

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

CHAPTER 2 - BOOKING
CUS - 2 - 12
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DATE
8-03-94

REPORT - IN COMMITMENTS

POLICY

All commitments will report to the Lobby SSA, be entered into the CJIS Booking System and have property removed prior to entry into the booking area.

DEFINITION

COMMITMENT: Sentenced persons ordered by the courts to report to the Probation Department for a report-in date to the Marin County Jail for completion of their sentence.

PROCEDURE

The Probation Department will deliver all commitment paperwork prior to the report-in date. The paperwork is stored in the Lobby in the lockable file drawer.

Daily, the Lobby SSA checks the commitment file drawer for persons paperwork who are to report in. When the commitment arrives, their name is checked off the list and their arrival time is noted on the form. The SSA fills out a 3x5 information card with the commitment's name, address, date of birth, court case number and charges. The SSA places the commitment's right thumb print on the card. The commitment will empty their pockets and remove their belt, jewelry, hat, etc. and place loose property in a paper bag. The SSA attaches the court and probation paperwork to the bag and staples the bag shut. The commitment takes the bag and paperwork to the property release window and gives it to the Bkg. SSA.

The Lobby SSA will enter the commitment into the CJIS Booking Add (BKADD) screen. When the booking entries are complete, the documents are printed on the booking printer. The Bkg. SSA separates the paperwork and completes the Jail File. The completed daily list of commitments is given to the Bkg. Sergeant. The list will be forwarded to the Probation Department for their records.

A Bkg. Deputy brings the commitment into the booking area to complete the booking process i.e. pat search, photograph, fingerprints and property inventory. The commitment will be strip searched, classified and housed when the booking process is complete.

When a commitment turns themselves in and there is no bed space available to house them, they are given credit for the day. The commitment fills out the "Turn-away Form" . The form is attached to the Probation list and forwarded to Probation at the end of the day.

RELATED STANDARDS:
Chapter 2, Section 1

DATE REVISED

None

By order of

DANIEL PAYNE

BUREAU COMMANDER