

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>PROCESSING CONFINEMENT ORDERS AND ACCEPTING SELF-SURRENDERS</b>	<b>Policy Number</b> <b>DO-7</b>
		<b>Effective Date</b> <b>05-06-20</b>
<b>Related Information</b> DM-2, <i>Computation of Projected Release Dates</i> GJ-15, <i>Warrant Confirmation and Self-Surrender Requests by Members of the Public</i>		<b>Supersedes</b> DO-7 (01-21-09)

## PURPOSE

The purpose of this Office Policy is to establish procedures for processing confinement orders and accepting self-surrenders for confinement.

## POLICY

It is the policy of the Office to process self-surrenders in an efficient, expeditious, and accurate manner, and to make timely notification to other criminal justice agencies concerning those persons who have failed to comply with their court ordered sentences.

## DEFINITIONS

**Confinement Order:** An official document issued by a court that conveys a convicted person's sentencing information.

**Designated Jail Facility:** The booking jail facility selected by the Office to accept self-surrenders for processing.

**Self-Surrender:** An adult or juvenile remanded to the adult court system who is not in custody and is ordered by the court to present themselves to the Maricopa County Sheriff's Office (MCSO) for confinement.

**Shift Log:** An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a jail facility. It is also used to record the activities of inmates who are in restricted housing for reasons such as classification, discipline, security, psychiatric or medical isolation.

## PROCEDURES

1. **Self-Surrenders:** Members of the public who self-surrender on a confinement order, shall be processed by detention personnel, as specified in this Office Policy. Procedures for processing persons who wish to self-surrender on an active warrant are specified in Office Policy GJ-15, *Warrant Confirmation and Self-Surrender Requests by Members of the Public*.
2. **Accepting Self-Surrenders:** All self-surrenders should report to the designated jail facility listed on the confinement order, including juveniles.
  - A. Detention personnel shall ensure the self-surrender is properly identified as the person named on the confinement order. Detention personnel shall compare the self-surrender's valid government issued picture identification (ID) containing their name, sex, and date of birth with the information listed on the confinement order.

- B. Detention personnel shall ensure the following information appears on the self-surrender's copy of the confinement order:
    - 1. The self-surrender's first and last name;
    - 2. At least one numerical identifier, such as the self-surrender's date of birth;
    - 3. The date the person is to surrender, and the sentence imposed by the court. Although a surrender time is preferred, it is not required, as specified in this Office Policy;
    - 4. The Arizona Revised Statute (ARS) violation or charge the self-surrender is being booked on; and
    - 5. The court case or complaint number that relates to the charge on the self-surrender.
  - C. All self-surrenders shall be prescreened by Correctional Health Services (CHS) prior to acceptance into Office custody. CHS shall determine whether the person is medically stable to complete their court ordered sentence.
  - D. A person may surrender within six hours after the date and time detailed on the confinement order. When no time is specified on the order, the six hours will expire at 0600 hours on the day following the date which the person was ordered to surrender.
  - E. Detention personnel shall accept a self-surrender who was instructed to report to the designated jail facility listed on the confinement order, but reported to another jail facility with booking capabilities, and has no transportation to their designated jail facility for booking. After acceptance, detention personnel from the Transportation Division shall transport the inmate to the appropriate designated jail facility.
  - F. After a self-surrender has been accepted, detention personnel shall make an entry in the Shift Log. Detention personnel shall ensure the jail facility's copy of the confinement order, when applicable, is removed from the future confinement order file and placed in the inmate's custody file.
  - G. Self-surrenders shall serve their sentence as directed on the confinement order, as specified in Office Policy DM-2, *Computation of Projected Release Dates*.
3. **Turning Away Self-Surrenders:** A self-surrender shall not be turned away without prior supervisor approval. A supervisor shall determine whether there is a valid reason for not accepting the person.
- A. Detention personnel shall make an entry in the Shift Log or logbook for any self-surrender who is turned away. The entry shall include:
    - 1. The self-surrender's first and last name;
    - 2. Court case number;
    - 3. Specified confinement date and time;
    - 4. Arrival date and time;
    - 5. The name and serial number of the officer initiating the refusal; and

6. Name of authorizing supervisor, and the reason for turning the person away.
  - B. No Confinement Order: When a self-surrender does not have a copy of their confinement order, and one cannot be located in the jail facility's future confinement file, detention personnel shall assist in locating a copy of the confinement order, using alternative methods.
    1. Alternative methods include, but are not limited to, searching the confinement order files, both hard copy and electronic, contacting the Sheriff's Information Management Services (SIMS) Division, or the sentencing court during normal business hours.
    2. When no confinement order can be located, the self-surrender shall not be accepted. Detention personnel shall inform the self-surrender to return to the sentencing court to obtain a copy of their original confinement order, or an amended confinement order.
  - C. Conflicting Identifying Information: When the self-surrender presents identifying information that conflicts with the information presented on the confinement order, and detention personnel are unable to positively identify the person through other records, they shall not be accepted. Detention personnel shall inform the self-surrender to return to the sentencing court to obtain an amended confinement order.
  - D. Medical Evaluations: A self-surrender with an unacceptable medical condition, as determined by CHS, shall not be accepted. These self-surrenders shall be instructed by CHS to return to the sentencing court for an amended confinement order and to address their medical issues, prior to being accepted at the designated jail facility for future booking.
  - E. Late Arrivals: Self-surrenders who present themselves more than six hours after the time and/or date specified on their confinement order, or whose court-ordered release date has expired, are considered a "No Show." Detention personnel shall instruct the self-surrender to return to the sentencing court and request an amended confinement order.
4. **Payment for Out of Maricopa County Confinement:** A person who self-surrenders with a confinement order from a county other than Maricopa County, shall pay a predetermined amount for each day of the court ordered sentence.
- A. Self-surrenders shall present a cashier's check for the entire amount of their court ordered sentence, at the time of surrender.
  - B. When the amount or form of payment is incorrect, or the self-surrender arrives with no payment, detention personnel shall explain the payment requirements and inform the person to return to the sentencing court for an amended confinement order.
  - C. Self-surrenders sentenced by the Fort McDowell Yavapai Nation Tribal Court *are not required* to pre-pay; and shall not be turned away for non-payment.
5. **Forwarding Future Confinement Orders:** Detention personnel shall forward future confinement orders to the appropriate location.
- A. Future jail facility confinement orders shall be forwarded to the designated jail facility through interdepartmental mail or e-mail to [jail.confinement.orders@mcs.maricopa.gov](mailto:jail.confinement.orders@mcs.maricopa.gov) for routing.
  - B. Future prison confinement orders shall be forwarded to SIMS through interdepartmental mail.

6. **Filing Future Confinement Orders:** Future confinement orders shall be filed by the date the self-surrender is to report. Each day, jail facility personnel shall purge the file and retrieve any order having a surrender date that is older than six hours. The Intake Commander, or designee shall ensure the courts receive weekly notification of “No Shows” and all self-surrenders that were not accepted into custody.
  - A. When the confinement order is from a city or justice court, the clerk of that court shall be notified the person did not report to the jail facility as ordered.
  - B. When the confinement order is from the Maricopa County Superior Court, the Maricopa County Adult Probation Department shall be notified the person failed to report to the jail facility as ordered.