

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

CHAPTER 11 - POST ORDERS
CUS - 11 - 18
PAGE 1 of 2

DATE
8-03-94

GENERAL POPULATION MALE POD

GENERAL INFORMATION

- The Deputies assigned to the General Population Pods are responsible for the direct supervision of all inmates under his/her immediate control.
- The Pod Deputy shall be aware of and document unusual inmate behavior.
- The radio call signs are: Pod A, Pod B and Pod C.
- Deputies assigned to the General Population Male Pods are supervised by the Hsg. Sergeant.

SPECIFIC POST ORDERS: The Deputy assigned to a Male Gen. Pop. Pod shall;

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Write Disciplinary Reports on inmates who are unable to follow facility rules.
3. Monitor Pod activity and inmate behavior.
4. Review and respond to inmate request forms and inmate questions.
5. Receive new inmates and conduct Pod orientation.
6. Conduct inmate admission and release cell inspections.
7. Conduct daily cell inspections, a minimum of 6 cells per shift.
8. Make entries into the PC computer activity log and review entries made previously by other Pod Deputies.
9. Conduct informal and formal counts.
10. Check Pod fire life safety equipment.
11. Maintain inmate movement cards.
12. Issue cleaning supplies and supervise Pod and cell cleaning activities.
13. Submit recommendations for changes to policies and procedures.
14. Prepare inmates for movement to court, programs, medical, etc.
15. Make recommendations for inmate worker assignments.
16. Inventory and stock Pod storage rooms with needed supplies, clothing, linen and forms.
17. Assist medical staff with pill call and sick call.
18. Lockdown for formal counts and meals.

SPECIFIC SHIFT RESPONSIBILITIES

GRAVEYARD SHIFT:

1. Wake kitchen inmate workers at 0430 and Pod inmates at 0530.
2. Supervise inmate meals.
3. Conduct late night lockdown and lights out.
4. Conduct daily reviews of inmate classification.

5. Update Pod Count Sheet, as needed, for meal count.
6. Scan and deliver inmate mail.
7. Review court lists and notify Pod inmates of court appearances.
8. Ensure all inmates are dressed and have their beds made by 0600.

DAY SHIFT:

1. Supervise inmate meals.
2. Conduct clothing exchange.
 - A Pod - Sunday and Wednesday
 - B Pod - Monday and Thursday
 - C Pod - Tuesday and Friday
3. Conduct linen exchange.
 - A Pod - Sunday
 - B Pod - Monday
 - C Pod - Tuesday
4. Update Pod Count Sheet for meal count.
5. Supervise inmate programs.

SWING SHIFT:

1. Update Pod Count Sheet.
2. Supervise inmate meals.
3. Supervise inmate programs.

GENERAL POST ORDERS

1. Test personal alarm transmitters on Wednesday at 0300.
2. Conduct pat and strip searches of inmates.
3. Report maintenance problems to the Maintenance Department.
4. Respond to, and report emergencies in the Pod.
5. Write incident reports
6. Monitor the compliance of inmates to facility rules.
7. Attend shift briefing.
8. Receive keys, radio and PAT from the Deputy being relieved.
9. Other duties as assigned.

REQUIRED EQUIPMENT

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