

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 - ADMINISTRATIVE
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DATE
8-3-94

POLICY AND PROCEDURAL MANUAL

POLICY

A manual of uniform policies and procedures expressing the facility's philosophy, goals and operational procedures will be developed and maintained by the Custody Division. These written policies and procedures shall be made available to all employees. Nothing will be added to or deleted from these policies and procedures without the expressed permission of the Custody Bureau Commander.

DEFINITIONS:

MANUAL: A collection of material designed and organized for the use as a reference guide which explains the function of a section or department.

PROCEDURE

Policies and procedures will be monitored regularly and revised as necessary to ensure compliance with Title 15 of the California Administrative Code as set forth by the State Board of Corrections. To ensure compliance with the goals of the Sheriff's Department, all staff members are responsible for reading and understanding this manual and all revisions.

All staff, related agencies, and inmates are encouraged to participate actively in policy and procedure development. Facility personnel may contact the Facility Administrator in writing via the chain of command, with suggestions and/or problems.

The Policy and Procedure Manual is distributed to areas of the facility and made accessible to Custody Division Staff, the general public, other agencies, and inmates. The manual accessible to the inmates and the general public will contain only information which deals with normal jail operations, disciplinary procedures and grievance procedures.

RELATED STANDARDS:
Title 15, Article 3, Section 1029

DATE REVISED
None

By order of

DANIEL PAYNE
BUREAU COMMANDER