

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

CHAPTER 1 - ADMINISTRATION
GO-01-02
PAGE 1 of 4

DATE
08/24/98

DEPARTMENTAL ORDER INDEX CODE

POLICY

It is the policy of the Sheriff to establish a system for coding departmental orders and providing for consistent indexing and recording. It shall be the policy of this department to use this index coding system for all General Orders and Divisional policies and procedures.

DEFINITIONS

None.

PROCEDURE

The custodian of Records shall be the guardian of all departmental orders. The custodian will:

Issue an index number to every order prior to the order being assigned by the authorizing authority.

- 1) Keep a record of numbers issued, the subject of the order and the name of the originator.
- 2) Print and distribute departmental orders.
- 3) Division orders will be printed and distributed by the authorizing division commander.
- 4) Retain the original of all orders issued.

INDEX CODING

All General Orders and Divisional Policies and Procedures will be issued an indexing code number. These code numbers will be based on an Order/Division identifier, a Chapter number and a section number, i.e., GO-01-01.

Authorized Order/Division Identifiers:

GO -General Order
ADM -Administration and Training
PAT -Patrol
CUS -Custody
CIV -Civil
COM -Communications
INV -Investigations
OES -Office of Emergency Services
CRT -Court

MTF -Task Force

Designated General Order and Policy and Procedure Chapter numbers.

General Orders

Chapter 1 – Administration
Chapter 2 – Personnel
Chapter 3 - Safety
Chapter 4 - Weapons
Chapter 5 – Operations

Administration

Chapter 1 – Administration
Chapter 2 – Personnel

Patrol

Chapter 1 – Penal Code
Chapter 2 – Vehicle Code
Chapter 3 – Civil Code
Chapter 4 – Health and Safety Code
Chapter 5 – Juvenile
Chapter 6 – Use of Force/Weapons
Chapter 7 – Evidence/Property
Chapter 8 – Special Assignments
Chapter 9 – Court Orders

Custody

Chapter 1 – Administration
Chapter 2 – Booking
Chapter 3 – Releases
Chapter 4 – Housing
Chapter 5 – Discipline/Rules
Chapter 6 – Inmate workers
Chapter 7 – Inmate programs
Chapter 8 – Security
Chapter 9 – Emergencies
Chapter 10 – Medical
Chapter 11 – Post Orders

Civil

Chapter 1 – Accounting
Chapter 2 – Administration
Chapter 3 – Civil Process
Chapter 4 – CJIS
Chapter 5 – CLETS
Chapter 6 – INDENTIX

Chapter 7 – Office Equipment
Chapter 8 – Records Processes
Chapter 9 – Service of Process
Chapter 10 – Warrant Process

Communications

Chapter 1 – Division Operations
Chapter 2 – Telephone Operations
Chapter 3 – Local Government Operations
Chapter 4 – Sheriff/Law Enforcement Operations
Chapter 5 – Fire and Rescue Communication Operations
Chapter 6 – Emergency Medical Services Operations
Chapter 7 – Critical Operations
Chapter 8 – Computer Operations
Chapter 9 – Alarm Systems Operations
Chapter 10 – Training Operations

Investigations

Chapter 1 – Adult
Chapter 2 – Juvenile
Chapter 3 – Property
Chapter 4 – C.O.P.E.
Chapter 5 – Administration

OES

Chapter 1 – Office
Chapter 2 – EOC
Chapter 3 – Disaster OPS
Chapter 4 – Op Area
Chapter 5 – County OPS
Chapter 6 – PIE
Chapter 7 – Equipment
Chapter 8 – Affiliation
Chapter 9 – Agreements

Courts

Chapter 1 – Organizational Plan/Training
Chapter 2 – Assignments
Chapter 3 – Facility Operations
Chapter 4 – Inmates Handling
Chapter 5 – Trail Operations
Chapter 6 – Emergency Operations

Task Force

Chapter – Administrative

Designed Section Numbers:

All General Orders or Policies and Procedures will receive a section number within an assigned Chapter. These section numbers will be assigned sequential order based on the date received for approval.

RELATED STANDARDS:

None.

AFFECTED DIVISIONS:

All.

DATE OF REVISIONS:

05-15-89

By order of

ROBERT T. DOYLE
SHERIFF