

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

**CHAPTER 1 - ADMINISTRATIVE**  
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DATE  
09-15-08

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**GENDER SCHEDULING GUIDELINES**

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**POLICY**

The Custody Division recognizes that there are a minimum number of deputies of both genders needed to ensure proper shift operation in the facility.

**PROCEDURE**

The department will take the gender of assigned deputies into account when scheduling staff coverage in the jail.

**GUIDELINES**

Minimum staffing for each shift shall be at least two deputies of either gender on duty at all times. The balance of the shift total may be filled without regard to gender. If for any reason a specific shift goes below this minimum, the sergeant will notify the Operations Lieutenant of the shortage and the reason for it occurring.

When conducting the bi-annual employee schedule sign up, each team shall have at least three deputies of each gender assigned to that team. The balance of the team assignments may be assigned without regard to gender. The three deputy gender minimum will apply even if it impacts a specific deputy's seniority sign up privilege.

Vacation requests shall be granted without regard to gender except that they may not drop any assigned shift below the two deputies per gender minimum on any given day.

**RELATED STANDARDS:**

None

**DATE REVISED**

09/15/08

By order of

David Augustus  
BUREAU COMMANDER