

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

CHAPTER 8 - SECURITY
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DATE
09-25-99

IDENTIFICATION AND VISITOR BADGES

POLICY

Non-uniformed staff are required to wear an I.D. badge. Visitors entering secure areas of the facility shall wear a visitor badge.

DEFINITIONS:

VISITOR BADGE - A colored badge issued to the visitor to identify the areas of the facility a person may access. Green = Facility wide, no escort required. Red = Facility wide, Deputy escort required at all times. Blue = Facility wide, Deputy or Supervisor escort required at all times.

IDENTIFICATION BADGE - Card issued to identify employees who work within the interior of the jail.

PROCEDURE

Uniformed custody personnel will have complete access into the facility. Personnel not in uniform must display an identification badge on or near the collar for access. Personnel who are unable to be identified by Central Control will be denied any access. The Bkg. Sergeant will be notified and respond to handle the request for entry.

Visitors allowed entry into the secure areas of the jail will be issued a red, green or blue visitor's badge by the Lobby SSA. All visitor clearances must be pre-arranged with the Bkg. Sergeant. The SSA will have the visitor sign-in before issuing them a badge. They will instruct the visitor the badge must be displayed at all times while in the facility and worn on or near the collar area. Visitors will return the badges to the Lobby SSA and sign out of the facility when the visit is completed.

RELATED STANDARDS
Chapter 4, Section 21

DATE REVISED
08-03-94

By order of

DANIEL PAYNE
BUREAU COMMANDER