

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 8, 2008	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 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. As of January 1, 2003 this Court Services Bureau (CSB) Manual of Policies and Procedures will replace the Sheriff's Court Services Manual, Marshal's Custody Control Procedures Manual and the Marshal's Operations Manual as the policy of the CSB.
- II. All CSB personnel are expected to familiarize themselves with the contents of this manual. All bureau 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 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.