

**Oakland County Sheriff's Office
POLICIES & PROCEDURES # 386**



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| SUBJECT: Cell Searches | | NUMBER: 386 |
| EFFECTIVE DATE: January 9, 2023 REVIEW DATE: January 9, 2024 | Standard Impact: N/A | |
| REPLACES AND RESCINDS: Policy & Procedure No. 94, dated 2-17-2001, See P&P 175, dated 8-9-2005 | DISTRIBUTION: A, B, D | NUMBER OF PAGES: 4 |

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. POLICY

It shall be the policy of the Oakland County Sheriff's Office to conduct frequent and thorough searches of all cells whether occupied or unoccupied to prevent violence, escapes, contraband and maintain satiation standards.

II. PROCEDURES

A. Search of Multi-Cell Units

1. Cell searches will be under the supervision of a Deputy II.
2. Before removing inmate(s) from the cell, instruct inmate(s) to carry with them any "legal material" outside the cell to be searched in their presence. Announce that anything left behind in the cell is subject to search outside of the inmate's presence. Legal mail will be inspected for contraband (but not read) in the inmate's presence.
3. Any items left in the cell will be subject to search outside the inmate's presence.
4. All inmates who are removed from their cell will be subject to a pat down search and secured outside of the area that is being searched.
5. The cell that is to be searched will be divided into quarters. A deputy will be responsible for searching each quarter of the cell.
6. The Deputy II will assign a deputy to the responsibility of documenting any contraband that is found. The deputy will note what the contraband item is the location it was found, who found it, the date, the time, the inmate name, and the

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inmate number of who possessed the contraband.

7. After the bed area of an inmate is searched, their property shall be placed neatly on their mattress. The bottom half of the mattress shall be folded over their property to signify that the area has been searched.
8. All cells shall be left in a neat and orderly fashion.
9. All trash filled bags, excessive bedding, clothing, and contraband shall be removed prior to returning inmates to their cells.
10. Confiscate only those items that are prohibited.
11. Any personal items not allowed in the cell will be noted, placed in the inmate's property box and a receipt given to the inmate.
12. The cell will be checked by a Deputy II for proper compliance with regulations prior to inmates being returned to cell.
13. All cell searches will be documented in a CLEAR report detailing what items were searched, including legal mail pursuant to 1.2 and 2.2, contraband items that were removed, or any other items that are noteworthy to document.

B. Search of Single-Cell Units

1. Cell searches will be conducted under the supervision of a Deputy II.
2. Before removing inmate(s) from the cell, instruct inmate(s) to carry with them any "legal material" outside the cell to be searched in their presence. Announce that anything left behind in the cell is subject to search outside of the inmate's presence. Legal mail will be inspected for contraband (but not read) in the inmate's presence.
3. Any items left in the cell will be subject to search outside the inmate's presence.
4. All inmates who are removed from their cell will be subject to a pat down search and secured outside of the area that is being searched.
5. The cell that is to be searched will be done in a systematic manner by starting from ceiling to the floor, moving right to left.
6. The cell will be checked by a Deputy II for proper compliance with regulations prior to the inmate's return to the cell.
7. Property confiscated shall be handled as outlined in Section 1.6 through 1.11.
8. All cell searches will be documented in a CLEAR report detailing what items

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were searched, including legal mail pursuant to 1.2 and 2.2, contraband items that were removed, or any other items that are noteworthy to document.

C. Chain of Evidence

1. Any deputy who finds contraband that will serve as evidence in a criminal proceeding will maintain custody of that item.
2. All contraband found that is evidence will be notated in the CLEAR report and secured in the evidence room.

D. Search Procedures

1. When conducting cell searches, deputies should use rubber gloves, mirrors, paper for documentation, cut down tool for cutting rope, and paper bags to store contraband.
2. Deputies shall use extreme caution while searching blind areas. Deputies will search the cells in systematic and thorough manner, and include the following areas:
 - a. All clothing, books, letters, magazines, packages, boxes, etc., shall be inspected.
 - b. Special attention should be paid to wastebaskets and trash.
 - c. Be alert for material that has the appearance of having been altered.
 - d. Inspect cell walls for cracks and loose mortar.
 - e. Tap cell bars with metallic object to test for possible tampering.
 - f. Mattresses should be inspected by looking for rips, tears, and evidence of insertion of foreign objects.
 - g. Deputies should look underneath tables and bunks.
 - h. Particular attention should be directed to any hole in any wall or cell area that has been plugged with paper.
 - i. Plumbing should be given a thorough inspection under the washbowl, floor drains, vents, inside the toilet bowl, and shower area.
 - j. Toilet paper rolls should be removed to ensure that nothing is stored within the holder upon which the paper is held.
3. Maintenance will be notified immediately of any items in need of repair.

E. Impromptu or Unscheduled Cell Checks or Cell Searches

1. May be conducted at the discretion of the Housing Unit Deputy.
2. May be conducted as time allows for purpose of gathering visible contraband as well as checking living conditions in a cell. However, at no point shall legal mail be inspected outside an inmate's presence.

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3. May be specific based on information gathered for the safety and security of the inmate population and employees of the jail.
4. All cell inspections will be documented in the shift log of the affected housing unit and in the supervisor's cell inspection logbook.



ISSUED BY: Sheriff Michael J. Bouchard