

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

CHAPTER 3 – FACILITY OPERATIONS
CRT 03-01
PAGE 1 of 1

DATE
June 1, 2001

ACCESS TO AND SECURING OF COURT FACILITIES

POLICY

It is the policy of the Marin County Sheriff's Office to provide procedures for securing areas and equipment within the courthouse at the close of the business day and provide approved access to closed court facilities. The facilities include the Civic Center Courthouse and all related areas.

PROCEDURE

Areas under the exclusive control of the Sheriff should be secured from any unauthorized access.

Those areas where the Sheriff has security responsibility, but does not have exclusive control, should be secured in as effective a manner as possible to prevent unauthorized entry.

Exceptions to this policy shall require approval and documentation by the Court Security Lieutenant or a designee.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN