

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

CHAPTER 7 - INMATE PROGRAMS
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DATE
06-05-95

PRISONER SERVICES

POLICY

Prisoner Services will provide direct service to inmates and their families through community programs, outreach, and counseling.

PROCEDURE

Prisoner Services will supervise all volunteer program personnel requesting entry into Marin County Jail. Volunteers who fail to abide by facility rules will be reported to Prisoner Services. They will counsel the volunteer when appropriate or request to the Admin. Lieutenant for the volunteer's clearance to be withdrawn. Prisoner Services will maintain and update the jail clearance file.

Prisoner Services will maintain correct phone numbers and contact persons for community service programs. When phone numbers and personnel change, Prisoner Services will notify the Bkg. Sergeant to update the Pod phone system. The phone numbers are to be updated quarterly.

Counseling and educational tutors can be scheduled through Prisoner Services. Inmates will request services on an Inmate Request Form and submit it to Prisoner Services. Prisoner Services will coordinate with community volunteer programs. Program volunteers will come to the jail and provide their services in the visiting booths during regular visiting hours.

Prisoner Services will collect and sort all inmate mail. All non-privileged inmate mail will be opened and searched for contraband, money orders, and cash. Stamps and gummed areas of the envelope will be discarded. A receipt will be submitted with the money orders and cash to the Bkg. Sergeant. All monies will be added to the inmate's account and the receipt will be placed into the inmate's letter.

Commissary request forms will be submitted to Prisoner Services on the commissary order day. All requests will be entered into the computer and sent to the designated commissary company. On delivery day, Prisoner Services will sort and deliver all inmate commissary. Commissary problems will be directed to Prisoner Services.

RELATED STANDARDS
Chapter 4 Sections 15, 16
Chapter 7 Section 8

DATE REVISED
08-03-94

By order of

DANIEL PAYNE
BUREAU COMMANDER