

MARIN COUNTY SHERIFF'S OFFICE
COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 - ORGANIZATIONAL PLAN/TRAINING PROGRAM
CRT 01-02
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DATE
June 1, 2001

PROCEDURE MANUAL

POLICY

It is the policy of the Marin County Sheriff's Office to provide a uniform guide and source of reference to the duties, responsibilities, and legal and organizational framework within which court security operates.

PROCEDURE

The Court Security Lieutenant shall ensure that divisional procedural manuals are made available to all court security personnel.

Court security personnel shall be responsible for knowledge of, and compliance with the procedures manual.

A complete set of procedures shall be available to court security personnel via the departmental intranet.

Review of established procedures is the responsibility of the Court Security Lieutenant and shall be updated as needed.

Court security personnel are encouraged to submit suggested revisions to these procedures at any time.

Drafts of suggested revisions or new procedures shall be submitted through the court security chain of command for review.

All procedures submitted shall comply with Departmental General Orders prior to being issued.

Additional court security divisional procedure manuals may be issued to:

Sheriff

Undersheriff

Presiding Judge/Supervising Judge

Court Executive Officer

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN