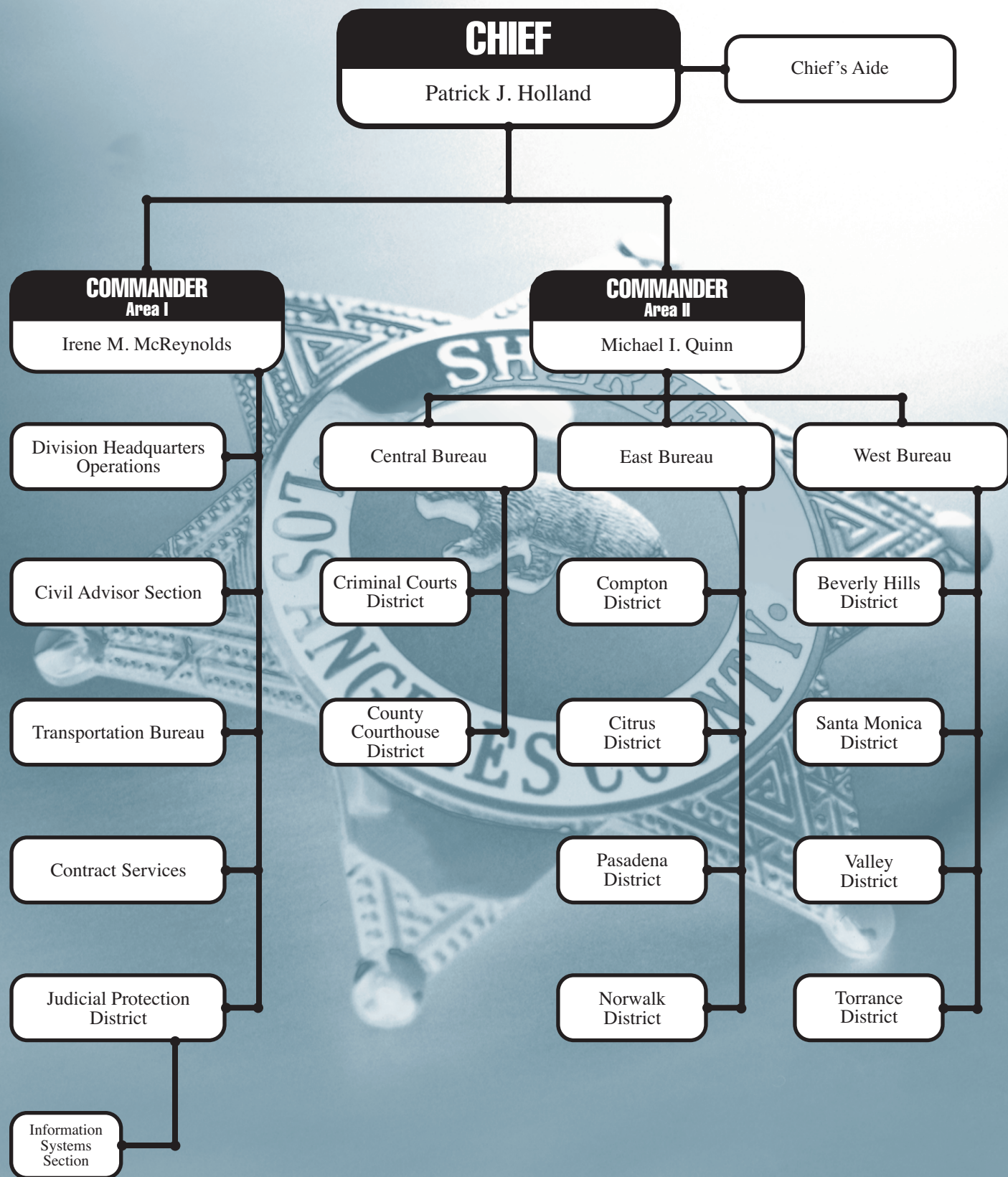




Court Services Division Organization

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



COURT SERVICES DIVISION

YEAR IN REVIEW 1999

Court Services Division

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Court Services Division is tasked with providing security and support services to all Superior and Municipal Courts in the County of Los Angeles. This mission includes staffing bailiffs, operating courthouse lock-ups, facilitating inmate transportation, and serving and enforcing civil and criminal process.

The Division provides these services at over 50 courthouse locations throughout Los Angeles County. Court Services is the second largest Division in the Department consisting of 1,542 sworn members and 539 civilians. The Division consists of four Bureaus, Central, East, West, and Transportation, plus the Judicial Protection District.

During 1999, the Division handled 285,398 pieces of civil and criminal process. As a result, \$71,446,841 in court ordered collections were made and \$10,444,575 in fees for services were received. Of those fees, \$9,398,376 was revenue for the Department, which partially offset the

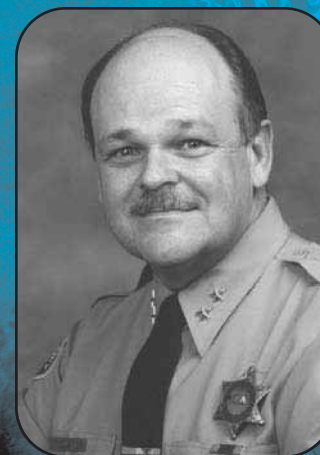
costs of the Division operations. The Division has been increasing the number of civilian process servers, and begun an aggressive hiring campaign of civilian Court Record Systems Clerks. The Division also continues to hire and train armed security officers and unarmed security assistants. These personnel staff weapons screening stations at courthouses, and provide additional security services at other locations.

Throughout 1999, the Division expanded weapons screening systems in courthouses throughout the County in furtherance of its mission to provide security to the trial courts of Los Angeles County.

Throughout 1999, Court Services Division continued to streamline the administration of the Trial Court Funding Program. This requires coordinating the staffing, billings, and payments for all reimbursable services provided to the court system under the Program. The Division was also involved in projects designed to promote efficiency and cost savings including the Field Operations Court Overtime Reduction Program, the Defendant Inmate Movement Management System, the Justice Inmate Video Teleconferencing System, and the Live Scan Release Project.

CENTRAL BUREAU

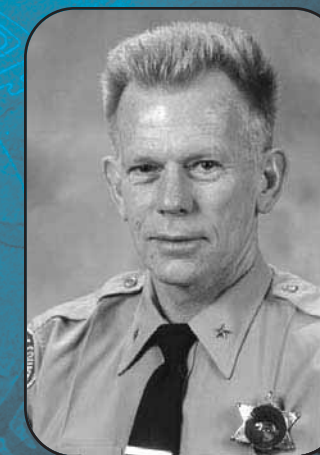
Court Services Central Bureau provides service to the downtown Los Angeles Courts. This includes the Criminal Courts Building, County Courthouse, Central Arraignment Court, Hollywood Court, Central Civil West and Metropolitan Court. Court Services Central Bureau also operates the Los Angeles Process Branch which provides all civil process services for the central Los Angeles area and Hollywood.



CHIEF
Patrick J. Holland



COMMANDER
Area I
Irene M. McReynolds



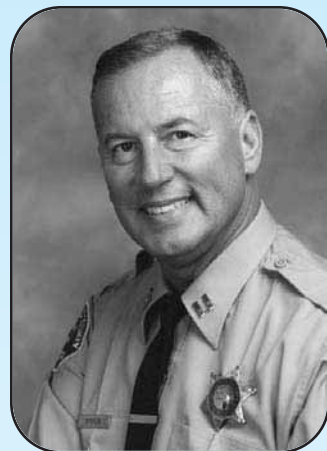
COMMANDER
Area II
Michael I. Quinn

COURT SERVICES DIVISION

YEAR IN REVIEW 1999

Court Services Division

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



CAPTAIN
Jeffrey B. Springs
Central Bureau

1999 ACTIVITIES:

Number of Custodies	163,672
Number of High Profile Trials	38
Number of Vehicle Inspections	23,395
Number of Civil Process	
Singles	20,853
Levies	19,708
Fees and Revenues generate by Civil Process	
Fees	\$1,090,215.94
Revenue	\$224,995.92

NUMBER OF PERSONNEL SWORN/CIVILIAN

Sworn	325
Civilians	124

NUMBER OF COURTS/COURTROOMS

Superior Courts	124
Municipal Courts	75
Total Courts	199

Special projects:

Civilization in the Civil Process arena continues with the testing process and selection of personnel.

The Weapons Screening Program opened at the Criminal Courthouse, Central Civil - West, and Metropolitan Court joining the other Central Bureau Courts already in the Program, which includes the Criminal Courts Building, Central Jail Arraignment Court and Hollywood Court.

Introduction of the Live Scan Program helped facilitate the release of in-custody inmates from our courts rather than having to transport them back to the Inmate Reception Center for processing and release.

Participation, along with the Transportation Bureau and Custody Division, in the DIMMS (Defendant/Inmate Movement Management System) Program, a

computerized system that manages a defendant/inmate's movement to and from court and allows for improved location tracking and better security.

EAST BUREAU

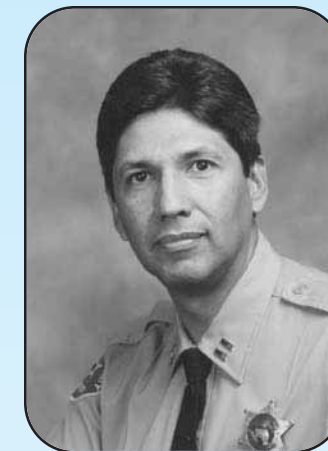
The Downey Branch Court houses East Bureau Operations which oversees 573 sworn and civilian personnel. East Bureau encompasses 22 court facilities and 217 working courtrooms. In 1999, East Bureau was responsible for the security, movement and processing of 205,000 inmates and 157 high profile cases in the following courts: Alhambra, Citrus, Pomona, Rio Hondo, Santa Anita, Compton, Huntington Park, Kenyon Juvenile Justice Center, Lynwood Regional Justice Center, South Gate, Downey, East Los Angeles, Los Cerritos/Bellflower, Los Padrinos Juvenile Court, Norwalk, Whittier, Burbank, Eastlake, Edelman Children's Court, Glendale, Mental Health and Pasadena.



CAPTAIN
Roberta A. Abner
East Bureau

Court Services Division

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



CAPTAIN
Raymond Leyva
West Bureau

WEST BUREAU

West Bureau Headquarters is located in the Van Nuys Municipal Court building and provides services to nineteen court facilities from Antelope Valley to Catalina Island. The courts serviced by West Bureau are Antelope Valley (Superior and Municipal), Valencia/Newhall, Sylmar Juvenile, North Valley (San Fernando), Van Nuys (Superior and Municipal), Santa Monica (Superior and Municipal), West Los Angeles, Robertson, Malibu, Calabasas, Beverly Hills, Culver City, Inglewood (Superior and Municipal), Torrance, Redondo Beach, San Pedro, Long Beach (Superior and Municipal), Airport Court (LAX), and Catalina Island/Avalon.

The Bureau's staffing of 559 employees includes 441 sworn and 118 civilian staff members. During 1999, West Bureau personnel were responsible for serving 121,495 pieces of civil and criminal process totaling approximately \$3,824,411 in fees and revenues, along with 20,023 vehicle inspections totaling \$200,230 in revenues. Additionally, West Bureau processed 200,072 prisoners through our branch lockups.

Construction on the new Airport Court (known as the LAX Court) was completed and opened for business on December 13, 1999. This courthouse is equipped with a "state of the art" security system and lockup facility which has 65 holding cells and is capable of housing up to 400 prisoners at any given time. This courthouse is also being used as a model for the Chatsworth Court which is currently under construction.

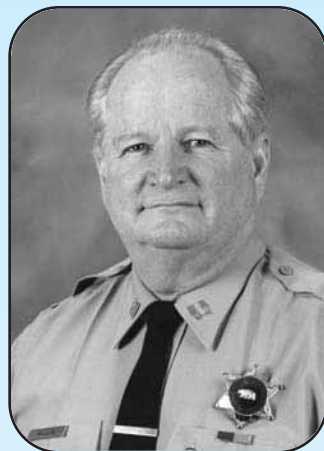
West Bureau was the host of many "high profile" trials in 1999. A total of 142 "high profile" cases were heard, some which included celebrities. Sharon Stone and Priscilla

In 1999, East Bureau personnel served 96,381 pieces of civil process generating \$3,751,193 in revenue, and inspected 24,805 vehicles which generated \$246,820 in revenue.

1999 was a year East Bureau initiated and diligently worked to embrace the Sheriff's Media Marketing Plan. East Bureau was first to create and implement Quarterly Court Liaison Meetings in its four Districts of Norwalk, Pasadena, Compton and Citrus. These meetings invited Presiding and Supervising Judges, Court Administrators, members of the District Attorney and Public Defenders Offices, Sheriff's Department and any other court connected department wanting to attend. It allowed representatives of each entity to meet and discuss court related issues and concerns. This concept was adopted and implemented in the entire Court Services Division.

East Bureau personnel showed a lot of "heart" in 1999. Norwalk Court personnel conducted an extremely successful toy drive for needy children during the holiday season. Children from eighty-one families were each given a toy, and each family was given a Christmas dinner at local restaurants. East Bureau personnel also raised over \$12,300 for the Sheriff Department's Rose Float entry.

Two successful "Needs Assessments" were conducted during 1999. The Sheriff met with East Bureau command staff and later with other East Bureau personnel to answer questions. After the completion of "Needs Assessment II," the Sheriff's staff adopted the written format created by East Bureau to use Department wide.



CAPTAIN
Patrick J. Mallon
Transportation Bureau

Presley's civil cases and Steven Spielberg's criminal case were held at the Santa Monica Court. Oliver Stone's drunk driving case was heard at the Beverly Hills Court, while the Gary Coleman misdemeanor trial was held at the Inglewood Court. Long Beach Court was the host to several media related stories throughout 1999. One in particular was the continuing trial of the stun belt incident, which originated in 1998. There was also a press conference held at the court, which received nationwide interest, involving the killing of a child at a Nevada gambling establishment. The most notable trial involved several members of the "Asian Boyz" gang. This trial was held at the Van Nuys Superior Court and involved several units within the Sheriff's Department and L.A.P.D. The trial lasted approximately eight months and required a very high security type environment in and around the courthouse.

Personnel from West Bureau were also involved in numerous activities to support their respective communities. The most notable of these activities was a Christmas toy drive organized by Long Beach Court personnel, Gina Flores-Elder and Deputies Jennifer Bernard, Deborah Peltz, and Michelle Presholt. They took it upon themselves to initiate a toy drive for a local children's shelter, which produced enough toys and gifts for 144 children, and a cashier's check in the amount of \$500.00.

TRANSPORTATION BUREAU

The Sheriff's Transportation Bureau maintains the largest fleet of vehicles for the transport of prisoners in the nation, and is recognized within the law enforcement community as a leader in the area of prisoner transportation. It consists of a staff of 235 sworn personnel, 2 Reserve Deputies and 10 Civilians.

The Transportation Bureau consists of three units: The Headquarters Unit and Statewide Detail which are located in newly renovated offices at Men's Central Jail, and the North County facility which is located at Pitchess Detention Center. During 1999, the Bureau transported a combined total of 1,398,057 inmates over a total of 2,627,000 miles. The daily average of inmates transported to and from court, as well as Custody Division transfers, was 3,830 per day. The Statewide Detail moved a total of 38,431 inmates to and from State Prisons and other counties throughout the State of California.

The Unit received six new, state-of-the-art, MCI 102D3 Series Intercity Coach model buses specifically manufactured for prisoner transportation. These new vehicles provide safety features such as smaller, barred windows above the normal line of sight, scratch resistant interiors, and no seams within which to secret contraband.

The Transportation Bureau was awarded a grant from the AQMD that will fund the Trip Optimum Transportation Efficiency (T.O.T.E.) Program which will ultimately reduce emissions while maximizing trip efficiency. An important feature of this Program is a new Global Positioning System which will allow the Bureau to match trip capacity to demand for service.

We also began testing a reformulated diesel fuel known as A-55. This fuel was developed to reduce the particulate matter in diesel exhaust. Tests are currently ongoing.

Additional duties for which the Bureau has responsibility include, but are not limited to, court ordered transportation to and from private medical facilities, private psychiatric visits, funerals, clinics, hemodialysis treat-

ments, Grand Jury transports, and numerous open house displays.

At the present time, the Bureau fleet consists of 68 standard transport buses (64 MCIs and four Crowns), two semi-truck (Superbus) transports, two (Bluebird) specially equipped wheelchair buses, 17 vans (including two for wheelchair transport) and nine sedans.

JUDICIAL PROTECTION DISTRICT

The Judicial Protection District consist of five distinct units and has a total of 36 employees assigned to the District which consist of twenty-eight (28) sworn and eight (8) civilian employees.

The five units are:

- Court Security & Planning Unit
- Security Operations Unit
- Training Unit
- Warrant Unit
- Information Systems Section

Court Security & Planning

The Court Security & Planning (CS&P) Unit is responsible for evaluating the physical security needs of the courts and to ensure that the Sheriff's Department's security requirements are adhered to on all new and renovation projects. During 1999, the Unit completed its involvement with the Airport Court and turned it over to the Sheriff's Department's Airport Court Transition Team. The courthouse was opened in December 1999. Additionally, the Unit is involved in numerous other construction projects such as the Chatsworth, Antelope Valley and Palmdale Court construction projects.

Some collateral duties the Court Security & Planning Unit performed, when needed, were assisting the Security Operations Unit with dignitary and witness protection, and lecturing or assisting the Training Unit with classes covering Title 15 issues, Court Security, and Bailiff Orientation.

During 1999, the Court Security & Planning Unit continued overseeing the Security Officer Program. During this time period, the Security Officer Program expanded from approximately 25% of the Municipal and Superior Courts to approximately 95% of the total courts.

In addition to the Security Officer Program, the CS&P Unit continued to be the vehicle through which various automated systems were upgraded or introduced to the Court Services Division. Over the past twelve months, the following automated systems have been initiated, upgraded or installation completed by the CS&P Unit:

Live Scan Release Project

CS&P became involved with the Live Scan Release Project in February 1998. All phases of the project were completed in December 1999.

The VINE Program (Victim Information and Notification Everyday)

System testing and personnel training for the VINE Program, by CS&P personnel, was initiated in late October 1998. The system was implemented in the Spring of 1999.

LARCIS (Los Angeles Regional Crime Information System)

The Court Security & Planning Unit worked along with other Department sections to implement

the LARCIS system Department-wide by December 31, 1999.

MAPAS/Windows 98 NT Computer Upgrade

As of November 1999, the (MAPAS) Modified Automated Processing and Accounting System's hardware was upgraded to a Windows98 NT environment utilizing Dell Pentium II computers with Microsoft Outlook and the Department's Law Enforcement Package.

DIMMS (Defendant/Inmate Movement Management System)

DIMMS is an inmate tracking system that, once implemented, will track an inmate's movement throughout the County Jail system and the various courts. CS&P assisted in the development and testing of this automated system that is due to go on line in the first quarter of 2000.

TCIS/AJIS Interface

The (TCIS/AJIS) Trial Court Information System/Automated Justice Information System Interface is being developed as an automated system to interface the courts automated system with the AJIS System. Upon completion of the interface, the two systems will be able to automatically share and trade information. Therefore, data entered into AJIS will automatically be available to TCIS users and vice versa.

During 1999, the Court Security and Planning Unit has worked with the courts, Internal Service Department and other units within the Sheriff's Department in developing and implementing this project. Testing and implementation of this project is set for early 2000.

Security Operations Unit

The Security Operations Unit is an investigative and tactical unit that

Court Services Division

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

investigates threats made against Superior and Municipal Court Judges, members of the Los Angeles County Board of Supervisors, the Chief Administrative Officer and other elected County officials. Additionally, a member of the Security Operations Unit fills the position of Sergeant-at-Arms when the Board is in session.

Members are trained in threat assessment, case management, investigations, dignitary protection, motorcade and tactical planning. When requested, members of the Unit conduct home security surveys for judicial officers and other County officials, and provide dignitary protection when appropriate. Under special circumstances, security and transportation will be provided for elected officials. The Unit is tasked with assessing the security needs for high profile, high risk cases and developing operational plans to ensure the optimum level of security. Additionally, the Unit is often called upon to provide lectures and presentations.

Training Unit

The Training Unit provides POST Certified Training and Continued Professional Training (CPT), which is job specific training, and coordinates specialized training for both sworn and civilian members of the Division. The Unit also teaches a variety of courses such as Levy, Bailiff Orientation, and Bonus I Training.

During 1999, the Unit trained over 1,700 Court Services Division personnel. Additionally, the Unit facilitated the training of approximately 250 other employees with the Department's Advanced Training Bureau and private agencies. In March 1999, the Division's Bailiff Orientation Course was increased from 24 hours to 40 hours.

To improve the accuracy and efficiency of tracking and recording training received by Court Services Division personnel, an automated training, tracking and recording system was developed. In addition to providing recording and tracking abilities, the system has the capability of producing instant management reports.

In 1999, there was a significant increase in the number of Security Officers and Security Assistants trained by the Unit. Additionally, the Training Unit was given the task of overseeing and training Court Services personnel in First Aid/CPR. Furthermore, a Sergeant/Lieutenant's Supervisory Course was developed and administered by the Training Unit. During this period, the Training Unit also developed and implemented the training of a new restraint device utilized within the court setting.

Warrant Unit

The Warrant Unit serves "priority" bench warrants and felony and misdemeanor criminal warrants issued by the Municipal and Superior Courts of Los Angeles County. During the year, the Unit received 1,140 priority warrants which were assigned to deputies for investigation. More than 27% of those issued were from a single court and involved domestic violence related cases. With only six deputies and one sergeant, approximately 25% of the 1,140 warrants issued were cleared by arrest. However, the number of warrants issued directly from the court to the Unit is increasing substantially.

Beyond their routine duties, the Unit provided assistance to the Security Operations Unit, Civil Branches, the Detective Division, the Warrants & Detainers Unit, and the County Probation Department in serving warrants.

During the year, the Warrant Unit was utilized during noteworthy cases such as the Asian Boyz trial. During demonstrations at the Hall of Administration, while the Board of Supervisors was in session, Warrant Unit personnel assisted the Security Operations Unit with securing the hearing room during emotionally charged hearings on matters such as salary negotiations.

Information Systems Section (ISS)

The Information Systems Section's primary function is to supply support for Court Services Division's "Modified Automated Processing and Accounting System" (MAPAS). The members of this Section evaluate, accept and test recommended enhancements to the System. The Unit works in conjunction with Sierra Systems Consultants, Inc., a private contractor, to program all approved enhancements to the MAPAS system. The Unit is responsible for training the line personnel in the proper use of the enhancements. Additionally, the members of this Unit are tasked with the responsibility of accounting for all earned fees and trust funds received and disbursed within the MAPAS system.

During 1999, the Information Systems Section, along with a private vendor, was charged with the responsibility of ensuring that the MAPAS system was "Year 2000 Compliant." The Unit met the County's target due date and, as of December 1999, was ready for the year 2000. In addition to completing the Y2K compliance mandate within the prescribed time period, ISS completed and activated various enhancements to MAPAS which increased its overall efficiency. Furthermore, during 1999, ISS oversaw the receipt and disbursement of more than \$9,398,376 in earned fees and \$73,043,809 in trust disbursements.