



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 144	DATE February 27, 2004
SUBJECT:	SURVEILLANCE OF INMATES {CLOCK KEY SYSTEM}	DISTRIBUTION B, D-I, D-II & H.
REFERENCE:		

POLICY

It is the policy of the Oakland County Sheriff's Office to maintain an effective inmate monitoring and observation system consistent with legally - mandated State and Federal guidelines.

PROCEDURE

1.0 GENERAL INMATE SUPERVISION

- 1.1 Correctional deputies are responsible for the safety and control of inmates.
- 1.2 Correctional deputies will employ inmate - supervision practices which promote positive staff/inmate relations.
- 1.3 Correctional deputies shall interact with inmates in a fair, firm, consistent manner, and ensure inmates understand and comply with the rules and regulations.

2.0 STAGES OF SURVEILLANCE OF INMATES {CLOCK KEY SYSTEM}

- 2.1 When inmates are locked in their cell, Correctional deputies shall conduct a visual observation of each inmate once every sixty {60} minutes. Clock Key stations, which are mounted on the walls in each cell block location throughout the Main Jail, and located on walls throughout the Pods in the Main Jail Annex, will be activated by the Correctional deputy at the time the observation takes place.
- 2.2 Inmates on disciplinary - lockdown status shall be visually observed by the Correctional deputy once every thirty {30} minutes, or in accordance with any SPECIAL SUPERVISION WATCH. The Clock Key station nearest the inmate on disciplinary lockdown will be activated.
- 2.3 Correctional deputies shall strictly adhere to SPECIAL SUPERVISION instructions, such as fifteen {15} minute, and thirty {30} minute watches, and ensure the Clock Key station closest to the inmate on a behavior watch is activated at the time of the observation.

2.4 Floor Supervisors on each shift shall review the Clock Key System printout to ensure all stations are functioning and recording rounds. If the Clock Key System fails, the Floor Supervisor shall immediately notify the housing unit officer of the failure, and a log sheet shall be initiated documenting all the rounds made by time and station number. Also, the Floor Supervisor shall immediately notify the Shift Sergeant of the failure. The Shift Sergeant shall take appropriate action to have the Clock Key System repaired. When it becomes necessary to initiate log sheets due to a system failure, these log sheets shall be taken to the Lieutenant's Office at the end of a twenty-four {24} hour period.

3.0 **SPECIAL SUPERVISION WATCHES**

3.1 Any inmate placed on a CONSTANT, FIFTEEN {15} OR THIRTY {30} MINUTE WATCH shall have a SPECIAL WATCH/DAILY DOCUMENTATION SHEET initiated.

3.2 The Special Watch/Daily Documentation Sheet shall include the inmate's name, number, location, and current date.

3.3 A form shall be initiated immediately upon determination of a SPECIAL SUPERVISION WATCH condition. All subsequent forms to continue the watch shall be started on the Midnight Shift. The Midnight Shift shall turn the previous 24-hour sheet into the Corrective Services Administrative Office.

3.4 Officers coming on duty shall print their name and badge number on the top of the column of the shift they are working.

3.5 Every line thereafter, the officer shall in accordance with any Administrative Notice watch instructions, log the time of the observation, the specific activity of the inmate {i.e., laying on bunk, sitting, crying, yelling, pacing, etc.}, and the badge number of the officer making the observation. If the description is too lengthy, continue on the back of the form and, again, indicate time and badge number.

3.6 SHIFT SERGEANTS SHALL REVIEW AND SIGN EVERY SPECIAL WATCH/DAILY DOCUMENTATION SHEET AT LEAST ONCE PER TOUR OF DUTY USING THE ABOVE PROCEDURE.

3.7 The Special Watch/Documentation sheets shall be reviewed and submitted to the Corrective Services Main Administration mail box by the Midnight Shift Supervisor responsible for the housing unit area of the inmate on the watch.

NOTE: SPECIAL WATCH/DAILY DOCUMENTATION SHEETS are completed on all inmates placed on CONSTANT, 15 or 30 MINUTE WATCHES. It is not mandatory to initiate and complete a sheet for inmates falling under: PROTECTIVE CUSTODY, JUVENILES, 24/48 HOUR LOCKDOWNS, MAJOR DISCIPLINARY LOCKDOWNS, ADMINISTRATIVE LOCKDOWNS

AND CLINIC CELLS. The activating of the Clock Key stations are sufficient for surveying these inmates. If a Command Officer determines circumstances are present which necessitates a SPECIAL WATCH status be initiated other than the CONSTANT, 15 or 30 MINUTE WATCHES, a brief report shall be written and submitted through the chain to the Captain of Corrective Services.



Michael J. Bouchard
Sheriff

MJB/bjw