

Oakland County Sheriff's Office
GENERAL ORDERS # 61



SUBJECT: Management and Supervision (Intake Area/Holding Cells & Search)		NUMBER: 61
EFFECTIVE DATE: 10-16-2024 REVIEW DATE: TBD	MACP STANDARDS IMPACTED:	
REPLACES AND RESCINDS: P&P 296 dated 8-6-2015	DISTRIBUTION: CSD	NUMBER OF PAGES: 3

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

The Oakland County Sheriff's Office, Corrective Services Main Division shall provide observation and supervision throughout the Intake/Receiving area of the Oakland County Jail. Appropriate separation, monitoring and intervention shall be provided continuously.

II. PROCEDURES

A. Placement and Supervision of Newly Admitted Inmates – Male

1. All new admissions/inmates shall immediately be searched by the arresting or transporting officer in the sallyport prior to entry into the secured area of the facility.
2. A deputy assigned to the Main Jail Receiving area shall then conduct a custody search of the newly admitted inmate (As described in B Custody Search). This search will be conducted prior to booking or any other process. Any goods, contraband, etc., will be confiscated and documented. These items shall be turned over to the arresting officer prior to the officer leaving the jail facility.
3. The newly admitted inmate shall be interviewed by booking/intake personnel to obtain information relating to their current mental health status, current level of intoxication (alcohol and/or drugs), medical problems (possible needing immediate attention), and whether the inmate had previously been in the custody of the Oakland County Jail.
4. The inmate shall then be placed in the uncuff where they will await their file to be processed by a Booking intake deputy.
5. New arrestees in the Uncuff area shall be observed by Booking and Receiving personnel for evaluation and special placement, should it be necessary. Observation of the Uncuff area shall be continuous.

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6. When an inmate requests time to use the restroom, booking personnel shall contact the Receiving Deputies. The Receiving Deputies will determine if the area is clear for uncuffed traffic and direct the inmate to the restroom area.
7. Upon completion of the booking, mugshot, and fingerprint process, an identification band will be affixed to the inmate's left wrist (if unable to affix to inmate's left wrist, the identification band may be affixed to the inmate's right wrist). Any outside agency or hospital identification wristbands shall be removed prior to the inmate being placed into a holding cell.
8. Receiving Deputies shall then determine the appropriate holding cell location for the inmate. The holding cell location shall be determined by, but not limited to felony assaultive charges, felony non-assaultive charges, misdemeanor charges, past and current behavior problems, mental health concerns, special observation watches, "keep separates", and holding tank count.

B. Custody Search

1. A custody search is conducted as follows:
 - a. Remove all outer clothing (coats, sweaters, hats, gloves).
 - b. Check hair thoroughly for foreign articles.
 - c. Check collar of shirt, shoulders, arms and underarms for foreign articles.
 - d. Check waist band of pants, zipper area, zipper fly and pockets for foreign articles.
 - e. Check legs and crotch area for foreign articles (exterior only).
 - f. Check mouth thoroughly; including under the tongue.
 - g. Direct individual to remove his/her shoes or boots, socks and check for foreign articles. Direct individual to lift up each foot, and check bottoms of feet for foreign articles.
 - h. Inspect for foreign articles in all outer wear which was removed.
 - i. Return items which they are permitted to retain to the individual. Prepare for completion of the booking process.
2. If an inmate is tethered, the electronic monitoring device shall be removed and taken to the Booking Unit. The Booking/Property Deputy shall secure the electronic monitoring device in the Property Room, marked with the inmate's name.

C. Special Placement

1. The following procedure shall be instituted in circumstances where an inmate cannot be booked as a result of aggressive or assaultive behavior, intoxication, or mental illness.
2. Prior to any special placement, the inmate shall be thoroughly searched for weapons or other contraband.
3. All money, property, potentially harmful materials/clothing will be taken and immediately receipted.
4. It shall be the responsibility of the Booking/Shift Sergeant or their designee to determine specific housing placement for the inmate. For example: Detox, BMU, Clinic, transfer to hospital, etc.

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5. Additional need for evaluation/treatment or assessment may require medical or counseling-staff assistance. This assistance will be summoned whenever needed, as determined by the Shift Sergeant or their designee.
6. Special placement shall, at all times, be documented. The documentation shall include:
 - a. Identification of the inmate.
 - b. Description of the behavior which elicited the special placement.
 - c. Housing assignment.
 - d. The action taken (example: Clinic/Caseworker was contacted).

A copy of the documentation shall be posted outside of the DTU.

7. All medical, counseling, or mental health personnel providing assistance in these cases shall fully record their actions for the appropriate medical/mental health record. A written notification providing observation schedule, recommendations, or general information shall be provided to the Receiving Deputy. The Receiving Deputy will inform their supervisor of this written notification.

D. Observation Guidelines

1. Receiving Deputies shall be responsible for observation and supervision within the Holding area 7 days a week, 24 hours each day.
2. Each holding cell for maximum, medium, or low security inmates shall be visually inspected and reported on clock rounds.
3. Observation Summary Sheets for inmates housed in the Receiving area, who are placed on an Active Behavior Watch (ABW) and/or Active Suicide Watch (ASW), shall be maintained in the Receiving Office.
4. Inmates shall be accounted for regularly by conducting a physical wristband check of each inmate at the beginning of every shift and a headcount at the end of each shift.
5. General surveillance shall continue to be recorded by the clock key system. Unusual observations shall be documented by entering a notation into the Jail Management System.
6. Dayshift Receiving deputies will conduct cell searches on a daily basis. Cell searches will occur during inmate workers cleaning of the cells. Receiving deputies will ensure each inmate possesses two (2) blankets and no excess linens remain in the cell or on the inmate's person. Receiving deputies will also ensure contraband (i.e. food items) are removed from the cell and properly disposed of.



ISSUED BY: Sheriff Michael J. Bouchard