

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

CHAPTER 11 - POST ORDERS
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DATE
8-03-94

HOUSING SERGEANT

GENERAL INFORMATION

- . The Hsg. Sergeant is directly responsible to the Ops. Lieutenant for the overall operation of the housing level.
- . The Hsg. Sergeant ensures his/her assigned staff carries out the responsibilities required for the safety of the staff and inmates.
- . The graveyard Hsg. Sergeant will be the Disciplinary Officer, reviewing all rule violations and issuing the final disposition and disciplinary actions.
- . The Hsg. Sergeant will review and determine eligibility of inmates to be released due to overcrowding.
- . The Hsg. Sergeant will notify inmates 2 days prior to upcoming elections to allow those eligible to request to vote.
- . The radio call sign is X 80.

SPECIFIC POST ORDERS: The Housing Sergeant shall:

1. Ensure compliance with existing post orders, manuals, policy, procedures and directives to maintain safety and security of Deputies and inmates.
2. Recommend and evaluate new policies and procedures.
3. Conduct shift briefing to all staff on the housing level.
4. Maintain an accurate inmate count.
5. Maintain and update Jail Files of all housed inmates, including the processing and compliance of court orders, release documents, foreign holds, and temp out status.
6. Coordinates movement and releases with the Bkg. Sergeant, Medical staff, Pod Deputies and MRD'S.
7. Authorize the use of the safety cell and review the safety cell log. Review the use of mechanical restraints every 2 hours.
8. Maintains, corrects and updates any CJIS information relating to inmate personal information i.e. AKA's, custody status, and classification changes.
9. Maintain 72 hour review files of Ad-Seg inmates.
10. Approve/disapprove alternate CJIS bed assignments at initial time of classification.
11. Coordinates with the medical staff regarding routine medical appointments and emergency medical transports.
12. Review and approve inmate requests for special religious diets. Notify the kitchen staff of inmate's religious dietary needs. Hold hearings with an inmate re: recommendation of removal from religious diet status.
13. Monitor and evaluate staff performance. Report outstanding/deficient performance to the Ops. Lieutenant.
14. Conduct operational inspections of the housing level a minimum of twice each shift.
15. Review and ensure all activity logs are current.
16. Review inmate grievances for possible solutions.
17. Coordinate emergency response on the deck and mezzanine levels.
18. Review, approve and take corrective action on incident reports.

19. Determine action to be taken against an inmate when they cause damage or destruction to their cell or jail property.
20. Review incident reports regarding the opening of inmate's privileged mail.
21. Review medically approved inmate worker applications and return to Pod Deputies.
22. Ensure clothing exchange requirements are met.
23. Develop break schedule for housing level staff.
24. Conduct housekeeping and cleanliness inspections on the deck and mezzanine levels.
25. Schedule shakedowns on the deck level.
26. Attend Inmate Council meetings and maintain minutes.
27. Investigate the cause of riots and disturbances and submit a report to the Ops. Lieutenant.

GENERAL POST ORDERS

1. Test personal alarm transmitter every Wednesday 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 staff as needed.
7. Change Deputies passwords in CJIS.
8. Complete Workman's Comp forms.
9. 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