

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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**LOCK DOWN CONTROL ROOM DEPUTY**

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**GENERAL INFORMATION**

- . The Deputy assigned to the Lockdown Control Room are responsible for the indirect supervision of all inmates housed in the Admin. Seg. housing unit and the Disp. Seg. housing unit.
- . The Control Room Deputy (CRD) shall be aware of and document, unusual inmate behavior.
- . The Control Room shall be staffed and kept locked at all times.
- . Prior to leaving the Control Room, the Deputy must contact and advise Central Control.
- . The CRD shall ensure inmates of incompatible classification do not mix.
- . The CRD will closely monitor the welfare and activities of the MRD assigned to assist in working the Lockdown Pod, and other staff entering the Pod.
- . The radio call sign is Lockdown.
- . The Lockdown CRD is supervised by the Hsg. Sergeant.

**SPECIFIC POST ORDERS**

The Deputy assigned to the Lockdown Control Room 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. Respond to inmate requests and questions.
5. Conduct Pod orientation over the intercom for new inmates.
6. Make entries into the PC computer activity log and review entries made previously by other Pod Deputies.
7. Conduct informal and formal counts.
8. Maintain inmate movement cards.
9. Submit recommendations for changes to policy and procedure.
10. Notify inmates of upcoming movements to court, medical, visiting, etc.
11. Inventory and stock Pod storage rooms with needed supplies, clothing, linen and forms.
12. Assist in releasing inmates from both Pods.
13. Maintain safety cell observation log.

**SPECIFIC SHIFT RESPONSIBILITIES**

GRAVEYARD SHIFT:

1. Wake Pod inmates at 0530.
2. Work with the MRD assigned, and ensure the completion of inmate feeding.
3. Conduct late night lights out.

4. Conduct daily reviews of inmate classification.
5. Update Pod Count Sheets for meal count.
6. Scan inmate mail and give to MRD for delivery.
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. Work with the MRD assigned, and ensure the completion of inmate feeding.
2. Work with the MRD assigned, and ensure the completion of clothing exchange.  
LOCKDOWN - Monday and Thursday
3. Work with the MRD assigned, and ensure the completion of linen exchange.  
LOCKDOWN - Thursday
4. Update Pod Count Sheet for meal count.
5. Monitor and log the use of dayrooms and yards for Ad-Seg and Disciplinary Seg inmates.
6. Monitor inmate programs (Ad-Seg only).

#### SWING SHIFT:

1. Update Pod Count Sheets.
2. Work with the MRD assigned, and ensure the completion of inmate feeding.
3. Monitor inmate programs (Ad-Seg only).

#### GENERAL POST ORDERS

1. Test personal alarm transmitters on Wednesday at 0300.
2. Report maintenance problems to the Maintenance department.
3. Report emergencies in the housing units.
4. Write incident reports.
5. Monitor the compliance of inmates to facility rules.
6. Attend shift briefing.
7. Receive keys, radio, and PAT from Deputy being relieved.
8. Perform any other duties as required.

#### REQUIRED EQUIPMENT

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