

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

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

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**BOOKING DEPUTY**

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**GENERAL INFORMATION**

- Deputies assigned to the booking area are responsible for processing all inmates arrested or brought to this facility.
- Deputies will ensure inmate's rights are met and all booking requirements are complete.
- The radio call sign for these positions are 71, 72 and 73.
- Booking Deputies are supervised by the Bkg. Sergeant.

**SPECIFIC POST ORDERS** The Deputy assigned to booking will:

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Inspect the booking area for security, safety and cleanliness.
3. Secure any contraband found in the area.
4. Do not allow unauthorized inmates in the booking area at any time.
5. Observe new arrestees' physical appearance and emotional behavior to determine if they are acceptable for booking.
6. Assist the Booking SSA in entering all arrestees into the Cogent photograph and fingerprinting system.
7. Photograph and fingerprint new bookings.
8. Issue and secure identification cards on all persons held in the booking area.
9. Strip search and shower all arrestees being housed in accordance with the strip search policy.
10. Allow telephone privileges to new bookings within three hours of their arrest.
12. Issue jail clothing and bedding to all arrestees being housed.
13. Take the count in accordance with the count procedures.
  - a. Maintain an accurate count of inmates in booking.
  - b. Receive and stage all inmates scheduled for transfer.
14. Contact Classification / ISU Unit for any inmate requiring a referral interview for further investigation
15. Identify each jail inmate by their identification card or their picture prior to release from the facility.
16. Remove all identification cards from the inmate prior to release from custody.
17. Process all individuals reporting for court ordered booking and release.
18. Process all individuals who are scheduled to report to jail to do their sentences.
19. Provide meals for arrestees who will not be released from the booking area.
20. Store all inmate clothing in alphabetical order in the large property storage room.

**GENERAL POST ORDERS**

1. Conduct movement of inmates throughout the facility.
2. Conduct pat and strip searches of inmates.
3. Respond to and report emergencies.
4. Write incident reports.

5. Monitor the compliance of inmates to facility rules.
6. Brief the oncoming shift.
7. Receive keys from Deputy being relieved.
8. Perform any other duties as required.

**REQUIRED EQUIPMENT**

1. Flashlight
2. Handcuffs and case
3. Keys required
4. Radio and holder
5. O.C. spray

**DATE REVISED**

09-23-08

**By Order Of**

**DAVID AUGUSTUS  
BUREAU COMMANDER**