

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 SHERIFF'S SERVICE AID**

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**GENERAL INFORMATION**

- . Sheriff's Service Aids (SSA) are responsible for having a working knowledge of all booking area procedures.
- . SSA's will know of the Criminal Justice Information System (CJIS) as it applies to booking, property and releases.
- . SSA's will have a working knowledge of the IDENTEX photograph and fingerprint system.
- . SSA's are supervised by the Bkg. Sergeant.
- . The radio call sign is Booking.

**SPECIFIC POST ORDERS** The SSA assign to booking will:

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Accept paperwork and property from the arresting agency.
3. Inventory all money, jewelry and personal property and complete a receipt for all property taken.
4. Review all commitment papers and documents for accuracy and completeness.
5. Complete warrant checks on all new arrestees.
6. Enter all booking information into the CJIS computer.
7. Assist Deputies with IDENTEX entry and take photo and fingerprints of arrestees.
8. Complete any and all forms required during the intake process.
9. Inventory arrestees clothing taken at intake and tag for storage.
10. Assist the Booking Deputy with clothing inventory and storage of persons being housed in this facility.
11. Secure and store all small property in the small property room by the end of shift.
12. Complete Jail Files on all persons booked in this facility.
13. Return the released inmate's small property and monies through the property release window.
14. Ensure inmates being released have signed a receipt indicating all property and money have been returned to them.
15. Place all release documents into the Jail File and forward it to the Records Division.
16. Accept bail and ensure all necessary paperwork is complete prior to giving to the Bkg. Sergeant.
17. Answer the phones when the lobby is closed.
18. Provide access to visiting when the lobby is closed.

**GENERAL POST ORDERS**

1. Test personal alarm transmitter on Wednesday at 0300.
2. Report emergencies.
3. Monitor the compliance of inmates to facility rules and report violations to sworn staff.
4. Assist the Lobby SSA's as needed.
5. Attend shift briefing.
6. Perform any other duties as required.

## **REQUIRED EQUIPMENT**

1. Keys required
2. Personal alarm transmitter
3. Radio and holder