

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

CHAPTER 5 - DISCIPLINARY
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DATE
06-05-95

DISCIPLINARY ACTION FOR MINOR RULE VIOLATIONS

POLICY

A Rule Violation Form will be completed whenever a Deputy sees, or is notified by another staff member of a minor rule violation.

DEFINITIONS:

RULE VIOLATION FORM - A five page form used to document all minor and major rule violations.

PROCEDURE

When a Deputy sees a minor rule violation or is notified by a staff member of a violation he/she will document the incident. The Deputy refers to the minor rule sanctions when deciding what action should be taken against the inmate. Sanctions imposed by the Deputy are directly related to the severity of the rule infraction.

The on duty Hsg. Sergeant is immediately notified of the violation. The Sergeant will approve or disapprove the rule violation and sanction. Once approved, the Pod Deputy removes the bottom copy and gives the original and remaining to the Sergeant. The Deputy enters the sanctions into the Pod log, the disciplinary log and onto the movement card. The inmate is given the copy of the form and verbally informed of all sanctions.

Sanctions go into effect immediately. If an inmate is placed in a 1 to 4 hour lockdown status, visiting privileges are suspended during that time. Extra details are to be completed as soon as practical. All work details are initialed by a Deputy in the disciplinary log when they have been completed to a Deputy's standards. The following are samples of possible extra work details:

- . Wipe down railings
- . Clean yard windows
- . Clean sallyport windows
- . Dust/straighten shelves in MPR
- . Sweep and wipe down stairs
- . Clean windows in visiting room
- . Clean/dust T.V.s
- . Straighten storage room
- . Clean MPR windows
- . Clean mop room
- . Clean yard

The Hsg. Sergeant distributes the original and remaining copies as follows:

Original - Inmate's Jail File
Second Page - Sergeant Disciplinary file
Third page - Ops. Lieutenant Disciplinary file

The inmate can appeal minor disciplinary sanctions in writing to the Bkg. Sergeant. The Bkg. Sergeant has one week to respond to minor disciplinary appeals.

RELATED STANDARDS

Title 15, Article 7, Section 1081

Title 15, Article 7, Section 1082

Title 15, Article 7, Section 1084

DATE REVISED

08-03-94

By order of

DANIEL PAYNE

BUREAU COMMANDER