

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

**CHAPTER 11 - POST ORDERS**  
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DATE  
8-03-94

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**BOOKING MOVEMENT RELIEF DEPUTY**

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**GENERAL INFORMATION**

- . The Movement Relief Deputy (MRD) is responsible for all inmate movement on the basement level to the housing level.
- . All inmate movement is to be conducted within the time constraints and requirements set forth in the movement policies and procedures.
- . The MRD is responsible to conduct security rounds of the interior, perimeter and roof areas of the facility.
- . The MRD is responsible to respond to all emergencies within the facility.
- . The Bkg. Sergeant will supervise this position.
- . The radio call sign for the Booking MRD is 73.

**SPECIFIC POST ORDERS**

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Orient and classify all inmates who are being housed in this facility.
3. Provide security to medical staff during pre-housing medical screening.
4. Conduct orientation for inmates being housed to the facility's rules and regulations, and goals via the video orientation system.
5. Assist the Deputy assigned to meal delivery with the escort of meal carts to the housing level.
6. Dress out all inmates leaving the facility and ensure all property release documents are printed.
7. Ensure all release documents are complete prior to releasing the inmate.
8. Provide Meal relief to booking staff and lobby.
9. Provide security to the lobby area.
10. Escort inmates to the housing level.
11. Escort inmate workers back to the housing level.
12. Provide security during contact visiting.

**GENERAL POST ORDERS**

1. Test Personal alarm transmitter on Wednesday at 0300.
2. Conduct movement of inmates throughout the facility.
3. Conduct pat and strip searches of inmates.
4. Respond to and report emergencies.
5. Write incident reports.
6. Monitor the compliance of inmates to facility rules.
7. Attend shift briefing.
8. Perform any other duties as required.

## **REQUIRED EQUIPMENT**

1. Flashlight
2. Handcuffs and case
3. Radio and holder
4. Personal alarm transmitter
5. Keys required