

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

**CHAPTER 8 - SECURITY**  
CUS - 8 - 15  
PAGE 1 of 1

DATE  
08-31-99

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**BRIEFING INFORMATION SECURITY**

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**POLICY**

The Marin County Sheriff's Office Detention Bureau shall provide a central location for briefing information to avoid the risk of sensitive information being obtained by unauthorized persons and to enhance departmental communication whenever possible.

**DEFINITIONS:**

**CRIMINAL BINDER:** This binder should contain information about Wanted Persons, All Points Bulletins, Criminal Information Teletypes, etc.

**ADMINISTRATIVE BINDER:** This binder should contain Department Memorandums, Policy & Procedure changes, Department Announcements, Schedule Changes, Overtime Availability, etc.

**OTHER BUSINESS BINDER:** This binder should contain Deputy Sheriff's Association information, education opportunities, social announcements, etc.

**PROCEDURE**

Three binders marked **CRIMINAL**, **ADMINISTRATIVE**, and **OTHER BUSINESS** containing information relevant to briefing will be kept in the Housing Sergeants office. The binders will be maintained by the housing Sergeant.

Bulletin Boards will be maintained by the Shift Sergeants. Deputies will only post items on the Bulletin Boards with the Sergeant's approval. Sergeant's approval will be indicated on the item posted with the approving Sergeant's signature, ID# and date of approval.

**RELATED STANDARDS**

None

**DATE REVISED**

None

By order of

DANIEL PAYNE  
BUREAU COMMANDER