

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

CHAPTER 2 - BOOKING

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May 31, 2018

SUPERVISION OF THE BOOKING AREA

POLICY

The Bkg. Deputy will supervise persons held in the booking area at all times to ensure the safety and security of arrestees and staff.

DEFINITION:

HOLDING AREAS: Any safety cell, detoxification cell or holding cell in the booking area.

WAITING AREA: An area in booking with blue padded chairs, inmate phones and T.V.s.

PROCEDURE

Before assuming supervision of the booking area, the Bkg. Deputy will check each holding area for graffiti and tampering or impairment of doors, windows or fixtures. Any damage found is reported to the Bkg. Sergeant. Each time an inmate is removed from a holding area, it will be checked for damage. If damage has occurred, the Bkg. Sergeant is contacted for authorization of possible actions to be taken. Maintenance is notified of all damages which need repair.

Arrestees who are disruptive, exhibit bizarre behavior, are excessively under the influence of alcohol or drugs, or who have contagious medical conditions will be confined in holding areas. Arrestees placed in holding areas will be monitored according to their level of placement. No staff member will open the door to an occupied holding area without first consulting the Bkg. Deputy.

All other arrestees will be seated in the waiting area during the booking/release process. The Bkg. Deputy will supervise all persons in the waiting area to ensure their safety and the security of the facility. The Bkg. Deputy closely observes all arrestees for mood and behavior changes or possible medical problems. If an arrestee appears to have any physical or emotional problems or becomes disruptive, they will be moved to a holding area. Medical staff will be notified of holding cell placements as necessary.

The Bkg. Deputy is responsible for maintaining the logs for the safety cell. When an arrestee is removed from the safety cell, the log will be placed with their paperwork and will become part of their permanent record.

RELATED STANDARDS:

Title 15, Article 2, Section 1055

Title 15, Article 2, Section 1056

DATE REVISED

8-03-94

By order of

JAMIE SCARDINA
BUREAU COMMANDER