

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

DATE	DISSEMINATION	CATEGORY	NUMBER
April 30, 2014	BUREAU-WIDE	ADMINISTRATION	A.4
SUBJECT: POLICIES AND PROCEDURE MANUAL REVISIONS			PAGE 1 of 4

Purpose:

To provide a mechanism 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. This position will normally entail a one-year commitment.
 - 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 Manual committee via the requestor's lieutenant.
 - C. The request or suggestion will be taken up as an agenda item at the next committee meeting. If approved by the committee, it will be properly

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formatted and distributed to all lieutenants in the bureau with a cover letter requesting their feedback.

- D. At the next meeting of the committee, all input will be taken into account and modifications made. The proposed policy will be forwarded up the chain of command 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.
 7. Upon changing committee chairpersons, the outgoing lieutenant will deliver the policy archive files (chronologically filed) to the incoming lieutenant.
- 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. It should be used as a source of information for all personnel who will be encouraged to download and print relevant information so it is available to them at their work location.

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, 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
 - Madge Bradley facility policy based on A.1 would be A.1.M
 - Family Law facility policy based on A.1 would be A.1.F
- E. All personnel of the affected facility must be given a hard copy of any new or modified facility policies. Use of a page for initials or signature of each employee upon their receipt of the new policy is encouraged.

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- F. The appropriate Captain must approve all new facility policies and deletions or modifications to existing facility policy.
 - G. The Lieutenant or his/her 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.
 - H. The format for facility specific policies will be the same as bureau policy, with the exception of numbering (outlined above) and the entry under "dissemination."
- 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. The results of this annual audit will be documented and forwarded to the Court Services Commander.
 - D. The lieutenants in each command are expected to audit their facility specific policies.
 - E. Any revisions or deletion of policy or procedures shall be addressed in the manner provided in section II of this procedure.