. System failure or potential failure, i.e., telephone system, power outage, etc. that significantly reduces our ability to accomplish our mission.
  - D. Citizen or employee complaints against CSB personnel that are regarded as serious. Do not list the employees name in the log.
  - E. Incidents that result in, or could result in, significant media coverage.
  - F. Deputy involved traffic collisions resulting in injury or significant property damage, regardless of fault.
  - G. Any incident involving CSB personnel where their actions or inactions have exposed the Sheriff's Department, Court Services Bureau or County of San Diego to significant liability or criticism.
  - H. Any mobile field force or S.E.D. callout.

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May 1, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.37
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- I. Arrests involving any Sheriff's employees.
  - J. Bomb threats.
  - K. Any unlisted event that is likely to bring significant criticism to the Sheriff's Department, Court Services Bureau or County of San Diego.
- II. The list above is not all encompassing. Lieutenants should notify the chain of command of any incident that concerns them or that they feel should be brought to the attention of the chain of command.
- III. The Watch Commander's Log will be maintained on the V drive, under CSB. The CSB Command Administrative Secretary will be the administrator. Each facility will have their own file. Sergeants and above will have edit access to the Watch Commander's Log. All sworn and professional staff will have read only access.
- IV. The Watch Commander's Log will be maintained by the facility court/administrative sergeant. At the conclusion of each month, the log entries will be converted to "read only" and transferred to a subfolder for the appropriate year for purposes of archiving.
- V. See Page 3 for Watch Commander Log format.

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**COURT SERVICES BUREAU**

Facility Name  
Watch Commander's Log

May 2008

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**Monday** **May 12, 2008**

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0800      Briefing.      Training by Deputy Smith re:

0830      Briefing.      Training by Deputy Smith re:

0915      Inmate Smith, Bkg #      complaining of chest pains. Transported to UCSD.  
Deputy Jones in ambulance. Detention facility notified.

1240      CAD #S0000000      Smith v Jones, 245 PC in Department 2. Walker  
with report.

Busy day.

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**Tuesday** **May 13, 2008**

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 30, 2015	BUREAU-WIDE	NORMAL OPERATIONS	F.38
SUBJECT: DOOR ACCESS REQUESTS			PAGE 1 of 1

Purpose:

To establish a standardized Court Services Bureau (CSB) procedure for handling requests from other agencies/court building tenants requesting access to restricted court doors/areas.

Policy:

It is the intent of the Court Services Bureau (CSB) to maintain secure court facilities. In furtherance of this, the CSB Court Security deputies will provide access to restricted court doors/areas only after the Access Request Form (CSB-40) is completed, submitted through the CSB chain of command and authorization is granted by the appropriate CSB Captain.

Procedure:

- I. When a request is received from an outside agency or court building tenant, the Access Request form will be completed and forwarded with an endorsement page through the CSB chain of command to the appropriate CSB Captain for approval.
- II. Once approved, the Access Request form will be forwarded to the CSB Court Security deputies for processing. After access has been authorized, appropriate facility staff will be notified.
- III. In the event the Access Request form is not approved, it will be returned to the appropriate court lieutenant to notify the person requesting access.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 30, 2015	BUREAU WIDE	NORMAL OPERATIONS	F.39
SUBJECT: FACILITY SECURITY SWEEPS			PAGE 1 of 1

Purpose:

To establish guidelines for each Court Services Bureau (CSB) facility to be checked at the end of each business day.

Policy:

It is the policy of the CSB for sworn personnel to perform a security sweep for unauthorized persons and/or un-secured doors at the end of each business day.

Procedure:

Each CSB area that is responsible for security of a county building or courthouse will create a facility specific policy and procedures for conducting a facility security sweep for their building at the end of each business day.

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DATE	DISSEMINATION	CATEGORY	NUMBER
October 10, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F. 40
SUBJECT: USE OF NALOXONE			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the Naloxone procedures in all courthouses.

Policy:

Each courthouse should, by means of a facility specific directive, establish a policy and procedure for the quantity, storage, check in and out procedures, and inspection procedures of the Naloxone kits.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 30, 2018	BUREAU-WIDE	NORMAL OPERATIONS	F. 41
SUBJECT: HOLDING CELL INTERCOM TESTING			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for conducting a weekly test of the intercom system when located in inmate holding cells at courthouse facilities.

Policy:

Each courthouse shall have a facility specific policy and procedure for testing the intercoms in each inmate holding cell. The weekly tests and any required maintenance shall be entered into the Jail Information Management System (JIMS).

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.1
SUBJECT: MEDICAL EMERGENCIES			PAGE 1 of 3

Purpose:

To provide guidelines to Court Services Bureau (CSB) deputies for handling medical emergencies in a Superior Court Facility, the County Administration Center (CAC), and at the CAC Waterfront Park.

Policy:

Whenever medical assistance is requested from personnel assigned to CSB, deputies will be responsible for responding, evaluating, and reporting medical emergency needs.

In no case are CSB deputies to act as a replacement for paramedics or emergency medical technicians. CSB deputies will not seek a signature from the patient on any documents if treatment is refused. Deputies will instead document the events of the incident in their report as described below in Section 1.

Procedure:

Whenever anyone in a designated CSB facility requires medical assistance, available CSB deputies will respond to the scene.

- I. Deputy Responsibilities:
  - A. Evaluate the medical emergency and stabilize patients until the arrival of paramedics or private ambulances.
  - B. Provide first aid and/or basic life support according to the standards set forth by the American Red Cross and/or American Heart Association.
  - C. Administering the Automated External Defibrillator (AED) or Naloxone.
    1. In the event the AED is activated, the AED Incident Report Form (San Diego Project Heartbeat) will be completed by the primary deputy and sent through the proper chain.
    2. In the event Naloxone is administered, required paperwork will be completed by the primary deputy as per Department Policy and Procedure Section 6.128. The original copy of the report will be forwarded to the Administrative Sergeant or their designee.

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SUBJECT: MEDICAL EMERGENCIES			PAGE 2 of 3

- a. In the event Naloxone is administered to someone in custody, and in addition to the required paperwork, an Incarcerated Person Status Report (ISR) will be entered into the Jail Information Management System (JIMS) under the Incident Type Code "NLX" for Naloxone.
    3. Ensure a supervisor is notified of the medical emergency incident.
  - D. When a call for medical assistance occurs at the CAC or CAC Waterfront Park, the primary deputy will prepare a County General Accident Report (CD-3).
    1. If the incident occurs at the CAC Waterfront Park, the reporting guidelines will be followed per Administrative Code Section 60. The CD-3 will be completed by the observing entity. If the accident is not witnessed by either the private security or deputies, the first option will be for the private security to complete the form. The form may be completed by the primary deputy if it seems more appropriate. If there are no security officers available, a deputy shall take the report.
    2. Any video that captured the incident will be obtained.
    3. The primary deputy will submit the CD-3 to their immediate supervisor for review and approval.
  - E. When a call for medical assistance occurs at any Superior Court Facility, the primary deputy will prepare a State Incident Form and the CD-3.
    1. Any video that captured the incident will be obtained.
    2. The primary deputy will submit the State Incident Form and the CD-3 to their immediate supervisor for review and approval.
- II. Supervisor Responsibilities:
- A. The supervisor will review and approve the State Incident Form (Superior Court Facility Only) and the CD-3.

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SUBJECT: MEDICAL EMERGENCIES			PAGE 3 of 3

B. The supervisor will forward the original CD-3 and any video obtained of the incident to County Counsel, Claims Division. The State Incident Form and any video obtained of the incident will be sent to the Judicial Council of California via State of California interoffice mail or through the U.S. Postal Service.

1. The State Incident Form and a copy of the video will be sent to the following address:

Judicial Council of California – Facilities Services  
455 Golden Gate Avenue  
8<sup>th</sup> Floor  
San Francisco, CA 94102-3688

\*If the injured person is a Sheriff's employee, the supervisor will ensure the appropriate Worker's Compensation forms are completed and submitted to the Sheriff's Risk Management Unit.

C. If the medical assistance requires immediate need of maintenance, notification will be made to the appropriate contracted maintenance group (Judicial Counsel of California (JCC) and the County Department of General Services).

In the event the incident occurs after operating hours, the supervisor will telephone the 24 hours Judicial Customer Service Center at GC 7922.000-Privacy Interest for maintenance issues.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.2
SUBJECT: INCARCERATED PERSON RIOTS OR CIVIL DISORDER			PAGE 1 of 3

Purpose:

To establish guidelines for Court Services Bureau (CSB) in the event of a riot or civil disorder.

Policy:

A riot is any use of force or violence, disturbing the public peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law per California Penal Code § 404 (a).

In cases of a riot or civil disorder, the primary goal for CSB personnel will be the quelling of the disorder in the most expeditious manner possible.

CSB order of priorities are:

1. Protection of Life.
2. Protection of property.
3. Restore order and control.
4. Identification of suspects for legal prosecution.

Procedure:

- I. Deputies hearing/observing riotous conditions or civil disorder of incarcerated persons shall:
  - A. Notify a supervisor.

**GC 7922.000-Safety/Security Interest**



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- II. Deputies hearing/observing riotous conditions or civil disorder in a court facility shall:
  - A. Notify a supervisor.

**GC 7922.000-Safety/Security Interest**



- III. Supervisor's Responsibilities:

**GC 7922.000-Safety/Security Interest**



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## GC 7922.000-Safety/Security Interest

- E. Notify the CSB Captain, CSB Commander, and Assistant Sheriff (at the CSB Captain's direction only).
- F. The Superior Court Administrator and the Presiding/Supervising Judge.

## GC 7922.000-Safety/Security Interest

- I. Verify that appropriate documentation is submitted (uses of force, incarcerated person incident reports, crime and arrest reports, etc.). Evidence photographs of damage to property shall be taken prior to any clean up or repair being done.
- J. The CSB Lieutenant, or their designee, will be responsible for press releases and media relations, ref to Department Policy and Procedures Section 7.3. The lieutenant may want to consult with Sheriff's Public Affairs prior to making any statements.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.3
SUBJECT: EMERGENCY EVACUATIONS OF COURTHOUSE			PAGE 1 of 1

Purpose:

To provide guidelines in the handling of emergency evacuations of a courthouse by Sheriff's Court Services Bureau (CSB) personnel.

Policy:

In the event of an emergency, CSB personnel may order the evacuation of all inhabitants from all or a portion of the courthouse. Each courthouse will have a site-specific emergency evacuation plan.

As soon as possible, CSB personnel should consult with the Presiding/Supervising Judge and Court Administrator regarding the evacuation of the court building.

Procedure:

- I. In the event of an emergency evacuation of the courthouse, each deputy/CSO will be responsible for directing all court personnel and the public to the evacuation route. Once everyone has evacuated the building, all deputies/CSO's will contact dispatch for additional assignments.

**GC 7922.000-Safety/Security Interest**

- C. The CSB Captain will ensure that each facility has a facility specific emergency plan.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.4
SUBJECT: ESCAPE PROCEDURES			PAGE 1 OF 3

Purpose:

To establish guidelines for the Court Services Bureau (CSB) in the event of an escape of an incarcerated person from any of the following:

1. Court Services Bureau Facility.
2. Hospital where the incarcerated person is supervised by CSB deputies.
3. CSB deputies performing transportation duties.

Policy:

If an escape takes place while a deputy is handling or transporting more than one incarcerated person, the deputy's primary concern is the security of the remaining incarcerated persons left in his/her custody.

Procedure:

- I. Escape – Courthouse:

**GC 7922.000-Safety/Security Interest**



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SUBJECT: ESCAPE PROCEDURES			PAGE 2 OF 3

## GC 7922.000-Safety/Security Interest

- II. Escape during transportation of incarcerated persons outside the courthouse:
  - A. If an escape takes place from a deputy who is transporting incarcerated person(s):
    - 1. The deputy shall notify the Communications Center of the escape, the direction of travel, a description of the incarcerated person, charges, etc.

## GC 7922.000-Safety/Security Interest

- B. When two deputies are performing the transportation detail:
    - 1. One deputy should notify the Communications Center of the escape and advise whether they or their partner, are in pursuit of the escapee(s), the direction of travel, a description of the incarcerated person(s), and charges, etc.
    - 2. Circumstances such as time of day, location, availability of cover, availability to communicate with the Communications Center, etc., shall dictate whether or not a pursuit would be advisable.
- III. Supervisor's responsibilities:

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## GC 7922.000-Safety/Security Interest

C. Ensure that notification is made to:

1. The Communications Center Watch Commander. Requests for additional staff, ASTREA, or other resources should be made through the Communications Center. The Communications Center will make notifications per Department Protocol.

2. The Sheriff's Detention Facility Watch Commander where the escapee(s) is housed, or Juvenile Hall if the escapee(s) is a juvenile.

IV. CSB Lieutenant - shall ensure notification is made to:

- A. The Communications Center.
- B. The CSB Captain.
- C. CSB Commander.
- D. CSB Assistant Sheriff (at the CSB Captain's discretion).
- E. The Presiding / Supervising Judge and Court Administrator.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.5
SUBJECT: BOMB THREATS / POSSIBLE EXPLOSIVE DEVICES			PAGE 1 of 1

Purpose:

To establish guidelines for the Court Services Bureau (CSB) in the event of a bomb threat and/or discovery of a possible explosive device.

Policy:

Each CSB command shall create and disseminate to its personnel, a comprehensive plan regarding the handling of bomb threats and/or explosive devices. The plan shall detail search procedures and notifications to be made in the event of a bomb threat and/or the discovery of a possible explosive device.

Reference shall be made to Department Policy and Procedure section 6.9 Bomb Threats/Investigations.

Procedure:

Policy section only.

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January 31, 2023	BUREAU-WIDE	CIVIL DIVISION	Z.1
SUBJECT: MONEY HANDLING			PAGE 1 of 5

Purpose:

To establish guidelines and procedures for the handling of cash and checks within the Court Services Bureau Civil Division.

Policy:

All Civil Division personnel shall know and comply with the procedures set forth in this section when handling cash and/or checks. All other Sheriff's units interacting with the Civil Division regarding cash and/or check handling shall be familiar with this section as it relates to them.

Procedure:

- I. Civil office safe
  - A. The civil office safe is to be locked at all times when staff is not removing or placing items into the safe. The civil office safe will not be utilized by the field office or any other agency.
  - B. Whenever the civil office safe is opened, it shall only be open as long as necessary to complete the task at hand and shall be locked immediately upon completion of the task at hand.
  - C. Each civil office shall maintain a Safe Activity Log to record whenever the safe is opened.
  - D. Each time the civil safe is opened, an entry will be made in the Safe Activity Log documenting the following:
    1. The date and time the safe is opened.
    2. The name and initials of the employee opening the safe.
    3. The time that the safe is locked.
    4. The name and initials of the employee locking the safe.
    5. The name and initials of the employee verifying that the safe is locked.
    6. The purpose code for why the safe was opened.

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- E. At the end of each month, the civil office supervisor shall scan a copy of that month's Safe Activity Log into the civil division's Safe Activity Logs folder then discard the log.

II. Individual Cash bags

- A. Each civil office shall maintain two individual cash bags for use at the front counter, when needed. The bags maintained by the San Diego and Hall of Justice offices will contain \$50.00 each and the bags maintained by the Chula Vista, El Cajon, and Vista offices will contain \$100.00 each.

Note: If the San Diego and Hall of Justice civil offices consolidate in the future, all four cash bags will be maintained at the new, consolidated San Diego Civil Office.

- B. Each civil office's designated allotment of individual cash bags shall be kept in the office safe when not issued to a civil office employee.
- C. Each civil office shall maintain a Daily Cash Bag Record to record when an individual cash bag is issued to a civil office employee, and when the individual cash bag record is returned by the civil office employee.
- D. Issuance of individual cash bags
  1. When an individual cash bag is to be issued to a civil office employee, the supervisor, lead clerk, or that day's deposit clerk, shall retrieve the cash bag from the safe and the cash bag will be counted in the presence of the civil office employee receiving the cash bag then the cash bag will be handed to the civil office employee.
  2. The civil office employee receiving the cash bag shall count the cash bag in the presence of the employee issuing the cash bag and retain custody of the cash bag after confirming that the cash bag contains the correct amount of cash.
  3. After the cash bag has been issued to the civil office employee, the safe will be re-locked and both the employee issuing the cash bag and the employee receiving the cash bag will make an entry in the Daily Cash Bag Record documenting the issuance of the cash bag. (Both employees shall also make an entry in the Safe Activity Log to document that the safe was opened.)

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C. Return of individual cash bags

1. Any cash bag that was issued to a civil office employee shall be returned to that day's deposit clerk when the civil office employee turns in their daily deposit.
2. If the civil office employee who was issued a cash bag has receipted any cash during the workday, the employee shall remove the receipted cash from the cash bag prior to completing their daily deposit.
3. The civil office employee returning the cash bag shall count the cash bag in the presence of the deposit clerk then the cash bag will be handed to the deposit clerk.
4. The deposit clerk receiving the cash bag shall count the cash bag in the presence of the civil office employee returning the cash bag and retain custody of the cash bag after confirming that the cash bag contains the correct amount of cash.
5. The deposit clerk and the civil office employee returning the cash bag shall make an entry in the Daily Cash Bag Record documenting the return of the cash bag.
6. The deposit clerk shall retain custody of all returned cash bags which will be placed in the safe when the office's daily deposit is placed in the safe.
7. The Daily Cash Bag Record shall be attached to and retained with that day's deposit.

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- III. Each civil office, other than the Hall of Justice office, shall maintain a petty cash fund of \$100.00.
- IV. The San Diego Civil Office shall maintain a property sale fund of \$1,500.00.
- V. Cash authentication.

All bills \$20.00 and above, including bills collected by the field deputies for a keeper, till tap, or other levy will be checked for authenticity by the civil staff member receiving the cash. The bill will be tested for authenticity using either a counterfeit detector pen or the civil office's electronic bill tester. Bills that are believed to be counterfeit should be examined by a sworn deputy if possible; otherwise, they will be returned to the customer at the counter. Counterfeit bills obtained during a levy will be returned to the field office.

- VI. Keeper, Till Tap and other levy monies
  - A. The field office will tender all levy monies to the civil office in a sealed envelope (if possible).
  - B. The envelope will be opened, counted, and examined for counterfeit bills in the presence of the field staff tendering the levy monies.
  - C. If any bills are suspected to be counterfeit, the envelope and its contents will be returned to the field staff.
  - D. If the tendered amount does not reconcile with the levy receipt, the envelope and its contents will be returned to the field staff.
  - E. After the contents of the envelope have been verified, both the civil office staff receiving the money and the field person tendering the money will sign (and ARJIS) the pink levy receipt.
  - F. The civil office staff receiving the money from the field office will cashier the levy money and retain the funds locked in their desk until it is time to complete their individual daily deposit. The pink levy receipt will be placed into the case file.

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VII. Daily Deposit

- A. At the civil office's designated time, each civil office employee that has checks and/or money to deposit shall complete their individual daily deposit per the current Daily Deposit desk manual instructions.
- B. After all civil office employees have turned in their individual daily deposit to the employee assigned to complete the daily deposit for the office, the assigned employee shall complete the office's daily deposit per the current Daily Deposit desk manual section.
- C. When the office's daily deposit is turned over to the bank courier, the employee turning over the daily deposit to the bank courier shall ensure that the courier signs the courier's logbook, and the employee shall also ensure that an entry is made in the Safe Activity Log.
- D. The Daily Deposit documents shall be retained for two (2) years.

**Title 15 Sections  
At A Glance**

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