

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

CHAPTER 11 - POST ORDERS
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DATE
8-03-94

SECRETARY

GENERAL INFORMATION

- . The Secretary is directly responsible to the Custody Bureau Commander for providing secretarial and clerical support for the Custody Division's administrative personnel.

SPECIFIC POST ORDERS The Secretary is responsible for:

1. Deliver inmate records to the Sheriff's Records Division.
2. Receive incoming calls to administrative offices, taking messages if necessary.
3. Maintain statistical information regarding inmate housing i.e. jail overcrowding.
4. Maintain current phone numbers and addresses of all Division personnel.
5. Forward subpoenas to the Ops. Lieutenant for proper service.
6. Maintain and update any files as required by the Custody Bureau Commander.
7. Deliver all Jail Administration mail.
8. Receive and forward Custody Division time sheets to Sheriff's Personnel.
9. Order and maintain supplies and forms required by Custody Division.
10. Send form letter to the last known address of inmates with abandoned property.
11. Maintain and update the Public Information Binder.