

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

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.