



The Briefing Board

Number 25-34
September 29, 2025

IMMEDIATE POLICY CHANGES **DH-3, SEARCHES AND CONTRABAND CONTROL** **DH-7, INTRAFACILITY INMATE MOVEMENT** **DO-1, INTAKE PROCESS**

Detention personnel and those employees associated with detention related functions are **required** to read the Office Policies below to ensure they are familiar with the changes that have been made. Detention personnel and those employees associated with detention related functions are **required** to log into [TheHUB](#), to review and acknowledge an understanding of these Office Policies within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect of Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

DH-3, SEARCHES AND CONTRABAND CONTROL

Effective **September 30, 2025**, Office Policy DH-3, *Searches and Contraband Control*, is revised as follows (Changes indicated in ~~strike through~~ and **UPPER-CASE BOLD UNDERLINED** text):

DEFINITIONS

Image Analysis Officer: Detention personnel who have successfully completed the ~~Safe-View~~ **LINEV** Body Scanner training. These officers will be of the same gender as the inmate being screened through the ~~Safe-View~~ **LINEV X-RAY** Body Scanner.

LINEV BODY SCANNER: A LOW DOSE X-RAY SCANNING SYSTEM DESIGNED TO DETECT CONTRABAND, AND WEAPONS CONCEALED ON OR INSIDE A PERSON.

~~***SafeView Body Scanner:*** A non-ionizing radiation device that allows a quick screening of an inmate. The scanner searches for both metallic and non-metallic items: contraband, weapons, standard and home-made explosives, liquids, gels, plastics, powders, metals, ceramics, and other materials. SafeView radio waves are low power and non-invasive.~~

PROCEDURES

- Pat-Down Searches:** Detention officers and authorized civilian personnel shall conduct inmate pat-down searches as instructed by the Training Division and a designated facility FTO. Pat-down searches shall be conducted, in addition to the ~~Safe-View~~ **LINEV** Body Scanner as available, and in a professional, respectful, and least intrusive manner possible, consistent with security needs. Inmates shall be pat-down searched during the intake procedure and prior to placement in a holding cell, or being seated in the direct supervision

intake area, as specified in Office Policy DO-1, *Intake Process*. Inmates shall only be searched by detention officers and authorized civilian personnel.

6. **SafeView LINEV Body Scanner Search:** Detention officers shall MAY use the SafeView LINEV Body Scanner to complete a scan of each inmate. **THE FULL-SIZE AND PORTABLE BODY SCANNERS ARE USED TO DETECT CONTRABAND. ALL INCARCERATED INMATES AND PRISONERS, EXCEPT THOSE PROHIBITED IN OFFICE POLICY DH-11, INMATE BODY SCANNERS, ENTERING A CUSTODY BUREAU JAIL FACILITY MAY BE SUBJECT TO SCAN FOR CONTRABAND. THE BODY SCANNER MAY ALSO BE USED, AT THE DIRECTION OF THE DIVISION COMMANDER OR DESIGNEE, ANY TIME AN INCARCERATED PERSON IS BELIEVED TO BE CONCEALING CONTRABAND.** If the jail facility does not have a SafeView LINEV Body Scanner, **OR A FUNCTIONING LINEV BODY SCANNER OR AN IMAGE ANALYSIS OFFICER AVAILABLE, AT MINIMUM,** detention officers shall conduct a pat-down search, as specified in this policy. **PROCEDURES FOR THE USE AND OPERATION OF LINEV BODY SCANNERS SHALL BE FOLLOWED, AS SPECIFIED IN OFFICE POLICY DH-11, INMATE BODY SCANNERS.**
- A. ~~The SafeView Body Scanner station should be placed in a remote location providing privacy or a privacy wall shall be used.~~
- B. ~~Analysis of all body scans shall be conducted in a professional manner.~~
1. ~~When the inmate steps into position of the SafeView Body Scanner, detention officers shall take an image using a touch screen monitor and immediately review the image.~~
2. ~~In the event the image is transmitted to a separate computer for the Image Analysis Officer to review and interpret, that officer shall be of the same gender as the inmate being screened. Detention officers shall be notified of any areas of concern identified by the Image Analysis Officer.~~
- C. ~~The SafeView Body Scanner is designed to locate areas of concern to allow for a directed pat down search. The body scanner shall be used to search:~~
1. ~~All persons who are booked into an Office jail facility;~~
2. ~~Inmates assigned to a new Office jail facility;~~
3. ~~Inmates leaving and returning from outside the Office jail facility;~~
4. ~~Working inmates reporting to and returning from their job assignments; or~~
5. ~~Any inmate in custody, where reasonable suspicion exists that they may be concealing contraband.~~
- D. ~~Inmates who may present a fall risk, or medically unable to stand or walk, are not required to undergo a search by the SafeView Body Scanner. The inmate shall then be pat down searched.~~
- E. ~~Inmates refusing to be scanned shall be placed into a secure holding cell, and a supervisor shall be notified.~~
1. ~~The supervisor should encourage the inmate to be scanned.~~

2. ~~Upon review of the facts and the circumstances of the reason for refusal of the search, it will be at the discretion of the supervisor to conduct a pat down search, or upon reasonable suspicion, conduct a strip search of the inmate.~~

- F. ~~Procedures for use of the SafeView Body Scanner by detention officers assigned to the Intake, Transfer, and Release (ITR) facility shall be followed, as specified in Office Policy DO-1, *Intake Process*.~~

DH-7, INTRAFACILITY INMATE MOVEMENT

Effective **September 30, 2025**, Office Policy DH-7, *Intrafacility Inmate Movement*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

2. **Inmates Leaving the Housing Unit:** Prior to authorizing an inmate to leave their housing unit, detention personnel shall confirm the identity of the inmate by comparing the inmate ID bracelet photo, name, and booking number to the housing unit roster or the *Sheriff's Inmate Electronic Data* (SHIELD) booking detail. The inmate shall have a legitimate, approved reason for leaving the housing unit.
- C. Inmate searches shall be performed, as specified in Office Policy ~~IES~~ DH-3, *Searches and Contraband Control* **AND DH-11, INMATE BODY SCANNERS, AS APPLICABLE.**
4. **Inmates Returning to Housing Units:** Detention personnel shall confirm the identity of all inmates returning into their housing units by comparing the inmate ID photo to the inmate and by comparing the inmate's name and booking number to the housing unit roster, or the inmate's booking detail in SHIELD. In the event the inmate does not have an ID, their identity shall be verified by procedures specified in this Office Policy. Inmate searches shall be performed, as specified in Office Policy DH-3, *Searches and Contraband Control*. **ADDITIONALLY, INMATES RETURNING FROM OR DEPARTING FOR AN OUTSIDE APPOINTMENT SUCH AS, BUT NOT LIMITED TO, A COURT OR A MEDICAL FACILITY OR INMATES WHO ARE TRANSFERRED TO ANOTHER CUSTODY BUREAU JAIL FACILITY MAY BE SUBJECT TO A BODY SCAN SEARCH, AS SPECIFIED IN OFFICE POLICY DH-11, INMATE BODY SCANNERS.**

DO-1, INTAKE PROCESS

Effective **September 30, 2025**, Office Policy DO-1, *Intake Process*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

DEFINITIONS

Image Analysis Officer: Detention personnel who have successfully completed the ~~Safe-View~~ **LINEV** Body Scanner training. These officers will be of the same gender as the inmate being screened through the ~~Safe-View~~ **LINEV X-RAY** Body Scanner.

LINEV BODY SCANNER: A LOW DOSE X-RAY SCANNING SYSTEM DESIGNED TO DETECT CONTRABAND, AND WEAPONS CONCEALED ON OR INSIDE A PERSON.

~~***SafeView Body Scanner:*** A non-ionizing radiation device that allows a quick screening of an inmate. The scanner searches for both metallic and non-metallic items: contraband, weapons, standard and home-made explosives, liquids, gels, plastics, powders, metals, ceramics, and other materials. SafeView radio waves are low power and non-invasive.~~

PROCEDURES

2. **In-Processing:** Detention officers shall conduct the following search procedures, as specified in this Office Policy, and Office Policy DH-3, *Searches and Contraband Control*, AND OFFICE POLICY DH-11, *INMATE BODY SCANNERS*.
- A. ~~SafeView~~ **LINEV** Body Scanner Search: Detention officers shall use the ~~SafeView~~ **LINEV** Body Scanner to complete a scan of each prisoner **PRIOR TO ACCEPTANCE AT THE ITR FACILITY, AS SPECIFIED IN OFFICE POLICY DH-11, *INMATE BODY SCANNERS*. PROCEDURES FOR THE USE AND OPERATIONS OF THE LINEV BODY SCANNER SHALL BE FOLLOWED, AS SPECIFIED IN OFFICE POLICY DH-11, *INMATE BODY SCANNERS*.**
- ~~1. Prior to acceptance at the ITR facility, all prisoners should be searched utilizing the SafeView Body Scanner.~~
 - ~~2. The SafeView Body Scanner station should be placed in a remote location providing privacy or a privacy wall shall be used.~~
 - ~~3. Prisoners who are medically unable to stand, are not required to undergo a search by the SafeView Body Scanner. The prisoner shall then be pat-down searched.~~
 - ~~4. Analysis of all body scans shall be conducted in a professional manner.~~
 - ~~a. When the inmate steps into position of the SafeView Body Scanner, detention officers shall take an image using a touch screen monitor and immediately review the image.~~
 - ~~b. In the event the image is transmitted to a separate computer for the image analysis officer to review and interpret, that officer shall be of the same gender as the inmate being screened. Detention officers shall be notified of any areas of concern.~~
 - ~~5. Prisoners refusing to be scanned shall be placed into a secure holding cell, and a supervisor shall be notified.~~
 - ~~a. The supervisor should encourage the prisoner to be scanned.~~
 - ~~b. Upon review of the facts and the circumstances of the reason for refusal of the search, it will be at the discretion of the supervisor to conduct a pat-down search, or upon reasonable suspicion, conduct a strip search of the prisoner.~~
- C. Pat-Down Search: Detention officers shall conduct pat-down searches, as instructed by the Training Division and the facility FTO. Pat-down searches shall be conducted, ~~in addition to the SafeView~~ **WHEN THE LINEV** Body Scanner as **IS NOT** available and **SHALL BE CONDUCTED** in a professional and respectful manner and in the least intrusive manner possible.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INTRAFACILITY INMATE MOVEMENT	Policy Number DH-7
		Effective Date 04-03-24
Related Information DF-1, <i>Inmate Classification and Files</i> DH-3, <i>Searches and Contraband Control</i> DI-1, <i>Inmate Housing Categories</i> DI-3, <i>Restrictive Housing Operation</i> DN-6, <i>Inactive Releases to Out-of-County Law Enforcement Agencies</i> GJ-9, <i>Restraint and Transportation of Prisoners and Inmates</i>		Supersedes DH-7 (03-24-20)

PURPOSE

It is the purpose of this Office Policy to establish guidelines and procedures regarding the movement and control of inmates within an Office jail facility.

POLICY

It is the policy of the Office to ensure that all inmate movement within an Office jail facility is done to optimize the safety and security of the Office jail facility, while closely monitoring and documenting all inmate movement.

DEFINITIONS

Closed Custody: The classification category of an inmate who, based upon documented factual information, poses a serious threat to life, property, employees, CHS personnel, other inmates, or to the orderly operation of the jail facility.

Extraordinary Circumstance: A circumstance which goes beyond what is usual, regular, or customary.

Keepaways: Documentation entered identifying inmates who are not authorized to be housed in the same housing unit, cell and/or holding cell due to security reasons.

Shift Logs: An electronic log used to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in an Office jail facility. It is also used to record the activities of inmates who are placed into restrictive housing for classification, disciplinary, security, psychiatric, or medical reasons.

PROCEDURES

1. **Inmates Identification:** Anytime inmates are outside of their cell or dorm, they must be fully clothed and must wear their inmate identification (ID) bracelet. The ID bracelet shall be worn on the wrist and face out where it is clearly visible to detention personnel, unless determined otherwise by a jail facility commander or designee for safety and security reasons.
2. **Inmates Leaving the Housing Unit:** Prior to authorizing an inmate to leave their housing unit, detention personnel shall confirm the identity of the inmate by comparing the inmate ID bracelet photo, name, and booking number to the housing unit roster or the *Sheriff's Inmate Electronic Data* (SHIELD) booking detail. The inmate shall have a legitimate, approved reason for leaving the housing unit.

- A. If the inmate states that they do not have an ID, a *Disciplinary Action Report* (DAR) shall be written noting the reason for the loss. The inmate must submit an *Inmate Request Form* for a new ID. The inmate's identity shall be verified by using the inmate's housing unit door card or the inmate's booking details in SHIELD. When a new ID is issued to the inmate, an entry shall be made in SHIELD stating the date the ID was issued.
 - B. The inmate's copy of either the *Inmate Request Form* or the DAR shall be used as proof of request for another ID and to prevent additional DAR's being written for the same violation. At no time shall an inmate be allowed to leave a housing unit without their identity being established and their ID in their possession. Absent extraordinary circumstances, an inmate who has no ID and requests to leave their housing unit for any reason will be required to present, and be in possession of, a copy of either the Inmate Request Form or the DAR.
 - C. Inmate searches shall be performed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
3. **Inmates Placed in Holding Tanks:** Detention personnel are authorized to place inmates into Custody Bureau facility holding tanks for various reasons throughout a shift, to include intrafacility movement.
- A. When placing inmates together into any Custody Bureau jail facility holding tank, detention personnel shall be aware of the inmate's housing status, current behavior or conduct, and classification level. Inmate classification categories are specified in Office Policy DF-1, *Inmate Classification and Files*. Detention personnel shall also consider any known keepaways prohibiting inmates of any classification level or housing category from being placed together in a holding tank.
 - 1. Minimum and medium general population inmates may be held together.
 - 2. Medium and maximum general population inmates may be held together.
 - 3. Closed custody classified inmates shall be held separately
 - 4. Inmates assigned to mental health housing shall be held separately based on the classification level and recommendations provided by Correctional Health Services (CHS) Mental Health.
 - 5. Inmates in restrictive housing to include inmates in security restrictive, administrative restrictive or nature of charges housing shall be placed away from the general inmate population, as specified in Office Policy DI-1, *Inmate Housing Categories* and DI-3, *Restrictive Housing Operation*.
 - 6. Juvenile inmates shall be held separately from adult inmates, making sure they are out of both sight and sound of adult inmates, and shall be held separately from other juveniles based on housing status and classification category.
 - B. If any inmate informs detention personnel of a concern for their personal safety when being placed into a holding tank, detention personnel shall remove the inmate from the holding tank area and identify the inmate's personal safety concern.
 - 1. Detention personnel shall inform the shift supervisor when inmate safety concerns are brought forward or addressed, or for any further direction or action necessary.

2. An entry in SHIELD shall be completed at the direction of the shift supervisor.
 - C. Detention personnel placing inmates into holding tanks outside a jail facility for various reasons throughout a shift, such as at a court or hospital building, shall also be aware of the inmate's housing status, current behavior or conduct, and classification level as specified in this Office Policy.
 - D. Procedures for inmate movement and restraint management shall be followed as specified in Office Policy GJ-9, *Restraint and Transportation of Prisoners and Inmates*.
4. **Inmates Returning to Housing Units:** Detention personnel shall confirm the identity of all inmates returning into their housing units by comparing the inmate ID photo to the inmate and by comparing the inmate's name and booking number to the housing unit roster, or the inmate's booking detail in SHIELD. In the event the inmate does not have an ID, their identity shall be verified by procedures specified in this Office Policy. Inmate searches shall be performed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
5. **Logging Inmate Movement:** Detention personnel shall make required notations in the Shift Log and on the housing unit roster regarding inmate movement, either leaving or returning to a housing unit. Notations may include the intended destination of the inmates, the names and number of inmates being moved, the inmates departures and returns to the housing unit, and the reasons for the movement.
6. **Use of Handcuffs:** Inmates classified as maximum security shall be handcuffed and escorted to and from their destination. For minimum and medium security inmates, the application of handcuffs and the use of detention personnel will be at the jail facility commander's discretion.
7. **Closed Custody Inmates:** Inmates classified as closed custody or considered a security risk shall be escorted at a minimum, in leg restraints, with their wrists secured to a restraint around the waist, by no fewer than two detention personnel as specified in this Office Policy.
 - A. Prior to leaving and upon returning to the housing unit, a pat-down search shall be conducted, as specified in Office Policy DH-3, *Searches and Contraband Control*.
 - B. Absent extraordinary circumstances when the use of stairs is required the leg restraints shall be removed.
 - C. Closed custody inmates shall remain restrained in handcuffs and leg restraints during visitation.
 - D. Closed custody juvenile inmates attending programs will be restrained in the classroom, as follows:
 1. The juvenile inmate's writing hand shall be secured by a handcuff to the desk anchor;
 2. The juvenile inmate's non-writing hand shall remain secured by a handcuff to the belly chain;
 3. The leg restraints shall be secured to the floor anchor; and
 4. Once secured, the juvenile inmate may remain in the classroom with a teacher, teacher assistant, or programs personnel.
8. **Detention Personnel Presence:** Inmate movement requires that a sufficient number of detention personnel be present to supervise the move. The number of detention personnel required to make the move is dependent upon the specific circumstances, facility operational procedures, and security levels of the inmates or the direction of the facility commander. The security of the Office jail facility and the safety of both employees and inmates shall be the primary considerations.

9. **Inmate Housing Unit Change:** Inmate movement to another housing unit and the reason for the move shall be documented in the Shift Log stating the exact cause for the move. Inmates shall not be moved to another housing unit without just cause, and approval by a supervisor.
 - A. If an inmate requests a housing unit change the supervisor shall be notified of the request. If the supervisor approves the request, the inmate shall be moved.
 - B. The appropriate entry into SHIELD shall be made to indicate the new housing unit and cell assignment as soon as possible, but in all cases, prior to the end of shift.
10. **Out-of-Agency Pick-Ups:** Other law enforcement agencies requesting to pick-up or deliver an inmate are required to report to the designated area of the Office jail facility, as determined by the jail facility commander or designee. Detention personnel shall be responsible at all times for transporting inmates to and from their housing units.
11. **Out-of-County Pick-Ups:** Procedures regarding the temporary transfer of an inmate to an out-of-county law enforcement agency shall be followed, as specified in Office Policy DN-6, *Inactive Releases to Out-of-County Law Enforcement Agencies*.