

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

CHAPTER 2 - FUNCTIONAL ASSIGNMENTS
CRT 02-07
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DATE
June 1, 2001

ASSIGNMENTS OFF COURT FLOOR

POLICY

It is the policy of the Marin County Sheriff's Department to provide guidelines for the purpose of conducting escorts and other assignments off of the court floor.

PROCEDURE

Deputies shall advise their supervisor prior to leaving the court floor, except when it is necessary to respond to jail for normal duties related to their assignment. The deputy should advise the supervisor of their destination, purpose, and the estimated time they expect to return. The obvious exception is during the deputy's breaks and under exigent circumstance.

When a bailiff needs a party escorted from the court facility they shall advise their supervisor. The bailiff should advise the destination, purpose of the escort, and the notification upon return to the court floor.

Whenever there is a request for sheriff's services off of the court floor, the supervisor will assign a deputy to handle the detail.

RELATED STANDARDS:

None.

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN