

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

CHAPTER 11 - POST ORDERS
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ADMINISTRATIVE SUPPORT LIEUTENANT

GENERAL INFORMATION

- The Administrative Support (Admin.) Lieutenant is directly responsible to the Custody Bureau Commander for the overall operations of the first floor in the facility.
- The Lieutenant is responsible for all civilian support personnel assigned to the jail.
- The Lieutenant ensures all staff carry out the mission of the facility in a secure and orderly manner which provides for the safety of the community, staff and inmates.
- The Lieutenant will have a working knowledge of all departmental General Orders.
- The Lieutenant will have a working knowledge of all post orders, and facility policies and procedures applicable to their responsibilities.

SPECIFIC POST ORDERS

1. Ensure Sergeants, Deputies, civilian staff, and volunteers understand, comply with, and carry out their duties in accordance with all post orders, facility policies, procedures and department directives.
2. Review and approve volunteer clearances for access into the facility.
3. Provide media and public information according to department and facility policy and procedure.
4. Respond to request for visits and tours of the facility, and approve entrance to secure areas.
5. Conduct monthly inspections of the facility in the absence of the Bureau Commander.
6. Maintain an inventory and record for the Inmate Welfare account and process all receipts and disbursements from the fund.
7. Develop, maintain and post the staff schedule.
8. Approve staff annual vacations and schedule appropriate shift coverage.
9. Manage STC and POST training programs.
10. Maintain records for destruction of abandoned property.
11. Maintain card reader key access records for all employees assigned to the jail.
12. Replace lost and damaged card reader keys.
13. Responsible for maintenance of all key sets and the destruction of broken and irreparable keys.
14. Review media request to interview inmates.
15. Receive or initiate reports regarding exceptional staff performance and make recommendations for departmental commendations.
16. Receive or initiate reports regarding improper staff job performance and make recommendations to the Captain as to the need for disciplinary action.
17. Facilitate the investigation of incident reports and crime reports.