

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

CHAPTER 2 - BOOKING
CUS - 2 - 7
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DATE
05-16-95

MASS ARRESTS

POLICY

Mass arrests will be processed as expediently as possible to preserve the security of the facility, safety of staff and inmates and to return the facility to normal operations. During the processing of the mass arrest group the jail will be closed to any other bookings.

DEFINITIONS:

MASS ARRESTS: A group or aggregate arrest of 10 or more persons requiring booking at one time.

COMM CENTER: Is the County communications dispatch center for SO patrol, all emergency ambulances, numerous fire departments, 911 calls and the control for the common law enforcement frequency.

HOLDING AREAS: Any Safety Cell, Detoxification Cell, or Holding Cell in the booking area.

PROCEDURE

The arresting agency will notify the CC Sergeant or designated supervisor prior to their arrival and give the following information:

1. Number of persons arrested.
2. Estimated time of arrival at the jail.
3. Special needs of the arrested persons.
4. If weapons were used at the time of arrest and if anyone was injured. (The arresting agency will provide any hospital clearances necessary)
5. Time of arrest.

The Sergeant notifies the Ops. Lieutenant, the Watch Commander and Comm Center of the mass arrest and the closure of the jail. Comm Center will send out an all-county bulletin to notify all agencies the jail is closed. The Sergeant will assign any extra staff as needed to the booking area. The work stations assignments are:

1. Pat down/property inventory
2. IDENTEX
3. Data entry
4. Booking area supervision
5. Release paperwork/warrant check
6. Release property

The Sergeant and 2 Deputies will meet the arresting agency in the sallyport. Paperwork will be complete and property secured prior to arrival. The Sergeant reviews all paper work and writes CITE or NO CITE on each pre-booking form before accepting the bookings. All paperwork is given to the SSA for entry into CJIS.

When the paperwork has been accepted, the Deputies will begin processing the first four arrestees. The booking process will continue in groups of four until complete.

All arrestees are placed in Holding Areas after being searched, photographed and their property inventoried until everyone has been processed. Once all have been accepted into the facility the arresting agency is released.

The arrestees will be brought out in groups to complete their phone calls per 851.5 PC. Once their calls are complete, they are returned to holding areas. All arrestees who can be released on a Promise to Appear are processed as quickly as possible. Those persons who must post bail or be housed are processed as time permits.

The Sergeant will notify Comm Center when the jail is re-opened for the acceptance of bookings. Com Center issues an all-county bulletin to announce the reopening of the jail as soon as they are notified.

RELATED STANDARDS:

Chapter 2, Section 4

Chapter2, Section 15

DATE REVISED

08-03-94

By order of

DANIEL PAYNE

BUREAU COMMANDER