

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

**CHAPTER 2 - BOOKING**  
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DATE  
08/03/94

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**COURT REMANDS**

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**POLICY**

All court remands will be searched and cuffed prior to leaving the court tunnel by a Bailiff. The Bailiff will fill out the pre-booking form and bag all personal property. All court paperwork is to be complete prior to entry into the facility.

**PROCEDURE**

When a person is remanded into custody from the courtroom the Bailiff will pat search and handcuff the person. All property will be removed from their pockets and placed into a paper bag. The Bailiff will fill out the pre-booking form with all pertinent information.

The Bailiff will bring the remand with all property, court paperwork and the pre-booking form to the jail. The Deputy will check all paperwork for completeness and search the remand. The Deputy will remove the handcuffs and return them to the Bailiff. The Bailiff will return to the court floor. The remand is directed to the booking counter and processed according to the standard booking procedures.

**RELATED STANDARDS:**

Chapter 2, Section 1  
Chapter 2, Section 13

**OTHER AFFECTED DIVISIONS**

Court Security

**DATE REVISED**

None

By order of

DENNIS M. FINNEGAN  
UNDERSHERIFF