

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

DATE	DISSEMINATION	CATEGORY	NUMBER
July 7, 2011	BUREAU-WIDE	ADMINISTRATION	A.3
SUBJECT: BUREAU ORGANIZATION			PAGE 1 of 3

Purpose:

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

Policy:

The Court Services Bureau 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 the Court Services Bureau is responsible and accountable for operating and maintaining the Sheriff's responsibilities in the San Diego County Judicial District.
- II. The Court Services Bureau consists of the following:
  - A. A Court Services Bureau Commander who reports directly to the Assistant Sheriff. The Commander supervises Areas 1 & 2 Captains, the Civil Office Manager, and is responsible for Contract Management, Personnel, Meet and Confer, Administrative Duties, Automation and Information Technology, and Special Projects.
  - B. Area 1, is administered by a Sheriff's Captain who reports directly to the Court Services Bureau Commander. There are two Sheriff's Lieutenants who have different areas of responsibility within San Diego Courts and who report to the Area 1 Captain. One Sheriff's Lieutenant is responsible for San Diego Courts, Madge Bradley, Family Law Court and security positions at the County Administration Center. The second Lieutenant is responsible for the Field Services Unit, Training, Investigations and the Hall of Justice.
  - C. Area 2, is administered by a Sheriff's Captain who reports directly to the Court Services Bureau Commander. There are two Sheriff's Lieutenants who have different areas of responsibility within the Court Services Bureau and who report to the Area 2 Captain. There is a Sheriff's Lieutenant who is responsible for the Chula Vista Courthouse, Kearny

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Mesa Courthouse, Juvenile Courthouse, and El Cajon Courthouse. The other Sheriff's Lieutenant is responsible for the Vista Courthouse.

- D. The Civil Division is administered by a Legal Support Manager who reports directly to the Court Services Bureau 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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