

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

CHAPTER 4 HOUSING
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DATE
8-03-94

CELL INSPECTIONS

POLICY

Cells will be inspected by the Pod Deputy and inmate at the time of housing and release. Cells will be randomly searched each shift to ensure safety and security for staff and inmates.

DEFINITION:

CELL INSPECTION FORM - A form used by the Deputy to inspect the inmate's cell at time of housing and release. Any repairs needed are noted on the form and submitted to Maintenance.

PROCEDURE:

At the time of housing, the Pod Deputy and inmate will inspect the cell. All items on the form will be inspected. If any item is damaged or defaced, it is noted on the form and Maintenance is notified. The inmate will not be held responsible for any damage prior to their placement in the cell.

The inmate and the Deputy will sign the form. The form is stored in the file box in the Pod storage room. When the inmate is released the Pod Deputy will retrieve the inspection form. The inmate and Deputy will inspect the cell. Any damage to the cell or furnishings will be noted on the form. If the damage is more than normal wear the Hsg. Sergeant is called. The Sergeant will determine what action is to be taken, ie. a report, payment for damages, etc.

Cells will be inspected and searched on a random basis each shift. The Pod Deputy will look for contraband, damage and fire hazards. Any item(s) or areas potentially dangerous to inmates or staff will be documented and reported to the Hsg. Sergeant and Maintenance. Dangerous areas are immediately corrected whenever possible.

RELATED STANDARDS:
Chapter 3, Section 1

DATE REVISED
None

By order of

DANIEL PAYNE
BUREAU COMMANDER