

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

CHAPTER 04 – INMATE HANDLING
CRT 04-03
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DATE
06/01/2001

HANDLING PROPERTY AND CLOTHING FOR IN-CUSTODY DEFENDANTS

POLICY

It is the policy of the Marin County Sheriff's Office to provide a uniform policy outlining the responsibilities of court security personnel in the handling of prisoner property and clothing.

PROCEDURE

Clothing exchanges, releases and receiving should be conducted at the facility where the inmate is housed. Receipt of clothing for in-custody defendants who are in trial should be done according to Custody Division policy.

Exigent circumstances may require deviation from this procedure with the Court Security Sergeant's approval.

Personal property, such as medication, mail, jewelry and money, will not be accepted.

The court is not to be used to bypass the protective policies and procedures for the release or exchange of prisoner property.

The court deputy will ensure that the prisoner who is dressed out for trial does not enter the holding cell with anything that would jeopardize the prisoner's or deputy's safety.

- Shoes are difficult to search and can easily conceal contraband. It is recommended they be exchanged for jail shoes when the prisoner is placed into a holding cell.

RELATED STANDARDS:

CUS- 02-02

AFFECTED DIVISIONS:

Custody Division

DATE OF REVISIONS:

January, 21, 2010

By order of:

CAPTAIN DAVID AUGUSTUS
BUREAU OF DETENTION SERVICES