

MARIN COUNTY SHERIFF'S DEPARTMENT
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER 8 - RECORDS PROCESS
CIV - 8 - 10
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DATE
09-17-97

GOOD CONDUCT LETTER, ISSUANCE OF

POLICY

To provide members of the public with letters indicating that they have no local criminal history or no local felony criminal history.

PROCEDURE

Anyone requesting a good conduct letter should come in person* with photo identification. Make a copy of the ID and ascertain correct current address if different than shown on identification. Complete a records check (See CIV - 8 - 23, Record Checks).

If there is no record, complete a good conduct letter (located in far left cabinet under front counter) as shown in Example 1 attached, using the correct current address of the subject. Put the MCSO Seal over the signature. Collect \$2.00 fee (cash or check payable to Marin County Sheriff), write a receipt (Example 2), and give the subject the original letter, the original receipt, and an envelope. Put the \$2.00 (cash or check) with the pink receipt in the gray box marked "identification" in the cash safe in the rear of the room in front of the accounting desk. File the yellow copy of the good conduct letter stapled to the copy of the ID in the good conduct letter file in the bottom drawer of the black cabinet in records.

If there is a record, pull the booking jacket and take it to the Records Supervisor, or, in the Supervisor's absence, to the Legal Process Manager who may authorize the completion of a "no **felony** record" letter, located in far left cabinet under front counter (see Example 3). If this is authorized follow the same procedures as above (you will have to make a copy of the form).

*NOTE: If the subject sends in a representative or requests the letter by mail we cannot give him/her the letter directly, but will send it to a consulate or embassy if the address is provided to us.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of:

**Tom McMains
Captain**