



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 99	DATE February 27, 2004
SUBJECT:	COMMISSARY ORDERS FOR INMATES IN HOLDING CELLS	DISTRIBUTION A, B, D-I & D-II.
REFERENCE:		

POLICY

With the present overcrowding of the Jail, it is impossible to classify and move new inmates to the Second Floor within a reasonable amount of time. Many times, new inmates spend from two {2} to five {5} days in the Holding Cells or the Gym. The Food Service Director indicates that orders can be filled, as needed. With that in mind, the following policy will be put into effect.

PROCEDURE

- 1.0 "Blank" Commissary Order Forms will be placed in the Print Room.
- 1.1 Receiving Officers will ask the inmates in the Holding Cells if their stay is expected to be more than 48 hours. If so, Receiving Officers will ask the inmates in the Holding Cells if a commissary order is wanted, and provide it, if requested. If not, there is no need to request a commissary order for that inmate as by the time the commissary order is filled the next day, the inmate may have bonded out or been released.
- 1.2 Once the Commissary form is filled out, it will be kept in the Print Room in the file marked for it. As soon as possible after the inmates' "Noon" lunch, an officer from Receiving will take the filled-out forms to the Food Service Director's office and put them in the tray {adjacent to desk} marked "Commissary Order for Holding Cells".
- 1.3 The orders can be filled between 7:00 a.m. and 2:00 p.m., Monday through Friday. Therefore, an order placed by the day shift after 2:00 p.m. would not be filled until the next day.
- 1.4 Orders placed on the afternoon shift and the midnight shift would be filled the following day.
- 1.5 Officers taking orders on the afternoon shift and the midnight shift should make sure the inmate did not place an order on the day shift to avoid duplication.
- 1.6 Receiving Officers will advise the inmates placing orders as to the length of time it will take to fill the orders.

A handwritten signature in blue ink that reads "Michael J. Bouchard".

Michael J. Bouchard
Sheriff