

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

CHAPTER 11 - POST ORDERS
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DATE
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GENERAL SECURITY AND MASTER EVENT SCHEDULE

GENERAL INFORMATION

- . To provide basic security guidelines for staff working in secured areas of the facility, and a master schedule of events.
- . Staff working in the secured areas of the facility must be constantly aware of security, safety and inmate activities.
- . Duties must be performed expeditiously to avoid delays in the facility master event schedule.

POST ORDERS All staff working in secured areas of the facility or with inmates shall:

- . All staff will comply with all existing post orders, manuals, policies, procedures and directives, and assist as appropriate.
- . Ensure all security perimeter entrances, pod doors, security sliders and all doors opening into a corridor are kept locked, except when used for admission or exit of employees, inmates or visitors, and in emergencies.
- . No one is to enter pods without the permission of the Pod Deputy.
- . Do not allow an inmate to possess keys.
- . Restrict the use of physical force to instances of justifiable self defense, protection of others, protection of property, prevention of escapes, and only when it is necessary to control inmates and in accordance with appropriate statutory authority and Departmental Policy. In no event is physical force justifiable as punishment. A written report will be prepared following all uses of force.
- . Do not allow an inmate or group of inmates to have control or authority over other inmates.
- . Provide inmates protection from personal abuse, corporal punishment, personal injury, disease, property damage and harassment.
- . Perform duties in compliance with the master event schedule. Notify supervisor of any significant delays.
- . Notify supervisor of any unusual activity involving inmates or visitors.
- . Wear appropriate identification badges if not in uniform.