

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject JAIL FACILITY TOURS	Policy Number GJ-18 Effective Date 09-23-20
Related Information ARS §13-2501 DH-1, <i>Jail Access</i> DH-3, <i>Contraband Control</i> GC-19, <i>Dress and Appearance</i> GC-20, <i>Uniform Specifications</i> GD-7, <i>Media Relations and Social Media</i>	Supersedes GJ-18 (11-07-06)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for conducting tours of Office jail facilities for members of the public and Office employees.

Although this Office Policy refers to “employees” throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to provide tours of Office jail facilities when requested by members of the public and employees, subject to the safety and security concerns of the affected Office jail facility.

DEFINITIONS

Acceptable Identification (ID): Current identification documents such as a driver’s license, state-issued identification card, passport, or military identification card, which contains at a minimum the individual’s name, date of birth, sex, and a clear photograph.

Contraband: An item whose introduction or possession is specifically prohibited within a jail facility.

- A. **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.
- B. **Criminal Contraband:** Any item specifically defined in ARS §13-2501, such as dangerous weapons or drugs.

PROCEDURES

1. **Jail Facility Tours:** Jail facility tours require the approval of the jail facility commander or designee. Each jail facility commander, or designee, may approve tours to accommodate the specific safety and security needs of the respective jail facility.

- A. Tours for adults should be conducted in a manner which restricts physical contact with inmates.
 - B. Tours for individuals under the age of 18 years should be conducted in a manner where there is no physical contact with inmates and visual contact with inmates is limited. Tours of this type should take place in unoccupied cells and housing units, when possible. Some jail facilities may not be suitable for tours for minors.
 - C. Other types of tours may be conducted to meet the specific needs of the individuals requesting the tour, such as new employees, inspectors, auditors, and/or law enforcement personnel.
 - D. Tours may exclude jail facility intake areas, custody bureau medical records offices, or mental health or infirmary units, in order to protect tour participants and ensure inmate health information and privacy rights are protected.
- 2. **Scheduling Tours:** Members of the public, groups, or employees may make tour arrangements through each respective jail facility commander or designee.
- A. Members of the media shall not be allowed to use cameras in jail facilities, or be allowed into secured areas of a jail facility without the approval of a bureau chief and notification of the PIO, as specified in Office Policy GD-7, *Media Relations and Social Media*.
 - B. The jail facility commander, or designee, may conduct queries through the Justice Web Interface (JWI) for criminal history and warrants, prior to the visit, on each adult member of the general public requesting to tour a jail facility.
- 3. **Tour Restrictions:** Additional restrictions may be imposed by a jail facility commander or shift supervisor and may include, but are not limited to, the following:
- A. Adult tour participants who do not produce acceptable identification will not be allowed to tour a jail facility.
 - B. Tour participants may be subject to search prior to the start of the tour. Detention personnel shall notify tour participants they are not to bring any contraband into a jail facility, as specified in Office Policy DH-3, *Contraband Control*.
 - C. Detention personnel shall advise tour participants of acceptable dress code attire. The dress code attire shall be enforced prior to and throughout the jail facility tour. Questions concerning appropriate dress attire shall be referred to a supervisor to determine whether the tour participant will be permitted to participate. Dress code violations include, but are not limited to, the following:
 - 1. Wearing swimming attire;
 - 2. Wearing clothing, which is above mid-thigh, to include cutoffs, shorts, dresses, and skirts;
 - 3. Wearing see-through clothing, including, but not limited to, sheer blouses or any other clothing considered to be revealing;
 - 4. Wearing clothing, such as a tube top, tank top, or halter top which exposes excessive cleavage, the midriff, or the shoulders, irrespective of the visitor's gender;
 - 5. Wearing or displaying clothing or paraphernalia which identifies a specific gang by name or logo;

- 6. Wearing or displaying clothing or logos that may be considered offensive;
 - 7. Having bare feet; or
 - 8. Any visible gang related or offensive tattoos.
- D. Detention personnel shall not allow tour participants to photograph or electronically record the tour without specific authorization from the jail facility commander, or designee, or the PIO.
- E. Detention personnel shall not permit tour participants to operate or use any jail facility keys or equipment.
4. **Conducting the Tour:** Responsibilities of detention personnel conducting a tour include, but are not limited to, the following:
- A. Explaining the jail facility operations to the tour participants;
 - B. Instructing the tour participants to follow directions in the event of a dangerous or abnormal situation, such as a fire, inmate fight, or escape;
 - C. Immediately reporting uncooperative or disruptive tour participants to the jail facility shift supervisor; and
 - D. Announcing the impending arrival of tour participants in inmate living areas, allowing the inmates sufficient time to become fully clothed and avoid embarrassing or compromising situations.
- 5. **Jail Facility Tours for Office Employees:**
- A. Employees may tour jail facilities with the approval of their supervisor.
 - B. The employee shall contact the respective jail facility commander, or designee, for approval and scheduling.
 - C. Employees approved for a tour of a jail facility shall dress in appropriate business casual attire, or in uniform, as specified in Office Policies GC-19, *Dress and Appearance* and GC-20, *Uniform Specifications*. Non-uniformed personnel shall visibly display their badge or Maricopa County Sheriff's Office (MCSO) Identification (ID) card on their clothing while in a secured Office building.
 - D. Employees shall adhere to all instructions and orders issued by jail facility personnel. Failure to do so may result in termination of the jail facility tour.
- 6. **Refusal, Termination, or Suspension of a Jail Facility Tour:** The jail facility commander, or designee, may refuse, suspend, or terminate any jail facility tour for any of the following reasons:
- A. Threats to the security or safe operation of the jail facility; and
 - B. Threats to Office employees, or members of the public.