

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject RULES AND REGULATIONS FOR INMATES	Policy Number DJ-1
		Effective Date 07-14-22
Related Information DI-6, <i>Limited English Proficiency (LEP) Inmates</i> DO-1, <i>Intake Process</i> GI-5, <i>Voiance Language Services</i> <i>Rules and Regulations for Inmates</i>	Supersedes DJ-1 (09-15-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the distribution and review of the *Rules and Regulations for Inmates* booklet which is provided to inmates in a hard copy booklet and is available in an electronic version for viewing through the inmate tablet.

POLICY

It is the policy of the Office to ensure each inmate is issued a hard copy of the *Rules and Regulations for Inmates* booklet (an electronic version is also available through the inmate tablet for inmate viewing). These rules and regulations serve as a written orientation to the Maricopa County jail system to familiarize inmates with what is expected of them while incarcerated, and it details disciplinary sanctions that may be imposed should an inmate violate any of the *Rules and Regulations for Inmates*.

DEFINITIONS

Inmate: A person who has been accepted for confinement into an Office jail facility.

Inmate Tablet: A handheld computerized electronic device which uses a touch screen interface. The inmate tablet is provided and maintained by a contracted vendor. Inmate tablets are battery operated and must be returned to the charging station on a regular basis in order to be charged.

Intake Process: Procedures for accepting prisoners into an Office jail facility, including booking, fingerprinting, Initial Appearance (IA) Court, classification, dress-out, and assignment and transfer to a housing facility.

Jail File: The file containing the inmate's custodial records pertaining only to jail related information, exclusive of any judicial records, with the exception of any protective orders.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit shift logs.

PROCEDURES

1. **Distribution of Rules and Regulations:** Each Office jail facility shall maintain an adequate supply of the *Rules and Regulations for Inmates* booklets (Rules and Regulations) in hard copy form in both English and Spanish to provide to inmates. Electronic versions are also provided in both English and Spanish through the inmate tablet for inmate viewing as specified in Office Policy DI-6, *Limited English Proficiency (LEP) Inmates*.
 - A. During the intake process, at the Intake Transfer and Release (ITR) facility, the Inmate Classification Specialists shall offer inmates the *Rules and Regulations* booklet at the completion of the inmate’s classification interview, as specified in Office Policy DO-1, *Intake Process*.
 - B. The inmate shall be instructed to sign and date the *Rules and Regulations for Inmates* booklet acknowledgement form electronically.
 - C. If the inmate refuses to electronically sign the *Rules and Regulations for Inmates* booklet acknowledgement form, the Inmate Classification Specialist shall document in the Sheriff’s Inmate Electronic Data (SHIELD) “Inmate Refused to Sign” and shall include their serial number and the date of refusal.
 1. If an inmate is being held in an isolation holding area, the Inmate Classification Specialist shall offer the Rules and Regulations booklet to the inmate. The Inmate Classification Specialist shall write their serial number and date on the rules and regulations acknowledgement page on the space provided after the inmate has signed the booklet acknowledgement form. If the inmate is in isolation and unable to sign the acknowledgement form due to exigent circumstances, the Inmate Classification Specialist shall offer a hard copy of the Rules and Regulations booklet to the inmate and indicate on the form the inability to sign and whether the inmate received the booklet or not. The Inmate Classification Specialist shall then either upload the form into SHIELD or provide a comment in SHIELD documenting the circumstances.
 2. Rules and Regulations are available on the inmate tablet for review. Updates to the rules and regulations are posted on the inmate tablets and available in English and Spanish. All updates require an acknowledgement of an inmate attesting that they have read the updates.
 - D. Inmates may request a replacement copy of the Rules and Regulations booklet at any time during incarceration at an Office jail facility. The officer providing the replacement copy shall ensure the inmate signs the *Rules and Regulations for Inmates* acknowledgement form and the acknowledgement form is placed in the inmates Jail File.
2. **Accommodations/Assistive Technology:**
 - A. Detention personnel shall make a reasonable effort to interpret the Rules and Regulations who do not read or communicate in English or Spanish, including the use of bilingual personnel or the Voiance Language Service’s telephonic interpretation line, as specified in Office Policy GI-5, *Voiance Language Services*.
 - B. Detention personnel shall make a reasonable effort to assist inmates whose comprehension of the rules and regulations may be adversely affected by a disability or illiteracy.

3. **Training:** The Training Division shall provide training in the interpretation and application of the rules and regulations. The shift supervisors, Facility Training Officers (FTOs), and the Custody Bureau Hearing Unit shall provide guidance and assistance to staff when necessary to ensure proper interpretation and implementation of the Rules and Regulations.

4. **Review of Rules and Regulations:** The Custody Bureau Hearing Unit Commander or designee shall annually review and, if necessary, update the rules and regulations. All revisions or additions shall be in compliance with state and federal law. Any changes, including additions, deletions, or revisions to the rules and regulations shall be posted in each inmate housing unit, and on the inmate tablet in English and Spanish. The changes shall then be included in the next available updated printing of the Rules and Regulations booklet if the change is still applicable.