

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

CHAPTER 1 - ADMINISTRATIVE
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DATE
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TABLE OF ORGANIZATION

POLICY

The Custody Division organization chart places staff into related units. This promotes efficiency and groups similar functions as well as providing a clear chain of command from entry level positions to the Sheriff.

PROCEDURE

The Organizational Table is broken into three sections, Administration, Administrative Support and Operations.

SECTION I

ADMINISTRATION

SHERIFF - Overall administrator of the Sheriff's Department, charged by law with the administration of local detention facilities in Marin County.

UNDERSHERIFF - Assumes the responsibilities as administrator of the Sheriff's Department in the absence of the Sheriff.

CUSTODY BUREAU COMMANDER - Sheriff's Captain under the direction of the Undersheriff who is directly responsible for the overall operation, fiscal control and personnel management of the Custody Division. The Captain is charged with the responsibility of interpreting and implementing Department policy and establishing Divisional policy to ensure an efficient and effective operation of the facility.

SECRETARY - A non-sworn position responsible to perform clerical and support tasks for the Facility Administration.

SECTION II

ADMINISTRATIVE SUPPORT

ADMINISTRATIVE LIEUTENANT - Sheriff's Lieutenant under the direction of the Captain of the Custody Bureau. The Administrative Lieutenant is responsible for the administration & operation of all Support Services, involving non-sworn and sworn staff.

ADMINISTRATIVE SERGEANT - Sheriff's Sergeant functions under the Administrative Lieutenant. The Administrative Sergeant is responsible for the liaison and supervision of SSA & JCD staff. Supervises the codes and compliance deputy and has over all responsibility for the physical plant and operation of the jail.

FOOD SERVICE MANAGER - A non-sworn position under the direction of the Administrative Lieutenant. The

Food Service Manager is responsible for menu planning, nutritional diets for the inmates, proper food preparation, ordering, and accounting for food supplies.

COOKS - A non-sworn position under the direction of the Food Service Manager. The Chief Cooks supervise the Cooks. Facility Cooks prepare meals for inmates and personnel assigned to the Custody Division. The Cooks are responsible for insuring correct proportioning of food serving, maintaining a sanitary work area, and the supervision of inmate workers assigned.

MEDICAL - Non-sworn positions under the direction of County Health and Human Services. Medical staff is responsible for all inmate health concerns in the jail. Medical personnel works with the Transportation Sergeant to deal with Custody vs Medical problems.

LAUNDRY SUPERVISOR - A non-sworn position under the direction of the Food Service Manager. The Laundry Supervisor is responsible for the receiving and accounting for laundry, cleaning supplies, clothing and linen supplies. The Laundry Supervisor ensures a smooth operation of the laundry by direct supervision of inmate workers assigned.

SHERIFF SERVICE ASSISTANTS - A non-sworn position under the direction of the Administrative Sergeant. The SSA's perform clerical and support tasks in the booking area and in the public Lobby.

CENTRAL CONTROL DISPATCHER - A non-sworn position under the direction of the Administrative Sergeant. The Central Control Dispatcher is responsible for the control and monitoring of the facility's security, communications, and fire and life safety systems.

MAINTENANCE - A non-sworn position under the direction of the County Public Services. The Maintenance staff is responsible for maintaining the safe physical environment of the jail and to conduct repairs as needed.

PRISONER SERVICES - Non-sworn positions under the direction of the Administrative Lieutenant. Prisoner Services has the responsibility to provide support 7 commissary services for the inmates.

SECTION III

OPERATIONS

OPERATIONS LIEUTENANT - A Sheriff's Lieutenant functions under the Custody Bureau Commander. The Operations Lieutenant is directly responsible for the housing & booking operation of the facility and staff scheduling.

BOOKING SERGEANT - Sheriff's Sergeant functions under the Administrative Lieutenant. The Booking Sergeant is responsible for the supervision of all first floor operations involving bookings, releases. The Booking Sergeant assumes the responsibility of the Operations Lieutenant in his/her absence.

HOUSING SERGEANT - Sheriff's Sergeant under the direction of the Operations Lieutenant. The Housing Sergeant is directly responsible for the supervision of all personnel assigned to the Second Floor. The Housing Sergeant is responsible for the overall operation of the Housing Level.

FACILITY TRAINING OFFICER - Sheriff's Deputy responsible for the training of deputies who are newly assigned to the Custody Division.

BOOKING DEPUTY - Sheriff's Deputy under the direction of the Booking Sergeant. The Booking Deputy is responsible for receiving, releasing, initial classification and orientation of all inmates being housed and direct

supervision of inmates held in the booking area.

TRANSPORTATION - Sheriff's Deputies under the direction of the Transportation Sergeant.

- Transportation Deputy is responsible for the transportation of inmates outside of the facility.
- Classification Deputy is responsible for the transportation of inmates to and from the Medical area.

POD DEPUTY - Sheriff's Deputy under the direction of the Housing Sergeant. The Pod Deputy is directly responsible for the direct supervision and safety of inmates being housed in the jail.

MOVEMENT RELIEF DEPUTY - Sheriff's Deputy under the direction of the Housing Sergeant. The MRD is responsible for inmate movement through out the facility and for the overall security of the facility. The MRD provides break relief for the Pod Deputies.

RECRUIT - Sheriff's Deputy under the direction of an FTO. The recruit has the responsibility to learn and to be trained in the operations of all the facilities being administered by the Sheriff. The recruit must successfully complete the training program.

RELATED STANDARDS:

None

DATE REVISED

09/15/08

By order of

David Augustus

BUREAU COMMANDER