

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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**SPECIAL HOUSING POD**

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**GENERAL INFORMATION**

- Deputies assigned to Special Housing are responsible for the direct supervision of all inmates under their control.
- The Pod Deputy shall be aware of and document, unusual inmate behavior.
- The Deputy shall ensure inmates of incompatible classification do not mix.
- The Deputy works with the mental health staff and gives recommendations regarding the mental health level of the inmate's classification.
- The radio call sign is Pod Sam.
- Deputies assigned to Special Housing Pod are supervised by the Hsg. Sergeant.

**SPECIFIC POST ORDERS:** The Deputy assigned to Special Housing 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 orientations.
7. Conduct inmate admissions and release cell inspections.
8. Conduct daily cell inspections, a minimum of 6 cells per shift.
9. Lockdown for formal counts and meals.
10. Make entries into the PC computer activity log and review entries made previously by other Pod Deputies.
11. Conduct informal and formal counts.
12. Check Pod fire life safety equipment.
13. Maintain inmate movement cards.
14. Issue cleaning supplies and supervise Pod and cell cleaning activities.
15. Submit recommendations for changes to policy and procedures.
16. Prepare inmates for movement to court, programs, medical, etc.
17. Make recommendations for inmate worker assignments.
18. Inventory and stock Pod storage rooms with needed supplies, clothing, linen and forms.
19. Maintain safety cell observation log.
20. Conduct physical checks and monitor CCTV of Suicide Watch Cells when they are in use.

**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 lock down cells.
2. Conduct clothing exchange  
SH Pod - Wednesday and Saturday
3. Conduct linen exchange  
SH Pod - Wednesday
4. Prepare a dayroom and yard schedule for level 1 Mental Health inmates and Protective Custody 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 lock down 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. Handcuff and case
3. Keys required
4. Radio and holder
5. Personal alarm transmitter