

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

CHAPTER 2 - BOOKING
CUS - 2 - 5
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DATE
8-3-94

CIVIL CODE BOOKING AND COMMITMENT

POLICY

All persons brought to Marin County Jail on Traffic Bench Warrants or Civil Body Attachments will be given a minimum of three hours to post bail prior to being booked, photographed or fingerprinted. If, at the end of the three hour period, the person cannot bail, he/she will be housed separately from the general population.

DEFINITIONS:

TRAFFIC BENCH WARRANTS: Traffic cases can be identified by the warrant number, there are no letter prefixes. Any cases with either 40508 (a) or (b) VC or other indication of the violation being an infraction is considered a traffic matter.

CIVIL BODY ATTACHMENTS: This will be stated on the face of the Warrant.

CIVIL COURT REMANDS: Individuals who are remanded from the court and committed as a punishment for disobedience to the orders of the court.

PROCEDURE

The SSA will note the time of booking on the front of the pre-booking form. All paperwork is set aside for a minimum of three (3) hours. All property is handled according to normal booking procedures. If an arrestee is booked on a traffic bench warrant, the arrestee is told his/her charges and total bail amount. They will be advised of their right to make a minimum of three (3) completed phone calls to obtain bail. If bail arrives within the three hour time limit or if the booking has the bail amount in their property, they are immediately processed out and all paperwork destroyed. If the person is unable to post bail after three hours they are processed and housed according to their classification. Those arrested on Civil Body Attachments and Civil Court remands will be advised of their right to separate housing. Male and female inmates will be dressed into a blue and white striped uniform. Male inmates will be housed alone in Special Housing. Female inmates will be housed alone in Pod F. Inmates who are classified as Civil Commitments will have the same privileges and rights as the general population inmates, but will have separate recreation time.

RELATED STANDARDS:

Cal Civil Code, Section 4001
Cal Vehicle Code, Section 40304.5
Chapter 2, Section 4

DATE REVISED

08-21-08 (Previous title was **DETAINMENT IN LIEU OF BOOKING**)

By order of

DAVID AUGUSTUS
BUREAU COMMANDER