

**MARIN COUNTY SHERIFF'S OFFICE  
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL**

**CHAPTER 11- POST ORDERS  
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**08/13/94**

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**TRANSPORTATION / CLASSIFICATION SERGEANT**

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**GENERAL INFORMATION**

- The Transportation / Classification Sergeant is directly responsible to the Operation's Lieutenant for the overall operation of transportation, classification and the Investigative Services Unit (ISU).
- Transportation / Classification Sergeant will ensure his/her assigned staff carries out the responsibilities required for the safety of staff and inmates.
- The Transportation / Classification Sergeant is directly responsible to supervise all Deputies assigned to transportation, classification and the ISU Unit.
- The Transportation Sergeant will oversee and coordinate all inmate transports.

**SPECIFIC POST ORDERS** The Transportation Sergeant shall:

1. Conduct shift briefing to all Transportation, Classification / ISU Deputies.
2. Ensure compliance with existing post order, 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. Monitor and evaluate staff performance. Report outstanding/deficient performance to the Operation's Lieutenant.
5. Ensure accuracy of all CMS data entries and check hold events for inmates pending transport.
6. Approves additional personnel for assistance in transportation.
7. Coordinates with medical staff, scheduled and emergency medical transport of inmates.
8. Work directly with warrants, fugitive extradition desk and Marin County Clerks Office (C-10), with regards to the movement of inmate requiring transport to and from outside agencies.
9. Maintain accurate records of all inmates' transports.
10. Coordinate with private transportation companies regarding extraditions and transports of inmates.
11. Coordinate all high risk transports.
12. Monitor and approve all inmate behavior contracts.
13. Assist in the classification of inmates on an as needed basis.
14. Assist on in-custody investigations.
15. Provide current legal updates to the transportation and classifications deputies on inmate's rights and facility security.
16. Assist Booking and Housing Sergeants as needed.

**GENERAL POST ORDERS**

1. Write incident reports and employee evaluations.
2. Respond to and report emergencies.
3. Monitor the compliance of inmates to facility rules.
4. Assist sworn staff as needed.

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5. Complete Workman's Comp forms.
6. Perform any other duties as required.

#### **REQUIRED EQUIPMENT**

1. Flashlight
2. Handcuffs, shackles and leg irons.
3. Radio
4. Keys required
5. Telephone and pager
6. Sheriff's I.D. card.
7. Maps and agency contact directory.
8. Full duty belt (firearm, handcuffs, etc...)
9. Gas card and Cal Visa card.

Date Revised:

3/1/08 (Previous title was **Outside Transport Deputies**)

08/11/08

By order of

DAVID M. AUGUSTUS  
BUREAU COMMANDER

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