



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 168	<b>DATE</b> January 4, 2005
<b>SUBJECT:</b>	<b>PERSONAL PROPERTY POLICY FOR JAIL FACILITIES</b>	<b>DISTRIBUTION</b> A, B, D-I, D-II

### REFERENCE:

#### PURPOSE

The purpose of this policy is to establish guidelines for the governing of personal property entering jail secure areas accessible to inmates, including areas of outside security details such as, hospital watches, clinic runs, etc. This applies to all Oakland County personnel and other personnel assigned to a jail facility.

#### POLICY

It shall be the policy of the Oakland County Sheriff's Office to control and monitor all personal property brought into the jail facilities. For the safety and security of the facilities, the Oakland County Sheriff's Office has restricted and prohibited personal property in the jail facilities. This policy provides the proper method to store and to secure personal property.

#### PROCEDURE

##### 1.0 PROHIBITED PERSONAL PROPERTY

- 1.1 Personal reading material is prohibited. This includes non-work related books, novels and magazines.
- 1.2 Civilian clothing shall not cover the Sheriff's uniform.
- 1.3 Duffle bags, backpacks or any other carrying pack are prohibited.
- 1.4 Personal entertainment/electronic devices such as, radios, CD or DVD players, televisions, cameras, recording devices, and computers are also prohibited.

##### 2.0 APPROVED PERSONAL PROPERTY

- 2.1 Employees may carry their meals in a small container.
- 2.2 Medication/medical necessities are allowed, but must be safely stored away from inmate access.

2.3 Cellular phones and pagers are allowed, but are restricted to emergency use only and shall be kept on the employee's person at all times.

3.0 **LOCKER ASSIGNMENTS**

3.1 Locker and lock assignments are issued by Administrative Services Division.

3.2 No personal locks shall be used.

3.3 Personal property and clothing can be stored in an assigned locker.

This policy is consistent with Rules and Regulations Number 143:

**INATTENTION TO DUTY**

Members shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.



Michael J. Bouchard  
Sheriff