

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

CHAPTER 11 - POST ORDERS
CUS - 11 - 19
PAGE 1 of 2

DATE
8-03-94

FEMALE POD

GENERAL INFORMATION

- . The Deputies assigned to the Female Pod are responsible for the direct supervision of all inmates under their immediate control.
- . The Pod Deputy shall be aware of and document, unusual inmate behavior.
- . The Deputy shall ensure inmates of incompatible classification do not mix.
- . Works with the Mental Health staff giving recommendations regarding Mental Health inmates.
- . The radio call sign is Pod F.
- . Deputies assigned to the Female Pod are supervised by the Hsg. Sergeant.

SPECIFIC POST ORDERS: The Deputy assigned to the Female Pod shall;

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

SPECIFIC SHIFT RESPONSIBILITIES

GRAVEYARD SHIFT:

1. Wake inmate Pod workers and Pod inmates at 0530.
2. Supervise inmate meals and feed inmates in lock down cells.
3. Conduct late night lockdown and lights out.

4. Conduct daily reviews of inmate classification.
5. Update Pod Count Sheet for meal count.
6. Scan and deliver inmate mail.
7. Review court list and notify Pod inmates of court appearances.
8. Ensure all inmates are dressed and beds made by 0600.

DAY SHIFT:

1. Supervise inmate meals and feed inmates in lockdown cells.
2. Conduct clothing exchange.
Female Pod - Tuesday and Saturday
3. Conduct linen exchange.
Female Pod - Saturday
4. Prepare a dayroom and yard schedule for general population inmates and lockdown inmates.
5. Monitor and log the use of dayroom and yard by lockdown inmates.
6. Update Pod Count Sheet for meal count.
7. Supervise inmate programs.

SWING SHIFT:

1. Update Pod Count Sheet.
2. Supervise inmate meals and feed inmates in lock down cells.
3. Monitor and log the use of dayroom and yard by lockdown inmates.
4. 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 inmate compliance to facility rules.
7. Attend shift briefing.
8. Receive keys, radio, and PAT from Deputy being relieved.
9. Other duties as required.

REQUIRED EQUIPMENT

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