



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 141	<b>DATE</b> February 27, 2004
<b>SUBJECT:</b>	<b>COURT SERVICES DETENTION/GENERAL SECURITY</b>	<b>DISTRIBUTION</b> A, B, D-I, D-II, H.
<b>REFERENCE:</b>		

### PROCEDURE

#### 1.0 INMATE RECEPTION AND LOCK-UP

- 1.1 The Pickup Supervisor shall be responsible for insuring that all cells are secured prior to the prisoners being transported to Court Detention.
- 1.2 The male inmates shall be uncuffed and placed in the detention cells immediately upon arrival in the Court Detention area.
- 1.3 Female inmates shall not be admitted to the Court Detention area until all males have been appropriately received and placed in detention cells.

#### 2.0 INMATE SEPARATION

- 2.1 The Computer Supervisor shall be responsible for insuring that notations are made on the next days court location sheet in regards to inmates who must be kept separate from other inmates.
- 2.2 The morning Pickup Supervisor shall make sure that inmates that have to keep separate orders are properly segregated and placed in the proper holding cell at Court Detention.
- 2.3 The Detention Officer shall review the court location sheet for separation notations and maintain proper cell assignments.

#### 3.0 SUPERVISION OF INMATES – DETENTION AREA

- 3.1 Routine inspection of all detention cells is required.
- 3.2 Any inmates who are identified as “suicidal”, “mentally unstable”, or “potentially aggressive” shall be observed at least once each fifteen {15} minutes by the Detention Officer.

3.3 At the close of the day, the Late Supervisor and Detention Officer shall be responsible for visually checking to insure that all inmates have been returned to the Main Jail/Annex.

3.4 All cell doors shall be left open with locks in the "lock" position. Courthouse custodial shall be responsible for cleaning the detention cells and office area.

4.0 **ENTRANCE TO COURT SERVICES DETENTION**

4.1 Entrance into the Court Services Detention area is limited to Attorneys, Prosecutors, Police Officers and Court staff or other approved by supervision.

4.2 Any person requesting entrance into the detention area from the hallway must be identified prior to being allowed entrance.

4.3 Any individuals representing themselves as attorneys must show their bar association cards prior to being allowed entry.

4.4 Court approved interpreter will be allowed to visit prisoners with the attorney of record.

5.0 **WEAPONS**

5.1 Officers assigned to Court Services Detention will not wear weapons in the outer office area while awaiting assignment.

5.2 Weapons will be locked in lock boxes that are provided, or in a designated area within the inner office.

5.3 All persons entering for the hallway will be checked for weapons and contraband.

6.0 **SECURITY DOOR**

6.1 The keys to the security door will be maintained by the Assignment Supervisor.

6.2 The security door will be locked prior to moving large groups of prisoners.

6.3 An officer will be stationed at the security door window to assure the safety of the officers with the inmates.



Michael J. Bouchard  
Sheriff