



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 106	DATE February 27, 2004
SUBJECT:	INTAKE PROCEDURES	DISTRIBUTION A, B of D-I & D-II, H.
REFERENCE:		

POLICY

This policy sets forth procedures for the safe and efficient operation of the Booking/Receiving Intake area. It will be the policy of the Oakland County Sheriff's Office to accept new arrests from police agencies in Oakland County, commitments from Circuit and District Courts, and subjects being released to our custody from outside agencies on warrants or pending charges. Current policies and procedures may dictate that certain arrests will not be accepted {unarraigned misdemeanors, non-assaultive misdemeanor warrants, etc.}. Intake personnel shall enforce any policy and procedure ordered by authorized staff. Inmates will be processed in accordance with the following policy:

PROCEDURE

1.0 INTAKE

- 1.1 Officers bringing inmates inside the intake area from the sallyport shall secure their weapons in the weapon boxes located on the wall in the sallyport or secured within the confines of their vehicle. These vehicles shall be locked securing the weapons. Entry into the intake area will not be permitted until weapons are secured. Electronic recording devices will not be allowed inside the Oakland County Jail.
- 1.2 Arresting/Transporting officer{s} shall conduct a pat down search of their handcuffed inmate upon entry to the intake area. To ensure that all personal property and contraband have been confiscated, a deputy shall conduct a thorough search returning all personal property and contraband to the non-OCSO arresting/transporting officer{s}.
- 1.3 The arresting or transporting officer{s} shall present all paperwork to the intake staff member for review. Paperwork shall be completed properly before the inmate is accepted. Intake staff shall time-stamp and initial all paperwork once accepted. Victim notification information must be provided before the arresting/transporting officer exits. Arresting/transporting officer{s} of PPO Violation arrests shall provide a copy of their incident report before they exit.

- 1.4 Oakland County law enforcement agencies having access to a Live Scan device will be required to provide the first page of the subject's Criminal History Record report. This report must include the Live Scan Transaction Control number used to verify the subject's identification through L.E.I.N./A.F.I.S.

2.0 **INMATE CUSTODY SEARCH**

- 2.1 Before the inmate has been accepted, a deputy shall conduct a custody search regardless of the agency lodging or transporting.

- 2.2 A custody search shall be conducted as follows:

- A. Have inmate remove all outer clothing and layers of clothing to one layer.
- B. Have inmate remove all jewelry and empty all pockets, turning pockets inside out for inspection.
- C. Have inmate open mouth and lift up their tongue for visual inspection.
- D. Have inmate turn head from one direction to the other for visual inspection of the outer, inner and back of ear.
- E. Conduct visual inspection of the nostrils.
- F. A deputy shall position himself/herself to safely continue the search.
- G. Lift collar and inspect inside and out.
- H. Check shoulders and arms beginning at the shoulder and moving down the arm and back up the inside of the armpit.
- I. Check back and chest area. The female breast area shall be checked by having the inmate pull the undergarment away from the body surface and shake the undergarment.
- J. Check the ribcage down to the waist area.
- K. Check the waistband, zipper area, zipper fly and all pockets including watch pocket.
- L. Check hips and buttocks.
- M. Check inner and outer legs and crotch area.
- N. Check pant cuffs.

- O. Direct inmate to remove shoes and socks, turning socks inside out. Search footwear. Direct inmate to lift each foot and check the bottom of the foot and toes.
 - P. Search all outerwear and additional clothing.
 - Q. While conducting this search, deputies shall ask questions and look for signs of physical injury that may require medical attention before accepting the arrest.
- 2.3 All OCSO arrests' personal property and contraband will be confiscated and disposed of according to Policies and Procedures No. 25, Inmate Property Management.
- 2.4 Inmate will be directed to the uncuff/holding area to await further processing and the arresting/transporting officer{s} shall be permitted to exit.
- 2.5 New arrests in the uncuff/holding area shall be observed by Booking and receiving personnel for evaluation for special placement, should it be necessary. Observation of the uncuff area shall be continuous.



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