



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 107	<b>DATE</b> February 27, 2004
<b>SUBJECT:</b>	<b>INMATE POPULATION CENSUS {OBTAINING OF INMATE COUNT}</b>	<b>DISTRIBUTION</b> B, D-I, D-II, H.
<b>REFERENCE:</b>		

### POLICY

It shall be the policy of the Oakland County Sheriff's Office Corrective Services/Main Division to gather the entire inmate population census {count} at strategic times throughout the tour of duty.

### PROCEDURE

#### 1.0 ASSIGNMENT TO MASTER CONTROL

1.1 The officer assigned to Master Control shall be responsible for obtaining the inmate count, accurately completing the attached form, and submitting the form to the designated area.

#### 2.0 TIME

2.1 First shift {midnight shift} shall take a count twice. The first count shall be taken at 0000 hours {midnight}, and the second count shall be taken no later than 0400 hours.

2.2 Second shift {day shift} shall take a count twice. The first count shall be taken at 0700 hours, and the second count shall be taken at 1200 hours.

2.3 Third shift {afternoon shift} shall take a count only once which will be at 2000 hours.

#### 3.0 MAIN JAIL

3.1 The Block Officer shall submit to Master Control the total number of occupied beds {"housed"} on the particular blocks. Included in this total shall be how many eleven-cells are occupied on each block. The number of eleven-cells occupied shall be placed in the parenthesis next to the designated block. The Block Officers, also, shall submit to the Master Control officer the number of inmates out to court. This number shall be placed on the sheet by the Master Control officer in the appropriate column {"Court"} with a minus sign in front of the number. The Master Control officer shall then place a number in the "Meal" column after subtracting the out to court number from the total "Housed" number. The Master Control officer shall total the block numbers and place the number in the appropriate space.

3.2 The Receiving Officer shall advise the Master Control officer of the number of inmates there are being "Housed" in the holding tanks.

3.3 The Officers assigned to any temporary overflow holding area, Clinic, Trusty Dorm, I-10, and Classifications, shall give their counts in the same manner. They will first tell the Master Control officer how many beds are occupied in that particular area, then how many inmates are out to court. The Master Control officer will then do the math and place the number of inmates who need to be fed in the "Meal" column.

3.4 The Master Control officer shall then total the entire "Main Jail Housed" column and place that number in the appropriate **MAIN JAIL TOTAL** space.

#### 4.0 **OUT-COUNTY**

4.1 The Master Control officer shall contact the Classification officer for out-county housing information and place the name on the form of each facility where inmates are housed for Oakland County.

4.2 The Master Control officer shall then add the total of all the out-county inmates and place that number in the appropriate **OUT-COUNTY TOTAL** space.

#### 5.0 **SATELLITES**

5.1 The Master Control officer shall contact each Satellite facility and ask for the count of inmates who are occupying beds, and the count of inmates who are out to court. The Master Control officer will then do the math and place the correct number in the appropriate space. The Southfield Facility **total** count will only reflect the number of Oakland County prisoners. Southfield prisoners are not to be counted in the total.

5.2 The Master Control officer shall then add all the Satellite facilities "Housed" counts and place that number in the appropriate **SATELLITE TOTAL** space.

#### 6.0 **MAIN JAIL ANNEX**

6.1 Master Control shall contact the Main Jail Annex and place the actual count of inmates occupying beds in the "Housed" column. The Master Control officer, also, will place the number of inmates out of the pod in the "Court" column. The Master Control officer will then do the math and place the count in the "Meal" column of inmates who need to be fed.

6.2 The Master Control officer will then total the number of female and male inmates and place those numbers in the appropriate space.

6.3 The Master Control officer will then add the total female and male counts and place that number in the appropriate **ANNEX TOTAL** space.

7.0 **CORRECTIONS TOTAL**

7.1 The Master Control officer shall then add all the "Housing" totals together to ascertain the true inmate Corrections total. *This total shall not include court or meal counts.* This number will be placed in the appropriate **CORRECTIONS TOTAL** space.

8.0 **DISTRIBUTION**

8.1 The Master Control officer shall sign the sheet and make it ready for distribution to the following essential areas: Kitchen, Corrective Services Administrative Office. Master Control's copy shall be forwarded to Booking for entry in the computer log.



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MJB/bjw