

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

CHAPTER – POST ORDERS

CUS - 4 - 2 (NEW)

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DATE

08/07/08

CLASSIFICATION DEPUTY

GENERAL INFORMATION

- The Classification Deputies are under the direct supervision of the Classification / Transportation Sergeant (X-75). The Classification Unit will consist of two Deputies.
- The Classification Deputies are responsible for the classification that ensures the appropriate housing and programming of inmates and is intended to maintain the security of the facility and the safety of inmates and staff.
- The Classification Deputies are responsible for any follow up investigation regarding major rule violations, including all disciplinary hearings.
- The Classification Deputies are responsible for the gathering, documentation and dissemination of criminal and gang intelligence information within the custody division.
- The Classification Deputies are responsible for the movement of inmates within the facility for medical and dental appointments.
- The Classification Deputies are cross trained to assist the Transportation Deputies in the transportation / extradition of inmates.
- Classification Deputies will use the radio calls signs of Class 1 and Class 2.
- Assist the Courts Division in high profile court proceedings.

SPECIFIC POST ORDERS

1. Conduct referral interviews to determine appropriate housing classification for inmates who require Administrative Segregation, Protective Custody and inmates with gang affiliations.
2. Complete all documentation regarding the inmate's classification in the Corrections Management System and the Referral Classification Form.
3. Review Administrative Segregation and Protective Custody inmate's classification no sooner than 72 hours and no later than 10 days from initial placement.

4. Administrative Segregation inmates' will have their classification reviewed every 15 days and Protective Custody inmate's classification will be reviewed every 30 days. This is to determine if reclassification / housing changes are necessary.
5. Review the classification status of all inmates upon completion of their disciplinary sanction for a possible change in classification and/or housing.
6. Respond to all inmate request forms regarding classification status.
7. Prepare Safe Keep Orders for inmates who require medical treatment necessitating hospitalization which cannot be provided at the county jail or county hospital because of lack of adequate detention facilities, and when the prisoner also presents a serious custodial problem because of his or past or present behavior at Marin County Jail.
8. Conduct disciplinary hearing interviews no sooner than 24 hours and no later than 72 hours after the inmate received a copy of the disciplinary form.
9. Conduct any follow up investigation needed in any criminal investigation or major rule violation.
10. Work with outside agencies in order to facilitate any necessary criminal investigations, i.e. interviews, recorded visitations and / or telephone recordings.
11. Conduct interviews with in-custody informants and disseminate the intelligence information to the appropriate agency.
12. Investigate and monitor inmate activities within the facility. Gang activity will be a priority for the Classification Unit.
13. Document and maintain a list of validated gang members and their affiliates for the purpose of tracking and providing information to other agencies.
14. Conduct the transportation of inmates for jail medical personnel inside the facility.
15. Assist and / or substitute for a Transportation Deputy with the extradition and transportation of inmates outside the facility.

GENERAL POST ORDERS

1. Conduct initial classifications and reclassifications on inmates requiring further investigation.
2. Investigate major rule violations and conduct inmate disciplinary hearings.
3. Investigate and maintain intelligence on gang activity.
4. Assist the jail medical department with in house inmate medical appointments.
5. Assist the Transportation Unit as needed.

REQUIRED EQUIPMENT

1. Flashlight
2. Handcuffs, shackles and leg irons.
3. Radio
4. Keys required.
5. Sheriff's I.D. card
6. Full duty belt (firearm, handcuffs, etc.)

RELATED STANDARDS:

Title 15, Article 3, Section 1029

General Order 04-06

General Order 04-07

By order of:

**David Augustus
BUREAU COMMANDER**