

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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**LOBBY SHERIFF'S SERVICE AID**

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**GENERAL INFORMATION**

- The Lobby will be staffed from 0800 to 2200 Hrs, seven (7) days a week. It is the main public entry to the facility and serves as the main information station and station for signing up for visiting.
- SSA's will know of the Criminal Justice Information System (CJIS) as it applies to visiting, booking, property and releases.
- The Lobby SSA's are supervised by the Bkg. Sergeant.
- The radio call sign is Lobby.

**SPECIFIC POST ORDERS** The Sheriff Service Aid assigned to the lobby will:

1. Comply with all existing post orders, manuals, policies, procedures, and directives and assist as appropriate.
2. Never allow an unauthorized person to enter the lobby control area.
3. Enter all visitors into the CJIS visiting screen and notify the Pod deputies of the visiting room to be used.
4. Issue card readers to visitors in exchange for their ID.
5. Identify all persons entering the facility by personal identification and/or official identification card, including verification of appointments prior to issuing a pass.
6. Remove property from all visitors prior to entering the metal detector. Contact the Booking MRD if the person fails to pass through the detector on the second try.
7. Obtain bail information from intake or housing for those wishing to post bail for in-custody inmates.
8. Check approved property release forms and notify the Bkg. Sergeant to release inmate monies. Notify the Booking Deputy to release property.
9. Accept civil process for inmates.
10. Refer all legal process served on the County to the Bkg. Sergeant.
11. Comply with current policy and procedure regarding prepared press releases.
12. Make current daily records available to press persons.
13. Maintain and account for the money and receipts in the lobby money safe.
14. Provide general information to the public, either in person or via the telephone, in compliance with release of inmate information policy and procedures.
15. Notify the Bkg. Sergeant of the following:
  - a. Self Surrender.
  - b. Warrant surrenders.
  - c. Bail surrender.
  - d. Citizens Complaints.
  - e. Any problems that requires their attention.
16. Enter all report-ins into CJIS and secure their property for the Booking Deputy.

## **GENERAL POST ORDERS**

1. Report emergencies.
2. Monitor the compliance of visitors to facility rules and report violations to sworn staff.
3. Assist the SSA's in booking as needed.
4. Attend shift briefing.
5. Perform any other duties as assigned.

## **REQUIRED EQUIPMENT**

1. Radio and holder
2. Keys required
3. Visiting room card key file
4. Attorney card file
5. Personal alarm transmitter