

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

CHAPTER 11- POST ORDERS

CUS-11-9

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08/3/94

TRANSPORTATION DEPUTIES

GENERAL INFORMATION

- Four Deputies are assigned to transportation along with one Sergeant (X-75).
- Transportation deputies are responsible for movement of inmates to and from Marin County and other holding agencies, as well as transporting inmates to any medical facility being an emergency or an appointment.
- Two Deputies are required for any transport outside the facility.
- Transportation Deputies are responsible for movement of inmates to and from any state prison, county as well as extraditing inmates being held in custody on Marin County warrants from another state.
- Transportation Deputies will have a working knowledge of the locations of the local emergency medical facilities, state prisons and county jails.
- Transportation Deputies will use the radio call signs of George 1, George 2, George 3 and George 4.
- Transportation Deputies will arrange and coordinate all inmate transports.
- Transportation Deputies are supervised by X-75 the Transportation Sergeant.

SPECIFIC POST ORDERS

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Work directly with the Transportation Sergeant X75 and Warrants division with regards to the movement of inmates requiring transportation to and from outside agencies.
3. Work directly with the Marin County Clerks office (C- 10) with regards to the movement of inmates requiring transportation to and from state prison, new commitments and removal orders.
4. Work directly with the Transportation Sergeant to coordinate the extradition movement of inmates being held out of state.
5. Pick-up and transport inmates wanted in this county being held by an outside agency.
6. Coordinate with private transportation companies regarding inmate transportation to and from the Marin County Jail.
7. Complete all forms related to transportation.
8. Provide safe and secure transportation of inmates, their property and money.
9. Be aware of inmates of different classifications and keep away status and ensure they do not mix.
10. Know and understand Emergency Transportation procedures.
11. Maintain a maintenance log for AR-15's and less lethal shotgun.
12. Be aware of laws regarding the transportation of inmates in vehicles.
13. Be knowledgeable in the use of restraints.
14. Respond to request from Medical, Dental and Mental Health staff.
15. Provide security in the medical area when necessary
16. Know the locations of the local emergency medical facilities.
17. Keep transportation vans serviced and ready for transport at all times.

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GENERAL POST ORDERS

1. Conduct movement of inmates throughout the facility.
2. Conduct pat and strip searches of inmates.
3. Respond to and report emergencies
4. Write incident reports.
5. Monitor the compliance of inmates to facility rules, state laws and county ordinances.
6. Conduct routine searches of transportation's vehicles and equipment.
7. Attend shift briefing.
8. Perform any other duties as assigned.
9. Conduct all high risk transports.

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:

3/01/08

By order of

DAVID M. AUGUSTUS
BUREAU COMMANDER

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