

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

CHAPTER 1 - ADMINISTRATIVE
CUS - 1 - 3
PAGE 1 of 2

DATE
1-11-18

PUBLIC INFORMATION PLAN

POLICY

Custody Division staff members shall only release to the public information specified in this chapter.

DEFINITIONS:

PUBLIC: For the purpose of this section, "public" includes the general public, friends or relatives, the media, bonds-persons, private attorneys, private investigators, business persons, etc. "Public" excludes members, agents, officers, or employees of a federal, state, or local law enforcement agency acting within the scope of their employment.

PROCEDURE

Custody Division staff members may only provide information about inmates currently in custody. The following information may be released: full name, address at time of booking, occupation, arresting agency, physical description, date of birth, date and time of arrest, date and time of booking, amount of bail, next court appearance date/time and place, all current charges (including out of county warrants and probation/parole holds) and release date.

Internal information shall not be given out by any Custody Division staff. This type of information would include: cash accounts or transactions, personal property, inmate's visitors, classification issues, medical issues, and information about out of facility transports or transfers.

Inquiries about other information on in-custody inmates should be referred to the arresting agency, District Attorney's Office, or the Superior/Municipal Court as applicable. If necessary, inquiries may be referred to the Administrative Lieutenant. Inquiries by the press regarding privileged information shall be referred to the Facility Administrator.

Custody Division staff shall not release information about individuals not currently in custody. For inquiries about individuals not in custody, the public will be referred to the Records Department at the Sheriff's Office.

Custody Division shall make available to the public, the Board of Corrections publications of the Minimum Jail Standards for Local Detention Facilities (Title 15 & 24 CAC), and other California laws pertaining to County adult detention facilities. Custody Division shall also make available the annual Inmate Welfare Report and the Facility Policy and Procedure Manual affecting inmates as specified in Title 15 CAC.

The Public Manual will include the following Sections from Title 15 CAC:

1043, Inmate Welfare Fund - Accounting
1045, Public Information Plan
1061, Inmate Education Plan
1062, Visiting
1063, Correspondence
1064, Library Service
1065, Exercise and Recreation
1066, Books, Newspapers, and Periodicals
1067, Access to Telephone
1068, Access to Courts and Counsel
1069, Inmate Orientation
1070, Individual/Family Service Programs
1071, Voting
1072, Religious Observance
1073, Inmate Grievance Procedure
1080, Rules and Disciplinary Penalties
1081, Plan for Inmate Discipline
1082, Forms for Inmate Discipline
1083, Limits on Discipline
1200, Responsibility for Health Care Services

This information shall be kept in a Public Information Binder at the desk in the public Lobby during business hours. The Administrative Secretary of the Custody Division will keep the binder up to date.

RELATED STANDARDS:

Title 15, Article 4, Section 1045
Government Code Section 6254

DATE REVISED
8-3-94

By order of

JAMIE SCARDINA
BUREAU COMMANDER