

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

CHAPTER 1 - ADMINISTRATIVE
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DATE
05-11-95

INMATE RECORDS

POLICY

All inmate Jail Files will be considered confidential information. The release of any inmate information will be governed by the "need to know" as well as the right to know.

DEFINITION:

JAIL FILE: An envelope which contains all the inmate's booking, classification, court and disciplinary information.

"NEED TO KNOW": Any information in the Jail File not considered public information, but can be released to Law Enforcement agencies or through a Court Order.

PROCEDURE

The security of tangible records such as Jail Files and classification records will be strictly maintained. The inmate Jail Files will be kept in a secure area which is not accessible to inmates. At no time will an inmate be allowed to see the Jail File.

The jail will maintain custody records on all inmates incarcerated in the facility which contain but are not limited to booking, court, property, or classification. The documents in the Jail File ensures the inmate was properly committed, the inmate's property is correctly managed and records of major events while in custody are maintained.

Sergeants will be responsible for maintaining Jail Files. He/she will review bookings to determine there are no errors in the information or the identity of the booking. The CC Sergeant will also review all of the inmate's Jail File prior to release. The Sergeant is responsible for updating information in the inmate's Jail File when applicable.

Most of the information contained in an inmate's Jail File is considered confidential and is released only on a "need to know" basis. The only information released to the public is the inmate's full name, current address, physical description, date and time of arrest, date and time of booking, location of arrest, all charges and bail, and the Arresting Agency (not the Officer's name).

Inmate Jail Files will be transferred to the Sheriff's Records Section as soon as possible after the inmate's release from custody. The Records Section will be responsible for the security and maintenance of Jail Files and will incorporate them into the inmate's Booking Jacket.

RELATED STANDARDS:

Title 15, Article 4, Section 1041

Government Code Section 6254(f)
Chapter 1, Section 4

OTHER AFFECTED DIVISIONS

Records

DATE REVISED
08-03-94

By order of

DENNIS M. FINNEGAN
UNDERSHERIFF