



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 136	<b>DATE</b> February 27, 2004
<b>SUBJECT:</b>	<b>TOURS</b>	<b>DISTRIBUTION</b> A, B & H.
<b>REFERENCE:</b>		

### POLICY

It is the policy of the Oakland County Sheriff's Office to provide service to the citizenry of Oakland County. Toward this endeavor, tours of the Law Enforcement Complex, including the Main Jail/Annex, are provided, when possible, in response to requests from local Courts, service organizations, schools and area churches. This educational opportunity for the members of these organizations is in keeping with the principles of openness with our public. As a maximum-security facility, at no time will the scheduling of a tour jeopardize the safety and security of the facility, inmates, and deputies or tour participants. The Division Captain may cancel a tour at any time. Advance notice, if possible, shall be made in the event there is need to cancel a tour.

### PROCEDURE

#### 1.0 SPECIAL TOUR REQUESTS

- 1.1 Special tours scheduled by the Sheriff will be given to a Main Jail Lieutenant.
- 1.2 The Lieutenant will notify the Corrective Services/Main Division Secretary to document and identify any scheduling conflict.
- 1.3 Scheduling shall ensure that the tour does not present conflict with other Jail activities such as kitchen preparation, jail meal distribution, Court calls/returns, shift changes, and other security matters in which tours may interfere with the operation of the facility.
- 1.4 The Corrective Services/Main Division Secretary shall be responsible for recording the tour and rescheduling other tours, if necessary, to avoid conflict.

#### 2.0 REGULAR TOUR REQUESTS

- 2.1 When a request for a jail tour is made, the requestor will be directed to the Corrective Services/Main Division Secretary, who will obtain the following information:

- Name of the group/organization
- Reason for the tour
- Group size {limited to 20 total}
- Points of interest desired



- Master Control {85060}  
{to advise and check security status}
  - Annex Sub I {85510}  
{to advise and check security status, to restrict inmate movement in hallways during the tour in the Annex - and to alert Annex Receiving Deputies for possible demonstration of the Live Scan system.} **Lockdown of the pods may not be necessary.**
  - Booking {84000}  
{to advise the Annex in the event of a "new" female arrest is enroute to the Annex while a tour is in that area.}
- 6.2 Tour officers shall have the authority to terminate the tour for cause including disruptive behavior.
- 7.0 **COURT/PROBATION SPECIAL PROGRAMS**
- 7.1 Those tours that are specific to a court/probation initiated programs shall be scheduled during the evening hours. The purpose of these tours will dictate the length of the tours.
- 7.2 The Program Coordinator, or his/her designee, will provide the Corrective Services/Main Division Secretary the following information on a weekly basis; time, size of group and nature of the tour.
- 7.3 All tour participants will adhere to the visitors' dress code and are subject to search.
- 7.4 The officer conducting the tour shall have the authority to remove a participant or terminate the tour for cause including disruptive behavior.
- 8.0 **DOCUMENTATION**
- 8.1 Documentation of all tours will be submitted to the Division's Secretary where the tour initiated providing the following information upon completion:
- Date
  - Time
  - Number of participants {# scheduled & # attending}
  - Any unusual incidents during the tour



Michael J. Bouchard  
Sheriff