

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

CHAPTER 11 - POST ORDERS
CUS - 11 - 6
PAGE 1 of 2

DATE
8-03-94

BOOKING SERGEANT

GENERAL INFORMATION

- The Bkg. Sergeant is directly responsible to the Admin. Lieutenant for the overall operation and security of the Basement Level.
- The Bkg. Sergeant ensures his/her assigned staff carries out the responsibilities required for the safety of staff and inmates.
- In the absence of Custody Lieutenants, the Bkg. Sergeant assume the responsibilities of the facility commander.
- The Bkg. Sergeant will coordinate facility evacuations in case of emergency.
- The Bkg. Sergeant will prepare the schedule for fire and life safety inspections for each month.
- The radio call sign is X 70.

SPECIFIC POST ORDERS The Booking Sergeant shall:

1. Conduct shift briefing to all basement personnel.
2. Ensure compliance with existing post orders, manuals, policy, procedures and directives to maintain safety and security of Deputies, civilian staff and inmates.
3. Recommend and evaluate new policies and procedures.
4. Collect all inoperable PAT's and send them to the Radio Shop for repairs.
5. Monitor and evaluate staff performance. Report outstanding/deficient performance to the Admin. Lieutenant.
6. Maintain all inmate accounts through the PC cash register system, by opening and closing accounts, adding and releasing of monies and maintaining an accurate balance.
7. Review inmate request to have money and property released after they have been in custody for over 48 hours.
8. Ensure accuracy of all CJIS data entries. Make random checks of Jail Files.
9. Responsible for all final releases from the facility, and the CJIS computer.
10. Acceptance and recording of all bail and ensures timely transportation of bail to the Warrants division.
11. Supervises meal relief for all staff.
12. Supervises all mass bookings and notifies Com Center when the jail is closed and reopened.
13. Approves additional personnel for assistance in the booking area.
14. Approves the use of the safety cells. Monitors the safety cell log to ensure proper visual inspections. Reviews the use of approved restraint devices in the safety cell every 2 hours.
15. Coordinates with medical staff, regarding use of restraint devises, safety cells and medical clearances of new arrests into the jail.
16. Coordinates with medical staff, emergency medical transports of inmates from the Basement level.
17. Monitor in absentia bookings.
18. Maintains accurate records of abandoned property; supervises the purging of such property and notifies the Admin. Secretary to send notification to the last known inmate address.

19. Complete Extradition Worksheet and sent teletypes on out of state warrants.
20. Ensures staffing level for the facility is at the proper level to maintain safety, security, and proper supervision of inmates. Assigns overtime as needed.
21. Maintain daily AOWP authorization court order files. Maintain and purge the AOWP CJIS housing program.
22. Prepare Sheriff's Orders of Arrest for AOWP inmates who fail to report to the jail. Forward the report to the Captain.
23. Conduct daily inspections of all basement level areas to ensure safety and cleanliness standards are maintained.
24. Conduct operational inspections of the basement level no less than two times per shift.
25. Review time sheets for accuracy.
26. Schedule shakedowns on the basement level.
27. Coordinate emergency response on basement level.
28. Maintain and review Bkg. Sergeant's activity log.
29. Calibration and maintenance of the Identex unit.
30. Coordinates and supervises transportation regarding out of county, state prison, and medical transports.
31. Provide notification to the arresting agency of domestic violence releases.
32. Update the Pod phone direct dial system quarterly.
33. Record and issue all civilian staff keys. Keep a report of all lost keys.
34. Work with the Coroners office regarding notification of next of kin in the event of an inmate's death.

GENERAL POST ORDERS

1. Supervise the testing of all personal alarm transmitters on Wednesdays at 0300
2. Place an inmate under 5150 WI when mental health staff is not on site.
3. Respond to and report emergencies.
4. Write incident reports.
5. Monitor the compliance of inmates to facility rules.
6. Assists sworn staff as needed.
7. Change Deputies passwords in CJIS.
8. Complete Workman's Comp forms.
9. Performed any other duties as required.

REQUIRED EQUIPMENT

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