

Oakland County Sheriff's Office
General Order # 5.2



SUBJECT: Temporary Prisoner Detention Management – Law Enforcement Services		NUMBER: 5.2
EFFECTIVE DATE: 8/5/2025	MACP Standard Impact: 5.2.1, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5	
REVIEW DATE: Annually		
REPLACES AND RESCINDS: Rescinds GO 5.2 dated 1/20/2025	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 7

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

I. PURPOSE

This General Order will establish guidelines for the management and administration of the Oakland County Sheriff's Office temporary prisoner detention areas that are not located within the Oakland County Jail to include the security, control and care of prisoners detained therein. Matters related to the detention of prisoners in the Oakland County Jail by Oakland County Correctional staff shall rely on orders specific to the Jail. The following are authorized temporary prisoner detention areas:

- No authorized temporary prisoner detention areas, including substations, at this time.

II. POLICY

It is the policy of the Oakland County Sheriff's Office to provide secure temporary holding cells for prisoners awaiting interrogation, transfer to the Jail or other administrative procedures and to maintain these facilities in a sanitary and safe manner. All members will follow the procedures outlined in this order to prevent escape and unauthorized release of prisoners. All persons detained will be monitored to ensure they are safe from suicide, harm, abuse, harassment, or discrimination. As such, personnel using holding cells shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety, or the well-being of suspect or arrested person, and report those problems or conditions to their supervisor immediately.

III. DEFINITIONS

- Temporary Detention Room/Holding Cell: A room, area or cell located in any of the Oakland County Sheriff's Office's substations or other facilities that are not within the Oakland County Jail complex, specifically designated as a location where detainees are locked in and may be left unattended. **(MACP Standard 5.3.1a)**
- Booking / Processing Area(s): The primary booking area for members of the Oakland County Sheriff's Office is located within the Oakland County Jail. Several Sheriff substations are equipped with LiveScan to book detainees who are to be released on a summons and not transferred to the Oakland County Jail. **(MACP Standard 5.2.1a)**

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- C. Detainee Log: A written accounting of all detainees held in any Oakland County Sheriff's Office temporary holding rooms to include the detainee's name, sex, reason(s) for custody, the date/time in and out of temporary detention and the date/time of each face- to-face visual check with the signature or initials of staff who checked the detainee. This log will be retained as a Sheriff's Office record using the Data Management System.
- D. Juvenile Detainment Log: A written accounting of all juvenile detainees held in any Oakland County Sheriff's Office temporary holding facility to include detainee's name, sex, reasons for custody, the date/time in and out of temporary detention and the date/time of each face-to-face visual check with the signature or initials of staff who checked the detainee.

IV. PROCEDURES

- A. Temporary Detention in any of the Oakland County Sheriff's Office's substations or other facilities that are not within the Oakland County Jail complex:
 - 1. The primary function of the temporary holding rooms will be for the temporary detention of suspects, arrestees, or those otherwise legally detained for a short period of time while duties such as booking a prisoner, forensic data collection and/or interviews are conducted.
 - 2. When a suspect, in the deputy's opinion, exhibits behaviors indicating a risk of escape (such as fighting with or fleeing from deputies), the Main Jail shall be used. **(MACP Standard 5.3.2e, 5.2.1i)**
 - 3. All doors leading into the detention area and holding rooms shall be locked at all times except during entry, exit or maintenance. **(MACP Standard 5.3.2e)**
 - 4. Deputies entering the detention area should do so with the knowledge of another employee who may render assistance in the event of a detainee attempting to fight with deputies or flee from custody.
- B. Firearms / Other Weapons
 - 1. Where a lock box is provided, all firearms, chemical agents, knives, or other weapons should be secured prior to entering the detention area. **(MACP Standard 5.3.2a, 5.2.1d)**
- C. Searches (MACP Standard 5.2.1b, 5.3.1b)
 - 1. All arrestees will be thoroughly searched prior to entering the secured detention area. This will include a search of the subject and their property to ensure the safety and protection of employees, other detainees, and citizens.
 - 2. All property, including neckties, shoelaces, belts, or any other similar items shall be removed from prisoner/detainees prior to their entry into the holding cells. All property found shall be properly inventoried pursuant to this General Order (refer below for prisoner property requirements).
 - 3. All arrestees being transferred from the custody of one deputy to another shall be searched before the transfer is complete. It will be the responsibility of the deputy receiving the individual to complete the search.

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D. Securing, Observation, and Supervision of Detainees

1. All prisoners/detainees in the detention area shall be observed via camera where available or checked in person a minimum of once every 30 minutes.
2. Detainees may be secured to a handcuff rail in a detention area or interview room for short durations as needed. If these temporary detentions must be used, no prisoner/detainee shall be left unsupervised, and restraint of this type will not exceed two hours. **(MACP Standard 5.3.1d and 5.2.1e)**
3. For longer-term unattended detention, detainees may be held in a holding cell. For detentions expected to last four hours or more, transportation to the Main Jail should be considered and will be the preferred practice. **(MACP Standard 5.3.1c)**
4. Where provided, deputies shall monitor, via surveillance cameras, all who are present in the holding area and take appropriate emergency treatment when needed **(MACP Standard 5.3.2h)**
5. Male and female detainees shall be held in separate cells. At no time will they be permitted to be held in a cell together. **(MACP Standard 5.3.1e)**
6. Detainees held in a substation holding cell shall be physically observed (face-to-face visual observation) by personnel a minimum of once every 30 minutes. The arresting deputy or a person designated by the on-duty supervisor is responsible for the checks.
 - a. Detainees will be personally observed by staff more frequently if there is reason to believe that the prisoner has suicidal tendencies, is mentally disturbed or demonstrates bizarre behavior. These observations will be made at least every 10 minutes. If the prisoner/detainee is believed to be an immediate danger to themselves or others, constant physical observation will be required. **(MACP Standard 5.3. f,g)**
 - b. No Sheriff's Office Substations have been authorized to be a temporary prisoner detention area; therefore, Detainees at substations shall not be left unattended.
7. Holding cells shall be inspected for contraband and damage prior to and after the holding of each prisoner/detainee.
8. Oakland County Deputies shall be responsible for the supervision of detainees and shall control who has contact with the detainees. If medical care or other extenuating circumstances require outside personnel to have contact, such contact will only occur in the presence of an Oakland County Deputy. **(MACP Standard 5.3.2d)**
9. Prisoners shall not be allowed visitors in a temporary detention area. Once prisoners are booked and housed in the Oakland County Jail, visitors will be permitted according to Visitation procedures. **(MACP Standard 5.3.2d)**

DI. Release of Detainee

1. Detainees who are released from an Oakland County Sheriff's Office temporary holding facility shall be released via the main public entry/exit door to the building, unless doing so would require the movement of a prisoner/detainee through a secure area of the building. In that event, a secondary exit door will be selected for release.

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F. Security Keys

1. In the event of power outages or other emergencies, a set of security keys capable of manually opening the doors in the holding facility may be utilized. These keys will be stored at each location where a temporary holding room is maintained and will be under the control of the Substation Commander.
2. Security keys shall not be available to, or openly carried in view of, prisoners or citizens. Allowing detainees to see the location of the security keys encourages attempts to escape. **(MACP Standard 5.3.2e, 5.2.1i)**

G. Juvenile Detainee

1. Juvenile offenders shall not be processed or detained in the presence of adult offenders.
2. Any movement of juvenile offenders within any facility of the Oakland County Sheriff's Office shall require the removal of any other adult prisoners from the sight and sound of the juveniles.

H. Processing Procedures

1. Arresting deputies are responsible for the supervision of their prisoners until custody is transferred to another agency or member of the Oakland County Sheriff's Office or the prisoner/detainee is released. **(MACP Standard 5.2.1c)**
2. All arrestees being detained by the Oakland County Sheriff's Office shall be processed and booked at the Oakland County Jail. Arresting deputies shall abide by the General Orders of the Jail related to the securing of weapons, detainee security and booking procedures. **(MACP Standard 5.2.1d)**

I. Equipment **(MACP Standard 5.2.1g)**

1. Temporary detention areas shall be stocked with necessary supplies as determined by the substation Commander.

J. Fire and Emergency Response

1. **Fire/Emergency Evacuation of Detainees (MACP Standard 5.3.4)**
 - a. In the event of a fire or other emergency that may require evacuation, the employee present shall notify Oakland County Sheriff's Office Dispatch and the Front Desk/Supervisory Personnel immediately.
 - b. If possible, personnel present should attempt to extinguish the fire.
 - c. If there is no immediate danger to the detainees, the detainees should first be secured in handcuffs prior to being taken out of the detention area.
 - d. Detainees should, if possible, be evacuated to another secure location within the building and, if no danger exists, secured under guard at that location. Otherwise, they should be taken a safe distance from the building and secured under guard. **(MACP Standard 5.3.2e)**
 - e. The type and location of fire suppression equipment shall be approved by the local Fire Department.
 - f. All fire detection and suppression equipment and fire alarm devices shall be tested and/or certified on a schedule approved by the local Fire Department.

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- K. Medical Emergency Response (MACP Standard 5.3.2c)
1. In the case of a medical emergency of a detainee, more than one deputy shall be present before the cell door is opened.
 2. If the emergency is acute, medical assistance shall be summoned immediately via dispatch. The on-duty supervisor shall be notified immediately. Medical personnel shall be directed where to enter the building and personnel shall be present to escort medical personnel into the area of the detainee as quickly as possible. Medical care for an injured individual should be the first priority.
 3. Deputies shall administer care to the detainee as trained. This may include utilizing an AED or bleeding control kits or administering Naloxone.
 - a. Upon providing care, universal precautions should apply for protection against blood-borne pathogens or other infectious diseases.
 - b. If the patient does not survive the medical emergency, the steps listed below for investigation shall be followed.
- L. Suicide Prevention and Screening (MACP Standard 5.3.2f)
1. Detainees will be asked routine questions about their physical and mental health during prisoner processing. If the detainee displays or expresses, during the processing procedures or at any other time, they have suicidal tendencies or may self-harm, the deputy shall take actions to ensure their safety. The implementation of one or more of the following steps shall be taken:
 - a. Institute more frequent face-to-face observations or maintain constant contact with the detainee while they are in custody.
 - b. Request a mental health evaluation, or petition for hospitalization.
 - c. If the detainee will be transferred to another agency or location (such as lodging at the Jail), advise the representative of that agency or facility that the detainee may self-harm.
- M. Death, Suicide, and Homicide
1. A deputy, upon finding an in-custody death or suicide, shall immediately notify the on-duty supervisor and secure the area from all other employees or prisoners. The scene shall be treated as a homicide investigation. The on-duty supervisor shall immediately make notifications as required through the chain of command.
 2. Any attempted suicide or assault while in custody shall be reported to the on-duty supervisor and documented before the end of the shift.
- N. Detainee Escape (MACP Standard 5.3.2e)
1. In the event of escape, the deputy present shall notify Dispatch at once with a description of the detainee, direction of travel and any other pertinent information. An external perimeter of the building shall be established as soon as possible.
 2. A search of the building where the detainee was being detained shall be the first priority, unless the prisoner was seen outside of the building during their escape. The search shall then commence in the immediate area.
 3. An area BOLO shall be broadcast by Dispatch with all pertinent information included.

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- O. Considerations of Detainee Medical and Mental Health Needs and Medications (MACP Standard 5.3.1g)
1. As part of the booking and processing procedures, inquiries shall be made about the medical and mental health status of the prisoner/detainee.
 2. Detainees who express or exhibit medical or mental health care requirements will have their needs documented and the deputy will convey those needs to the transferring agency.
 - a. If the medical or mental health need is immediate, medical assistance shall be summoned.
 3. Deputies shall not administer medication of any kind to detainees (with the exception of Naloxone). In the event that a detainee requires prescription medication, medical care will be summoned.
- P. Emergency Alarms
1. In the event an emergency, the emergency alarm is activated within an area that contains detainees. It will be the responsibility of the arresting deputy or, in his/her absence, any personnel present to coordinate the response needed for the at-risk detainee. **(MACP Standard 5.3.2b, 5.2.1f)**
- Q. Inspections (MACP Standard 5.3.5)
1. The substation Commander shall conduct a search and a close physical inspection of the detention area and all cells at least once per week. Regular inspections of the detention area are sufficient to ensure continued adherence to this General Order and may be conducted at any time.
 2. Such inspections shall include security, safety, sanitation, and emergency equipment.
 3. A weekly report will be made and kept on file regarding the inspection.
 - a. The substation Commander may designate a member of the staff to conduct the above-described inspections. In this event, a copy of the report will be forwarded to the substation Commander for retention as an agency record according to archival policy.
 4. Any malfunctions or deficiency found, or any incident that threatens the security of either facility, shall be documented immediately and reported to the necessary person or persons, who shall ensure that repairs are made in a timely fashion and make a determination whether the detention area may remain open until repairs are made.
- R. Sanitation (MACP Standard 5.3.5)
1. Cleanup of, or contact with, bio-hazardous waste shall be conducted in a manner consistent with training for blood-borne pathogens.
 2. In the event of contamination of any holding cell or detention area, the on-duty supervisor shall be notified, and the area shall not be used until it can be decontaminated.

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S. Training (MACP Standard 5.3.3)

1. All employees involved in the detention of detainees in any way shall be familiar with the operation of the detention area and this General Order. Those employees who may have physical contact with detainees shall have training in the supervision and care of detainees.
2. Refresher training is required at least once every three years.

T. Documentation and Reporting of Detainee (Holding Room Log) (MACP Standard 5.3.1f,h)

1. A record of all detainees who are brought into temporary holding areas shall be kept and retained according to retention schedules. This written log shall, at a minimum, include:
 - a. The name, sex, date of birth and reason for custody for each detainee.
 - b. Times of face-to face visual observations made of all detainees with the signature or initials of the person(s) who checked the detainee.
 - c. Any movements of detainees, such as processing, chemical testing, release, transfer, or interviewing, along with the signature or initials of the person(s) who directed the movement.

U. Juvenile Detainment Log

1. A record of all juvenile detainees who are brought into temporary holding area shall be kept and retained according to retention schedules.
2. Juvenile detainees shall be listed on the log when they are held in OCSO facilities for any period of time.
3. The Sheriff shall designate a member of the Oakland County Sheriff's Office who will ensure a monthly log of all juvenile detainees is forwarded to the Bureau of Juvenile Justice – Federal Grants Unit, Michigan Family Independence Agency, by the 10th of the following month.

V. Detainee Rights

1. If a detainee wishes to complain in any way about allegedly missing or damaged property/money, conditions, or treatment during custody of the Oakland County Sheriff's Office, the on-duty supervisor shall be immediately notified and shall follow the procedures outlined for Citizen Complaints.



ISSUED BY: Sheriff Michael J. Bouchard