



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

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| | NUMBER 293 | DATE May 14, 2015 |
| SUBJECT: | USE OF GUN STORAGE BOXES | DISTRIBUTION A,B,D,E,F,H |
| REFERENCE: | Rescinds and replaces Policies and Procedures No. 75, dated 2-27-04 | |

POLICY

It is the policy of the Oakland County Sheriff's Office, Corrective Services Division to provide a safe and secure location for the temporary storage of all weapons (i.e., handgun, pepper spray, knives, asp, etc.) prior to an officer entering the secured area of the Jail.

PROCEDURE

1.0 GUN STORAGE BOXES

- 1.1 Gun storage boxes are to be used only for the temporary storage of weapons while on duty. There shall be NO exception to this.
- 1.2 Gun box keys shall be left in the gun storage box after use. Keys shall not be retained by any officer for future use.
- 1.3 Separate gun storage boxes adjacent to Master Control and near the north side employee entrance shall be designated for the sole use of transport officers, detectives, and road patrol officers. These designated boxes shall not be used by deputies working a normal shift in the Corrective Services Division, with the exception of those assigned to the Emergency Response Team.
- 1.4 Deputies with locker facilities at the Jail Complex shall place weapons within these lockers – not in the gun-storage boxes, unless assigned to the Emergency Response Team.
- 1.5 Gun storage boxes shall be subject to inspection for weapons and any violations of these guidelines.
- 1.6 Keys to the gun storage boxes will be inventoried and a periodic check of gun storage box keys shall be made. If keys cannot be accounted for, the lock for the box shall be changed.
- 1.7 Any violations of the above procedures will be dealt with accordingly and disciplinary action may be taken.

Michael J. Bouchard
Sheriff