

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

CHAPTER 8 - SECURITY
CUS - 8 - 9
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DATE
8-03-94

PUBLIC LOBBY

POLICY

The public Lobby of the Marin County Jail is open and staffed from 0800 to 2200 hrs seven days a week.

PROCEDURE

The Lobby SSA opens the Lobby area at 0800. All bail receipt books, visitor card reader keys and the attorney rolodex and book are brought from booking to the Lobby.

The metal detector, phone system and CJIS system are activated. The SSA checks the Lobby restrooms and seating area for damage and breaches of security. Any problems are noted and reported to the Bkg. Sergeant.

At 2200 the Lobby SSA secures the Lobby. Bail receipt books, card reader keys and attorney/probation rolodex and book are returned to booking. The metal detector and CJIS are turned off. The phone system is transferred to booking. The SSA notifies the Bkg. Sergeant to empty the safe.

RELATED STANDARDS

None

DATE REVISED

None

By order of

DANIEL PAYNE
BUREAU COMMANDER