

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

CHAPTER 2 - BOOKING
CUS - 2 - 22
PAGE 1 OF 1

May 31, 2018

VISITING FOR BOOKING AND SPECIAL NEEDS

POLICY

The visiting rooms on the first floor behind the Lobby are to be used by housed disabled inmates, arrestees still in the booking area and visitors who are hearing impaired. All other visits will take place in the visiting rooms on the third floor.

DEFINITION:

DISABLED INMATE - Any housed inmate who is unable to climb stairs due to their physical condition or has difficulty hearing.

PROCEDURE

When the SSA notifies the Pod Deputy of an approved visit, the Deputy will tell the SSA the inmate is disabled and will need to visit on the first floor. The SSA tells the visitor what room the visit is in. The Pod Deputy radios a deck MRD to move the inmate to the visiting room. Arrestees in the booking area are moved to the visiting rooms by the Bkg. Deputy.

The inmates placed in the visiting rooms will be informed to press the buzzer in case of an emergency or to signal the visit is completed. When the buzzer sounds in booking, the SSA notifies appropriate personnel to respond. When the visit is complete the inmate will be returned to their Pod or the booking area.

RELATED STANDARDS:

Title 15, Article 6, Section 1062
Chapter 4 Section 19

DATE REVISED

8-03-94

By order of

JAMIE SCARDINA
BUREAU COMMANDER