

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject AUTHORIZED INMATE POSSESSIONS	Policy Number DD-1 Effective Date 02-06-24
Related Information ARS 13-2501 DD-2, <i>Inmate Property Control</i> DH-3, <i>Searches and Contraband Control</i> DI-6, <i>Limited English Proficiency (LEP) Inmates</i> DJ-1, <i>Rules and Regulations for Inmates</i> GE-3, <i>Property Management and Evidence Control</i> GJ-10, <i>Transport of Inmate Property and Files</i>	Supersedes DD-1 (12-10-19)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for regulating property an inmate is issued and authorized to possess while in the custody of the Maricopa County Sheriff's Office.

POLICY

It is the policy of the Office to regulate the property an inmate is issued and authorized to possess during their incarceration.

DEFINITIONS

Contraband: An item whose introduction or possession is specifically prohibited within an Office facility.

1. **Administrative Contraband:** Any item not specifically included in the definition of contraband in Arizona Revised Statutes (ARS) 13-2501, which has nonetheless been prohibited by the Sheriff for possession by inmates, including, but not limited to, money, jewelry, tobacco products, and fire-producing items, or any item not in an original or usable condition. Administrative contraband, although not considered to be criminal contraband, may in some cases become criminal evidence, if found or recovered in connection with a criminal act, such as an extortion attempt or a drug transaction.
2. **Criminal Contraband:** Any item specifically defined in ARS 13-2501, such as dangerous weapons or drugs.

Indigent Inmate: An inmate who has one dollar or less in their inmate fund account for at least seven consecutive days.

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

Inmate Tablet: A handheld computerized electronic device used by inmates to stream music, movies, games, submit inmate forms electronically, and communicate with members of the public and legal representatives. 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.

Laundry-Issued Items: All Office jail issued shirts, pants, undergarments, nightgowns, socks and shoes; sheets, blankets and towels; and all seasonal items, such as thermals for non-temperature-controlled areas.

Limited English Proficiency (LEP) Inmates: Inmates who do not speak English as their primary language and who have limited ability to speak, read, write, or understand the English language.

Pencil: A wooden writing instrument consisting of lead, without an eraser, not to exceed three inches in length.

Religious Articles: Items specific to the sincere belief in a religion, including, but not limited to, hijabs, kufis, yarmulkes, and rosaries.

Religious Literature: Written or electronic work that is capable of expressing religious feeling or conviction. This includes books, magazines, devotionals, newspapers, and the scriptures of a religion.

Safekeeping Property: Non-evidentiary property that is placed in the custody of the Office for temporary protection on behalf of the owner and is available for immediate release to the rightful owner. Safekeeping property is disposed of if it is not claimed after 30 calendar days.

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 an Office jail facility housing unit Shift Logs.

Work Furlough: A program that allows eligible, fully-sentenced inmates to work in the community during designated hours.

Work Release: A court ordered sentence that specifies dates or times that an inmate is to be confined in an Office jail facility and released into the community.

PROCEDURES

1. **Housing Inmates:** Upon arrival of newly booked inmates, detention personnel should make a reasonable effort to ensure that inmates have the *Rules and Regulations for Inmates* booklet issued by the Inmate Classification Division, as specified in Office Policy DJ-1, *Rules and Regulations for Inmates*. This booklet should also be available to inmates in their assigned housing unit. 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*. Inmates assigned to non-general population housing may be restricted from possessing items normally afforded to general population inmates.
2. **Basic Inmate Possessions:** Newly booked, full-custody inmates shall receive clean and presentable Office jail facility uniform clothing and a color-coded identification bracelet. Upon arrival at their assigned Office jail facility, inmates shall receive clean bedding, hygiene items, and a pencil. Inmates may possess the following items:
 - A. One bar of soap;
 - B. One toothbrush, three inches or less in length;
 - C. One tube of toothpaste;
 - D. One comb;
 - E. No more than five pencils, excluding colored pencils purchased through Inmate Canteen, unless otherwise authorized;
 - F. One disposable razor, which may be distributed separately as designated by each Office jail facility;

- G. One mattress, which shall remain on bunk/in assigned area;
 - H. One sheet, which shall remain on bunk/in assigned area;
 - I. One blanket, which shall remain on bunk/in assigned area;
 - J. One pair of shoes and/or shower shoes;
 - K. One pair of socks;
 - L. Two pairs of underwear as applicable;
 - M. One nightshirt, two bras and four panties as applicable;
 - N. One pair of Office jail facility uniform pants;
 - O. One Office jail facility uniform shirt;
 - P. Three towels;
 - Q. One green cleaning towel;
 - R. Thermal underwear, at the discretion of the Office jail facility commander or designee; and
 - S. Other items as authorized by the Office jail facility commander or designee.
3. **Additional Authorized Inmate Possessions:** Inmates may possess additional items such as an inmate tablet, canteen, subscriptions, and religious articles, which may include:
- A. Items purchased from the Inmate Canteen; and
 - B. Up to seven publications of religious literature, three books, five magazines, which combined will include issued library and privately purchased material, and not more than two daily newspapers.
 - 1. Newspapers over three days old shall be discarded by the inmate or confiscated by detention personnel;
 - 2. Inmates who are moved to a different housing unit shall be allowed up to two additional days of newspaper retention immediately after a move to allow for any delay in receipt of their newspapers; and
 - 3. Any publication shall be confiscated if detention personnel determine the items to be a security risk.
 - C. Religious articles, including but not limited to, rosary beads, a kufi cap, a hijab, a yarmulke, or other items of a religious nature, as determined by a MCSO chaplain and approved by the Office jail facility commander or designee.
 - 1. Rosaries shall not be worn or altered; and
 - 2. Religious headwear shall only be worn in an inmate's cell, dayroom during prayer, or during religious services.
 - D. There is no limit to the number of photographs inmates may possess, unless possession of excess photographs creates a safety or security risk of an Office jail facility. Excess photographs shall be released as specified in this Office Policy or the photographs shall be impounded as specified in Office Policy GE-3, *Property Management and Evidence Control*.

1. Inmates may receive up to five (5) photographs at a time in a single envelope. The envelope must be clearly marked “photographs”.
2. Photographs must not exceed four inches by six inches in size.
3. The inmate’s name and booking number shall be written on the back of each photograph.
4. The photographs shall be unaltered and shall not contain any adhesives such as stickers or labels.
5. Inmates are not allowed to possess Polaroid, gang affiliated, or sexually explicit photographs.
- E. Contact lenses with protective cases and cleaning solution in non-aerosol containers. Costume lenses are not authorized.
- F. Prescription eyeglasses or magnifying reading glasses with soft protective cases having no metal or hard plastic parts. Eyeglasses must not be broken or altered.
- G. Prostheses approved by Correctional Health Services (CHS).
- H. Hearing aid devices and batteries.
- I. Legal documents or court materials to include, but not limited to, mail received from attorneys, courts, officers of the court, government officials or agencies, and other law enforcement agencies.
- J. Medical care items authorized by CHS and approved by a detention supervisor.
- K. Medical alert bracelets or necklaces.
- L. Other items issued for inmate personal hygiene needs.
- M. Other items as authorized, in writing, by the Office jail facility commander or designee.
4. **Authorized Possession of Extra Items:** Authorization by CHS for additional items shall be entered into the Electronic Health Record (EHR) application. This authorization is documented by a CHS speed letter and entered into the Sheriff’s Inmate Electronic Data (SHIELD) by a shift supervisor or shift commander. The authorization shall stipulate the type of item to be issued and the expiration date of the authorization. Extra items include, but are not limited to, the following:
 - A. Extra laundry-issued items, as authorized by CHS, and approved by a detention supervisor;
 - B. Extra food items, as authorized by CHS;
 - C. Keep on Person (KOP) medication in the original package; or
 - D. Medical devices such as Continuous Positive Airway Pressure (CPAP) machines, crutches, and slings.
5. **Unauthorized Possession of Extra Items:** Unless authorized by CHS or by the Office jail facility commander or designee, possession of extra items by an inmate shall be considered a minor offense. Detention personnel discovering excess items during a cell search shall remove unauthorized items and may initiate appropriate disciplinary and/or administrative actions, as specified in the *Rules and Regulations for Inmates*.
6. **Sanitation and Safety:** Items which inmates may possess in their cells are limited by the space available, and the sanitation and safety requirements of the Office jail facility.

- A. Inmates shall not be permitted to accumulate or maintain personal property in such a way as to create unsafe or unsanitary conditions.
 - B. Detention personnel shall instruct inmates to maintain their cells in a sanitary and orderly manner, and be given the opportunity to clean their cells or rooms.
 - C. Detention personnel shall require inmates to release excess property to family or friends, or it shall be confiscated and impounded for safekeeping as specified in Office Policies DD-2, *Inmate Property Control*, and GE-3, *Property Management and Evidence Control*.
7. **Inmate Contraband:** Any item not maintained in its original or usable condition, or which has been altered or modified to function in some new capacity, shall be discarded by the inmate.
- A. Items which the inmate refuses to discard shall be removed and discarded by detention personnel.
 - B. Inmates are only authorized to possess materials issued by Office personnel or CHS, purchased through Inmate Canteen, authorized items received through the mail, and legal documents.
 - C. Further procedures regarding inmate administrative and criminal contraband shall be followed as specified in Office Policy DH-3, *Searches and Contraband Control*.
8. **Removal of Property:** The property an inmate is normally authorized to possess may be restricted or withheld for security reasons, or with the approval of a shift supervisor. Detention personnel shall not destroy, remove, or seize an inmate's authorized possessions without the knowledge of the inmate, unless security reasons dictate otherwise. Inmate property retained at the Office jail facility shall be inventoried, securely stored, and shall be documented in SHIELD. Items not authorized for retention by the inmate shall either be mailed out by the inmate, discarded as specified in this Office Policy, or impounded for safekeeping as specified in Office Policy GE-3, *Property Management and Evidence Control*.
9. **Indigent Full-Custody Inmates:** These inmates may request indigent care items by writing an X next to "901" Weekly Package on the regular Canteen Order Form and submitting it to detention personnel on the day prior to the normal canteen delivery day for the Office jail facility. Indigent care items for eligible indigent inmates should be included with the regular canteen orders for distribution at each Office jail facility. The following items may be issued to indigent inmates:
- A. Up to five postcards per week;
 - B. One pencil per week;
 - C. One tube of toothpaste per week; and
 - D. One toothbrush, not to exceed three inches in length, per week.
10. **Authorized Possessions Outside a Housing Unit:** Inmates attending or participating in visitation, recreation, religious activities, or other programs inside the Office jail facility, in addition to their inmate color-coded identification bracelet, may possess the following items, according to the activity:
- A. Court papers and pencil, when receiving a privileged visit with an attorney or other legal representative;
 - B. Eyeglasses, any activity;
 - C. A rosary, kufi cap, hijab, yarmulke, a bible, religious literature, or other previously authorized religious articles, when attending a religious activity or service, or religious privileged visit; and
 - D. Study books, paper, and pencil, when attending General Educational Development (GED) classes, or other approved inmate programs.

11. **Working Inmates:** Working inmates may possess the following items while at their work assignments:
 - A. Inmate color-coded identification bracelet; and
 - B. Eyeglasses.

12. **Sentenced, Work Furlough, Work Release, and Inmates Serving Five Days or Less:** These inmates shall only be issued the following items, and are authorized to possess additional items to be determined by the Office jail facility commander or designee:
 - A. One blanket, which shall remain on bunk/in assigned area;
 - B. One sheet, which shall remain on bunk/in assigned area;
 - C. One mattress, which shall remain on bunk/in assigned area;
 - D. One towel;
 - E. One comb;
 - F. One toothbrush, not to exceed three inches in length;
 - G. One tube of toothpaste;
 - H. One pencil, not to exceed three inches in length;
 - I. Additional items for work furlough, work release, and inmates serving five days or less, authorized by the Office jail facility commander or designee include, but are not limited to:
 1. Approved prescription medication that shall be stored in lockers at the designated Office jail facility;
 2. Prescription eyeglasses or magnifying reading glasses with soft protective cases;
 3. Up to \$40.00 cash and up to \$5.00 in quarters while at the designated Office jail facility;
 4. One wallet with driver's license or identification card;
 5. One paperback book or magazine;
 6. Two towels;
 7. One non-electric clock/alarm;
 8. Work release and work furlough inmates shall only have two keys with one key ring;
 9. Work release inmates shall only have one pair of shoes; and
 10. Work furlough inmates shall only have two pairs of shoes and five sets of clothing.

13. **Transportation:** An inmate being transported outside the Office jail facility on a temporary basis to attend court, a medical appointment, or for other authorized purposes, may possess the following items:
 - A. Prescription eyeglasses or magnifying reading glasses;
 - B. Legal materials, if attending court;

- C. Medical care items, clothing, and/or shoes which have been authorized by CHS and approved by the Office jail facility commander or designee; and
 - D. KOP medication in the original package.
14. **Inmate Transfers:** The control of inmate property and possessions for inmates being transferred from an Office jail facility shall be maintained, as specified in Office Policy GJ-10, *Transport of Inmate Property and files*.