

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

CHAPTER 2 – FUNCTIONAL ASSIGNMENTS
CRT 02-03

DATE
January 19, 2012

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COURT HOLDING/MOVEMENT DEPUTY

POLICY

It is the policy of the Marin County Sheriff's Office to provide operational guidelines for deputies assigned to Court Holding/Movement.

PROCEDURE

Function

Deputies assigned to Court Holding/Movement shall be assigned to all court facilities which receive prisoners from the Courts or a central holding area under the control of Detention Division. (Court holding facilities operate under Title 15 guidelines.)

Deputies are assigned to conduct the movement of prisoners within the court facility while maintaining security and providing for the safety and needs of prisoners.

Responsibilities

Court/Holding Deputies shall have the primary responsibility to assist in the direction, control, and movement of inmates within Court facilities

The Court Holding Deputy accepts defendants who are remanded into custody of the Sheriff by the court at the direction of the bailiff. (Reference Processing Remands section # 440)

Strict key control measures shall be followed.

The Court Holding/Movement Deputy shall review the custody movement list with attention directed to inmate classification, gang affiliation, and other special considerations. The Court Holding/Movement Deputy will then compile a list assigning an appropriate number of bailiffs-to-inmates to ensure that the inmate-to-bailiff ratio complies with the numbers set forth in Policy CRT-04-07.

Search prisoners for contraband or weapons as required.

Coordinate the direction and placement of inmates into pre-designated holding areas located within the Court facilities.

The Court Holding/Movement Deputy will be responsible for advising the bailiff and/or the security deputy of any special handling requirements and apply restraints (refer to Use of

Restraint Devices Policy # 04-01 for proper use of restraints).

Receipt of prisoners returning from court includes the following:

Search for contraband or weapons when appropriate

Remove restraints when appropriate

Forward appropriate court documentation and orders to the Housing Sergeant in the Custody Division

When appropriate, inform the pod deputy of any security, and, or prisoner behavior concerns

Forward appropriate court documentation for remands to Custody Division.

Assist in the movement of inmates.

Assist in the processing and booking of court ordered remands.

RELATED STANDARDS:

Marin County Jail Policy and Procedure Manual

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

January 19, 2012

By order of

David M. Augustus

CAPTAIN