

**Oakland County Sheriff's Office**  
**GENERAL ORDERS # 52**



<b>SUBJECT:</b> Inmate Visitation		<b>NUMBER:</b> 52
<b>EFFECTIVE DATE:</b> February 28, 2024 <b>REVIEW DATE:</b> TBA	<b>MACP STANDARDS IMPACTED:</b>	
<b>REPLACES AND RESCINDS:</b> Policy and Procedure 371 dated June 21, 2022	<b>DISTRIBUTION:</b> M, Corrections Personnel	<b>NUMBER OF PAGES:</b> 6

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. POLICY**

It is the policy of the Oakland County Sheriff's Office to permit inmate visitation. Visitations shall be scheduled so a combination of daytime and evening, weekday, and weekend hours are available. Visiting shall be conducted with the security needs of variously classified inmates in mind at all times.

Visitors must adhere to the rules and regulations for inmate visits including visitor identification, visitor conduct, visitor attire and criteria for the termination, denial, or modification of visits. Visitation shall be extended to inmates after classification and arraignment.

**II. PROCEDURES**

**A. Visitation Unit Duties and Responsibilities**

1. Deputies in the Visitation Unit are assigned and supervised by Main Jail Sergeants. Deputies assigned to this post must have continuous contact with the public, representatives of the courts, and community agencies and assume a vital responsibility of maintaining the integrity of the secured area of the facility by monitoring all non-departmental and civilian personnel who enter and leave the area.
2. The Visitation Unit provides inmate information to the public by using the Jail Management System.
3. The Visitation Unit reviews inmate mail to approve or reject it (or a specific page). Rejected mail shall have a reason conveyed to the inmate. Physical non-legal inmate mail shall be sent to the electronic processing facility and not accepted at the Oakland County Jail. Legal correspondence, court documents, bank statements, money orders, pre-approved packages, medical documents, financial paperwork, and publications shall be accepted in non-electronic form.

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- a. Note: any mail determined to be from an attorney or court, shall be opened in the presence of the inmate by a deputy working that inmate's housing assignment. At that time, the mail shall be inspected for contraband but not read. Any contraband found, {i.e., staples, metal binders, rubber bands, etc.} shall be removed from the mail at that time.
4. The Visitation Unit shall monitor all inmate "no mail" restrictions and ensure the restrictions are noted and followed in the electronic mail system.
5. The Visitation Unit shall maintain security in the reception area, monitor video equipment, and oversee visitors in the visiting area.
6. Visitors shall not be permitted to visit/enter the jail facility if they are wearing transparent clothing, shorts, or skirts more than two (2) inches above the knee, tank tops or tube tops, sleeveless shirts, bathing suits, zippered top, or any revealing attire. Further, any clothing denoting drug, alcohol, or gang affiliation is not allowed. The Visitation Unit has full determination in whether clothing is acceptable for the jail facility using the above listed standards.

**B. Scheduled Inmate Visitation (Non-Professional Visit)**

1. All inmate visits will take place through a video visitation system and shall be scheduled by the visitor on an appointment basis only.
2. All visitors must abide by the rules and regulations for inmate visitation. Failure to do so will result in a denied/terminated visit.
3. Housing Area deputies are responsible for checking the visitor schedule and will ensure each inmate with a scheduled visit is notified of and made available for his/her visit, allowing for enough time to log into the video system.
4. Housing Area deputies must ensure that each inmate is properly dressed in their assigned uniform before the visit starts. No unauthorized headwear is permitted.
5. The Visitation deputies will make a courtesy reminder call to the Housing Area deputy if the scheduled inmate is not logged into the video system at his/her scheduled visiting time.
6. When a visitor arrives for check-in, the Visitation deputies will confirm the scheduled visit by looking at the daily video visitation schedule for the exact time and name of registered visitor.
7. The visitor must provide current valid identification (driver's license, passport, or state identification) in order to visit.

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8. Each registered adult visitor may have one (1) child present during their visit. Any visitor under the age of 18 must be accompanied by a parent or legal guardian in order to visit an inmate.
9. A visit may be denied or terminated under certain circumstances that compromise inmate or jail safety and security, including but not limited to:
  - a. Visitor is under the influence of drugs or alcohol.
  - b. Visitor fails or refuses to produce required identification or falsifies name.
  - c. Visitor fails to prevent children from disturbing other persons in the visiting area or fails to supervise children.
  - d. Visitor is the victim in a case involving the inmate or a no contact order (e.g., PPO) between the visitor and inmate exists.
  - e. Occurrences within the facility such as lockdown, power outage, etc.
  - f. Visitor displays loud or disruptive behavior (may be restricted from future visits).
10. Active probationers, parolees, or individuals on any form of conditional court institutional release programs **must** have the permission of the supervising authority to visit a specific inmate.
11. Persons accompanying visitors, but are not visiting inmates may be required to wait outside the building if the lobby becomes congested. **AT NO TIME** will minors be left unattended in the lobby. Minors are defined as persons under the age of 18.
12. General population inmates are allowed one (1) free social visit from the visitation lobby and one (1) paid offsite remote social visit per week. Inmate workers are allowed one (1) free social visit from the visitation lobby and one (1) free offsite social visit per week. Inmate workers may also request one (1) paid offsite remote social visit.

**C. Professional Visits – Law Enforcement/Government Workers**

1. Professional visitors, including but not limited to attorneys, other police agencies, parole and probation officers must enter the facility through the Inmate Visitation entrance **ONLY**.
2. Professional visitors will be required to provide valid identification in order to enter the jail facility. In exigent circumstances, professionals may be required to possess a court order.
3. Visitation deputies will hold the professional visitor's identification (i.e., attorney bar card, driver's license) at the Visitation desk while he/she is in the jail facility.
4. All professional visitors are subject to a pat down search and inspection of all items. A photo pass will be issued once the visitor is cleared to enter the jail facility. Professional visitors must return their issued photo pass to the Visitation deputies in exchange for their personal identification before leaving the Visitation Lobby.

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5. No cell phones, coats, hats, umbrellas, unnecessary or large bags, purses, briefcases, or any excessive amount of layered clothing is allowed in the secured area. Items not allowed in the jail facility shall be kept in public lockers located in the Visitation Lobby or the visitor may return the item to their vehicle.
6. Professional visitors related to the inmate must be the Professional of Record to be allowed a contact visit. Otherwise, the professional visitor will be allowed a regular video visit only.

**D. Professional Visits -Use of Digital Technology**

1. Attorneys must notify Visitation deputies that they possess and intend to use an electronic device during the legal visit.
2. For the purpose of reviewing evidentiary material in criminal cases, attorneys of record may bring in an electronic device such as a laptop computer, tablet, and an external memory device into the facility.
3. Use or possession of Cellular Telephones / Smart Phones by attorneys or legal visitors are prohibited in the facility.
4. The possession or use of a power cord exceeding six feet in length is prohibited in the facility.
5. All electronic devices are subject to physical inspection for contraband.
6. The use of facility network, including Wi-Fi, by attorneys is prohibited.
7. The use of electronic devices to make any audio or video recording or take photographs is prohibited.
8. Allowing an inmate to access an electronic device for the purpose of checking emails, text messages, voice messages, or any type of communication(s), or drafting personal, non-legal correspondence is prohibited.
9. Attorneys must not allow an inmate access to prohibited data that could affect the safety or security of the inmates or the facility. Prohibited data includes but is not limited to photographs, plans or drawings of the facility, sexually suggestive material or information regarding staff or other incarcerated inmates not related to the criminal case.
10. Attorneys and all Legal Visitors assume the risk and liability of possessing or using any electronic device in the facility and are responsible for any damage or personal injury that may occur related to the use of possession of the device.
11. Attorneys and Legal Visitors which fail to adhere to any rules and regulations as set by the Sheriff's Office may have their visitation privileges suspended or revoked. Any such loss of privilege shall be approved by the Division Captain.

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**E. Professional Visits – Clergy Special Visits**

1. Special visits shall be reported as a part of the **Visiting Log** and shall be identified as "special visits".
2. A pre-approved special hospital visit by family, or a professional shall be limited to two (2) people or less.
3. Any pre-approved visitor shall report to the Visitation desk to acquire a visitor pass and be processed by Visitation.
4. Any pre-approved visit shall be conveyed to the Hospital Watch Deputies.
5. Special family hospital visits shall be approved on a daily basis when circumstances are on-going and exigent.

**F. Receipt of Monies – Inmate Accounts**

1. U.S. Currency (cash and money orders) will be accepted at the Main Jail Complex seven (7) days a week between the hours of 7:00 a.m. and 8:45 p.m. Acceptance of U.S. Currency at the Main Jail complex may be suspended when exigent circumstances exist.
2. Before accepting money from a citizen for deposit into an inmate's account, assigned personnel must first determine if the inmate is currently in the Oakland County Jail. If so, then the money shall be receipted, secured into an envelope along with a copy of the receipt, and placed into the safe. Both the inmate and the person delivering monies shall each receive a receipt of deposit.
3. Cash deposits in any amount between \$200.00 to \$999.00 must be counted a second time by a second deputy. Both deputies shall sign/initial (including badge number) the written receipt for the transaction.
4. Cash deposits in any amount over \$1,000.00 will require counting and verification by the Visitation Supervisor along with the original receipting deputy. In the absence of a Supervisor, a Sergeant will conduct the double count and verification.
5. Cash deposits in any amount over \$2,500.00 will require counting and verification by a Sergeant along with the original receipting deputy.
6. If monies, including U.S. currency, are received through the mail, it will also be receipted using the above procedures. In addition, when U.S. currency is received through the mail, at least two members of the Visitation Unit shall count it and initial the envelope and receipt before it is placed into the safe.



**ISSUED BY:** Sheriff Michael J. Bouchard