

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject ALTERNATIVE MEAL DISCIPLINARY SANCTION (ALTERNATIVE MEAL MUFFINS)	Policy Number DJ-8 Effective Date 04-08-21
Related Information DI-3, <i>Restrictive Housing Operation</i> DJ-2, <i>Inmate Disciplinary Procedure</i>	Supersedes DJ-8 (04-06-16)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the use of the Alternative Meal Disciplinary Sanction (Alternative Meal Muffins) program for inmates.

POLICY

It is the policy of the Office to ensure that the safety and security of each jail facility is maintained for the protection of both employees and inmates. In an effort to enhance safety, the Office has developed an Alternative Meal Disciplinary Sanction for those inmates who have demonstrated violent or disruptive behavior toward employees or inmates, as specified in this Office Policy.

DEFINITIONS

Aggravated Assault: Causing serious physical injury to another inmate or using a deadly weapon or dangerous instrument to commit an assault. This further includes any assault on a person who is a peace officer, detention personnel, or any employee working in an official capacity within a jail facility.

Alternative Meal Muffins: An Alternative Meal Disciplinary Sanction that may be used to replace a regular meal. The Alternative Meal Muffins contain a standardized recipe of food ingredients that are mixed together and baked in bread dough. Two servings of Alternative Meal Muffins meet or exceed the daily calories and other nutrients for a sedentary adult as recommended by the United States Department of Agriculture (USDA), as specified in the Dietary Guidelines for Americans Report. The Alternative Meal Muffins are served twice daily **without** a beverage, food tray, or utensils.

Assault: Knowingly touching any other person with the intent to injure or by intentionally, knowingly, or recklessly causing any physical injury to another person.

Inmate Assault with Bodily Fluids: Throwing, squirting, or smearing any bodily fluids at or onto any peace officer, detention personnel, employee working in an official capacity within a jail facility, or another inmate.

Threatening: For the purpose of this Office Policy, includes an expressed intention to cause physical harm or injury to any individual usually made in retribution for something done or not done.

PROCEDURES

1. **Authorized Use of Alternative Meal Disciplinary Sanctions:** The Alternative Meal Disciplinary Sanctions may be imposed by a Custody Bureau Hearing Unit (CBHU) sergeant as part of the inmate disciplinary process. Offenses for which the sanctions may be used are:
 - A. Threatening;

- B. Inmate assault with bodily fluids;
 - C. Assault or aggravated assault; and
 - D. Possession of a blade or object with a cutting edge, whether altered to form a sharpened instrument or in its original form, including possession of a syringe.
2. **Limits of Use for Alternative Meal Disciplinary Sanctions:** Alternative Meal Disciplinary Sanctions may not be used for violations of the *Rules and Regulations for Inmates* beyond those outlined in this Office Policy, or to sanction inmates who are pregnant or on a religious diet.
- A. Inmates on a medical diet may be placed on the Alternative Meal Disciplinary Sanction only after Correctional Health Services (CHS) determines the alternative meal will not impose on the inmates dietary needs.
 - B. Seriously Mentally Ill (SMI) or Mental Health Chronic Care (MHCC) inmates shall not be placed on Alternative Meal Disciplinary Sanctions without consultation with CHS to determine how placement on the alternative meal may affect the inmate's mental health.
3. **Detention Personnel Responsibilities:** Authorization must be obtained from a supervisor prior to requesting an Alternative Meal Disciplinary Sanction on an inmate as part of the disciplinary procedure. Detention personnel responsibilities include, but are not limited to, the following:
- A. Complete a *Disciplinary Action Report (DAR)*, a *Jail Commander's Notification Form (JCNF)*, and an *Alternative Meal Sanction Program Request Form*. These forms shall be completed and forwarded to the shift supervisor prior to the end of shift.
 - B. Complete an *Incident Report (IR)*. The face sheet must be completed in TraCS, printed out, and attached to the DAR, JCNF, and *Alternative Meal Sanction Program Request Form*, and forward to the shift supervisor prior to the end of shift. The IR number shall not be written on the DAR.
 - C. Document the following information as an isolation entry in the Sheriff's Inmate Electronic Data (SHIELD) once sanctions have been imposed by the CBHU:
 - 1. Placement on Alternative Meal Disciplinary Sanctions; and
 - 2. All offerings of the Alternative Meal Muffins and whether it was accepted or refused by the inmate.
4. **Detention Supervisor Responsibilities:** Supervisors shall ensure the requirements are met prior to requesting the use of the Alternative Meal Disciplinary Sanctions. Supervisory responsibilities include, but are not limited to, the following:
- A. Ensuring the offense meets the criteria, as specified in this Office Policy;
 - B. Verifying and ensuring that all paperwork such as the DAR, IR, JCNF, and *Alternative Meal Sanction Program Request Form* have been completed;
 - C. Confirming that the inmate being recommended for placement on Alternative Meal Disciplinary Sanctions is not pregnant or on a religious diet. Inmates on a medical diet may be placed on Alternative Meal Disciplinary Sanctions only after CHS review and approval;

- D. Forwarding all original, completed paperwork to the CBHU and sending copies to the jail facility commander, or designee; and
 - E. Reviewing the SHIELD isolation entries once each shift to ensure proper procedures, documentation, and entries are being completed once sanctions have been imposed by a CBHU hearing sergeant.
5. **Use of Security Restrictive Housing Pending Alternative Meal Disciplinary Sanctions:** A CBHU hearing sergeant shall complete a review before placing an inmate on Alternative Meal Disciplinary Sanctions. However, immediate action may be taken by the shift supervisor for safety and security of the jail facility by housing the inmate in security restrictive housing, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
- A. Placement of inmates in security restrictive housing shall not infringe on the inmate's right for due process;
 - B. Placement into security restrictive housing shall not exceed 72 hours, as specified in Office Policy DI-3, *Restrictive Housing Operation*; and
 - C. Copies of the DAR, IR face sheet, JCNF, and the *Alternative Meal Sanction Program Request Form* shall be placed in the housing unit during the period of security restrictive housing.
6. **Housing Requirements for Inmates on Alternative Meal Disciplinary Sanctions:** If an inmate is placed on Alternative Meal Disciplinary Sanctions, the following housing procedures shall be followed:
- A. All cell property, excluding hygiene items and legal paperwork, shall be removed from the inmate for the first 48 hours. The cell property removed shall be inventoried, securely stored, and documented in SHIELD.
 - B. Mattresses and clothing shall remain with the inmate unless the inmate uses or attempts to use these items to harm others or as a barrier, such as an inmate who is using them to block their door from detention personnel entry or view. Prior to removal of these items from the inmate, the shift supervisor shall be notified, and approval must be obtained. If these items are removed from the inmate, this shall be documented in SHIELD as an isolation entry.
 - C. Cell property, excluding canteen food items, shall be returned to the inmate after the first 48 hours. Inmates who use or attempt to use their cell property to harm others or as a barrier may have their cell property removed for an additional 24 hours for each occurrence, at the discretion and approval of the shift supervisor. This shall be documented in SHIELD as an isolation entry.
 - D. After the initial 48 hours of sanctions, the inmate shall receive one 15-minute block of time for dayroom and shower access. Thereafter, the inmate shall receive one 15-minute block of time for dayroom and shower access on the seventh day of placement and every subsequent seventh day. On these days, the inmate shall also be given a 24-hour period where regular meals will be served. This shall be documented in SHIELD as an isolation entry.
7. **Transfer of Inmates on Alternative Meal Disciplinary Sanctions:** Compliance with this Office Policy shall become the responsibility of the receiving jail facility shift supervisor when an inmate is transferred while under Alternative Meal Disciplinary Sanctions.
- A. The sending jail facility shift supervisor shall ensure that all necessary documentation and inmate cell property is sent together when an inmate is transferred to another Office jail facility.

- B. The receiving jail facility shift supervisor shall ensure that all necessary documentation and inmate cell property is received at their jail facility.
8. **Custody Bureau Hearing Unit Responsibilities:** The CBHU shall review the DAR, the *Alternative Meal Sanction Program Request Form*, and all supporting documentation. CBHU sergeants shall be responsible for the following:
- A. Conducting a hearing on the DAR, as specified in Office Policy DJ-2, *Inmate Disciplinary Procedure*.
 - B. Reviewing the *Alternative Meal Sanction Program Request Form* as part of the disciplinary process to ensure the request meets the criteria, as specified in this Office Policy.
 - C. Determining the appropriate number of days to be served by the inmate on the Alternative Meal Disciplinary Sanctions and entering the information in SHIELD. An inmate who commits an offense, as specified in this Office Policy, may be placed on Alternative Meal Disciplinary Sanctions for up to 30 days for each separate occurrence.
 - D. Maintaining records for a period of two years of all inmates who have been placed on Alternative Meal Disciplinary Sanctions.
9. **Removal from Alternative Meal Disciplinary Sanctions:** Removal from Alternative Meal Disciplinary Sanctions requires approval from the CBHU Commander or designee. This shall normally occur prior to the scheduled end of the sanction. Upon approval from the CBHU Commander or designee, detention personnel shall ensure the following:
- A. Return any cell property belonging to the inmate;
 - B. Document the removal in SHIELD as an isolation entry; and
 - C. Transfer the inmate to the appropriate housing unit category, as applicable.