

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

**CHAPTER 10 - MEDICAL**  
CUS - 10 - 20  
PAGE 1 of 1

DATE  
June 7, 1995

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**TRANSFER OF MEDICAL RECORDS TO STATE PRISON AND OTHER FACILITIES**

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**POLICY**

Medical records will be transferred with all inmates who are released to other agencies.

**PROCEDURE**

When the Hsg. Sergeant is notified of the pending release of an inmate to an outside agency, they will immediately notify Medical staff of the inmate's name, Lar number and approximate time of release. If Medical staff is not in the office the message can be left on their voice mail (6291). Whenever a teletype is sent to notify an agency of immediate pick-up (5 day notice) a copy of the teletype will be sent to Medical staff so they can prepare the medical transportation packet in advance.

Medical staff will gather all pertinent documents and place them into a blue and white transportation envelope. The envelope will have the inmate's name prominently placed on the outside of the envelope along with any medical information the transporting officer may need to know. All other medical records will be sealed inside the envelope.

When the inmate is released from the Pod, the MRD will pick up the medical records envelope from the medical offices. The inmate will not be released from our custody unless the medical record envelope has been given to the outside agencies transporting officer.

RELATED STANDARDS:  
Title 15, Article 10, Section 1206(n)

DATE REVISED  
None

By order of

DANIEL PAYNE  
BUREAU COMMANDER