

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

CHAPTER 8 - SECURITY
CUS - 8 - 12
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DATE
8-03-94

CARD READER KEY

POLICY

A card reader key is issued to all custody staff assigned to work in the jail. Card reader keys also allow visitors to access visiting rooms. The card reader key allows access to secure and non-secure areas of the facility.

DEFINITIONS:

CARD READER KEY - Small card which allows access to security doors, hallways, visiting rooms and stairwells. The card can be programmed for any amount of access within the facility.

PROCEDURE

All custody personnel are issued a card reader key. The Deputies are given access to all areas controlled by card readers. Civilian staff are given access based on their access needs.

Public visitors are given a color coded card reader key for a visiting room on the third floor. The color code corresponds to the color of the Pod being visited. Each card reader key is numbered and only opens one visiting door. Attorney card reader keys are available for attorneys and Probation Officers who need to see several inmates in different Pods. These cards are programmed to open all visiting doors. When the visits are complete the card reader key is returned to the SSA in the Lobby.

All broken or malfunctioning card reader keys shall be returned to the Admin. Lieutenant for proper disposal. Lost or stolen card reader keys will be immediately reported to the Admin. Lieutenant.

RELATED STANDARD

Chapter 4, Section 19
Chapter 4, Section 20

DATE REVISED

None

By order of

DANIEL PAYNE
BUREAU COMMANDER