

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject POD RESTRICTIONS AND SECURITY OVERRIDES	Policy Number DJ-4 Effective Date 03-10-23
Related Information DJ-3, <i>Inmate Grievance Procedures</i> DL-3, <i>Inmate Hygiene</i> <i>Rules and Regulations for Inmates</i>	Supersedes DJ-4 (04-12-13)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for detention personnel imposing Pod Restrictions and Security Overrides in Office jail facilities.

POLICY

It is the policy of the Office to impose a Pod Restriction as a disciplinary action when inmates violate jail rules, as specified in the *Rules and Regulations for Inmates* or Security Override as a method of control within the jails to maintain security and safety when normal institutional order is disrupted or may become disruptive.

DEFINITIONS

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

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 to be charged.

Pod Restriction: An authorized disciplinary action used to deny privileges such as inmate tablet usage, television viewing, canteen, or recreation to a group of inmates, due to inappropriate institutional behavior.

Security Override: An authorized action used to deny, restrict, or withhold certain privileges, or delay the availability of individual rights from a group of inmates due to unusual circumstances which affect the institutional safety, order, or security for such time as the unusual circumstances exist. Security override is used for controlling and maintaining security when normal institutional order is disrupted or may be disrupted.

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's 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. **Pod Restrictions:** A Pod Restriction shall normally be imposed for the actions of more than half of the inmates housed in a pod. Supervisor approval is required to initiate a jail facility Pod Restriction.

- A. Actions warranting a Pod Restriction include, but are not limited to, the following:
 - 1. Tampering with or damaging a television;
 - 2. Vandalizing or destroying County property;
 - 3. Insolence toward staff;
 - 4. Violating facility health and sanitation guidelines, such as refusing to clean a housing unit; and
 - 5. Interfering with the duties of an officer or other staff member.

- B. Housing unit officers may make recommendations to their immediate supervisor to restrict certain inmate privileges.
 - 1. When an emergency or an unusual circumstance exists that requires a Pod Restriction, the affected housing unit officers shall immediately notify their supervisor.
 - 2. In an event, such as a group disturbance, medical emergency, or hostage situation, the housing unit officers shall have the authority to deny or cancel any inmate services or programs in order to maintain security and control of the inmates, during the time the event exists or is being investigated.
 - 3. Detention personnel may verbally express to the supervisor their request for the Pod Restriction to immediately initiate the action prior to completing the documentation, as specified in this Office Policy.

- C. Pod Restriction Sanctions: Pod Restriction sanctions may be imposed for an initial period of up to seven calendar days. The shift supervisor or shift commander can authorize a Pod Restriction of no more than 72 hours. The jail facility commander or designee may extend a Pod Restriction for up to seven calendar days total. Sanctions extended past seven days shall be approved by a bureau chief. Sanctions may include, but are not limited to, denial of the following:
 - 1. Television viewing;
 - 2. Telephone calls, except legal calls;
 - 3. Request or receive canteen except for health and hygiene items;
 - 4. Recreation;
 - 5. Visitation, except privileged visits;
 - 6. All in-person programs, excluding religious services and juvenile education;
 - 7. Inmate tablets; and
 - 8. Dayroom access.

- D. Pod Restriction Documentation: When a Pod Restriction is authorized, the following documentation shall be completed:

1. A housing unit officer shall document all pertinent information by making an entry in SHIELD and submitting a *Pod Restriction/Security Override Form* to the shift supervisor with a detailed summary of the event. The form shall include the following:
 - a. Date and time of incident;
 - b. Names and serial numbers of officers involved;
 - c. Specific jail rules or regulations violated;
 - d. Specific sanctions imposed;
 - e. Date and time when the sanctions start and end; and
 - f. Name and serial number of the supervisor authorizing the sanctions.
 2. The original *Pod Restriction/Security Override Form* shall be forwarded to the jail facility commander. The shift supervisor or designee shall ensure that a copy of the *Pod Restriction/ Security Override Form* is posted in the pod and that additional copies are forwarded to all affected custody bureau areas. The shift commander or designee shall assign detention personnel to complete an *Incident Report (IR)*, if required.
- E. Inmate Appeal Process: As specified in the *Rules and Regulations for Inmates*, one inmate representing a pod may challenge the validity of a Pod Restriction by submitting an *Inmate Institutional Disciplinary Appeal*. A mass or group appeal, or inmate grievance shall not be allowed under any circumstances, as specified in Office Policy DJ-3, *Inmate Grievance Procedures*.
1. The shift commander's duties when handling appeals include, but are not limited to, the following:
 - a. Discussing complaint subject matter with appropriate detention personnel;
 - b. Discussing complaint subject matter with the single inmate representative and seeking an informal solution;
 - c. Giving inmate's appropriate forms, if an informal solution can not be reached, and informing inmates that a mass appeal or inmate grievance will not be acceptable;
 - d. Advising inmates that similar complaints among individual inmates concerning the Pod Restriction should be addressed and appealed on a single *Inmate Institutional Disciplinary Appeal Form*, prepared by an inmate designated by the pod to represent them; and
 - e. Advising inmates with complaints, other than the Pod Restriction, to submit their complaint by using an *Inmate Grievance Form*.
 2. The *Inmate Institutional Disciplinary Appeal Form* shall be forwarded directly to the jail facility commander or designee for review. The decision of the jail facility commander or designee is final.
 3. The Custody Bureau Hearing Unit does not process *Inmate Institutional Disciplinary Appeal Forms*.

2. **Security Overrides:** A Security Override may be imposed when actions adversely affect institutional safety, order, or security. Supervisor approval is required to initiate an Office jail facility Security Override.
 - A. Actions warranting a Security Override include, but are not limited to, the following:
 1. Fire;
 2. Escape;
 3. Medical emergency or death;
 4. Inmate disturbance;
 5. Maintenance personnel in the housing unit;
 6. Power failure; or
 7. Severe or extraneous manpower shortage.
 - B. The jail facility commander or designee has the authority to impose a Security Override.
 - C. Housing unit officers may make recommendations to their immediate supervisor to restrict certain inmate privileges.
 1. When an emergency or an unusual circumstance exists that requires a Security Override, the affected housing unit officers shall immediately notify their supervisor.
 2. In an event, such as a group disturbance, medical emergency, or hostage situation, the housing unit officers shall have the authority to deny or cancel any inmate services or programs to maintain security and control of the inmates, during the time the event exists or is being investigated.
 - D. **Security Override Sanctions:** A Security Override will remain in effect for as long as the unusual circumstance exists or until rescinded by the jail facility commander or designee. At the discretion of the jail facility commander, inmates shall be offered one 15-minute shower every consecutive 72 hours that the Security Override is imposed, as specified in Office Policy DL-3, *Inmate Hygiene*. Sanctions may include, but are not limited to, denial of the following:
 1. Dayroom access, including television and phone privileges, to include legal calls;
 2. All programs, including religious services and juvenile education;
 3. Recreation;
 4. Visitation, including privileged visits;
 5. Reusable meal trays, which may be substituted with disposable foam trays or cold sack meals; and
 6. Inmate tablets.
 - E. **Security Override Documentation:** When a Security Override is authorized for a single, or multiple inmate housing units, a shift supervisor or designee shall be required to document all pertinent

information by making an entry in SHIELD and submitting a *Pod Restriction/Security Override Form* to the shift commander with a detailed summary of the event. The form shall include, but not limited to, the following:

1. Date and time of occurrence;
2. Specific type of occurrence;
3. Actions taken;
4. Name and serial number of the supervisor authorizing the Security Override;
5. Name and serial number of the officer requesting the Security Override; and
6. Date and time when the override start and ends.

F. Exigent Security Overrides: In situations where either a single or multiple jail facilities are placed on Security Override the following procedures shall be followed:

1. When a situation occurs warranting that multiple Office jail facilities are to be placed on Security Override, each jail facility commander or designee shall complete the *Pod Restriction/Security Override Form* and forwarded it to their respective bureau chief or designee.
2. The bureau chief shall forward the *Pod Restriction/Security Override Form* to the Chief of Custody.

G. When a situation occurs warranting an Office jail facility be placed on Security Override due to staff shortages or an emergency situation, the shift commander or designee shall ensure notification throughout the facility is made. Only the shift commander or designee shall be required to complete the *Pod Restriction/Security Override Form* to be forwarded to the jail facility commander. This form shall be forwarded to the respective bureau chief or designee.

3. **Inmate Housing Assignment:** Inmates should not be assigned to a pod that is already on Pod Restriction or Security Override, unless no other option is available.