

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

CHAPTER 3 - RELEASES
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DATE
8-03-94

TEMPORARY OUT PAPERWORK

POLICY

Temporary Out files will be transferred to and stored in booking after the inmate has been placed on Temp Out status.

DEFINITIONS:

TEMP OUT - Any inmate temporarily removed from the custody of the Marin County Jail, but held on a detainer. Temp Out includes 1381 PC, 5150 WI, 90 day observation, etc.

PROCEDURE

When an inmate is placed on temp out status, the Hsg. Sergeant transfers the Jail File and movement card to booking. The SSA enters the inmate into the housing cell assignment of "SOPGMDR" through the CJIS recommend housing change screen "IMRECHSG".

The SSA accesses the CJIS booking maintain screen "BKMNT". They enter "temp out", the location of the inmate, the date and the SSA's initials.

The Jail File and movement card are filed in the temp out file drawer. All temp out files are alphabetical.

When an inmate returns from temp out status, their file is retrieved from the temp out file drawer. The inmate is updated in the CJIS recommend housing change screen "IMRECHSG". The new cell assignment is entered on the movement card. Any classification changes would be noted.

The Jail File is returned to the Hsg. Sergeant. It is reentered into the in-custody filing system.

RELATED STANDARDS:
Chapter 3, Section 7

DATE REVISED
None

By order of

DANIEL PAYNE

BUREAU COMMANDER