

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INFORMATIONAL HANDBOOK FOR INMATES	Policy Number DJ-1
		Effective Date 07-31-24
Related Information DI-6, <i>Limited English Proficiency (LEP) Inmates</i> DJ-2, <i>Inmate Disciplinary Procedures</i> DO-1, <i>Intake Process</i> DK-4, <i>Inmate Computerizes Devices (Tablets)</i> GI-5, <i>Voiance Language Services</i>	Supersedes DJ-1 (07-14-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the distribution and review of the *Informational Handbook for Inmates* which is provided to inmates in a hard copy and is available in an electronic version for viewing through the inmate tablet.

POLICY

It is the policy of the Office to ensure each inmate is issued a hard copy of the *Informational Handbook for Inmates* (an electronic version of the handbook is also available for inmate viewing through the inmate tablet). The *Informational Handbook for Inmates* serves as a written orientation to the Maricopa County jail system to familiarize inmates with what is expected of them while incarcerated, and it details disciplinary sanctions that may be imposed should an inmate violate jail rules.

DEFINITIONS

Inmate: An individual 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.

Intake Process: Procedures for accepting prisoners into an Office jail facility, including booking, fingerprinting, Initial Appearance (IA) Court, classification, dress-out, and assignment and transfer to a housing facility.

Jail File: The file containing the inmate's custodial records pertaining only to jail related information, exclusive of any judicial records, with the exception of any protective orders.

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 jail facility housing unit shift logs.

PROCEDURES

1. **General Information:** The *Informational Handbook for Inmates* includes, but is not limited to, information regarding offered services and general jail operations, jail rules, and inmate disciplinary processes for both minor and major violations of jail rules.
 - A. Employee procedures for administering inmate disciplinary processes for inmates are specified in Office Policy DJ-2, *Inmate Disciplinary Procedures*.
 - B. The Custody Bureau Hearing Unit (CBHU) Commander is responsible for the management of the handbook and the administration of inmate discipline.
2. **Distribution of the *Informational Handbook for Inmates*:** Each Office jail facility shall maintain an adequate supply of the *Informational Handbook for Inmates* in hard copy form in both English and Spanish to provide to inmates. Electronic versions are also provided in both English and Spanish under the “Notices” section of the inmate tablet for inmate viewing as specified in Office Policies DI-6, *Limited English Proficiency (LEP) Inmates* and DK-4, *Inmate Computerized Devices (Tablets)*.
 - A. During the intake process, at the Intake Transfer and Release (ITR) facility, the Inmate Classification Specialists shall offer inmates the *Informational Handbook for Inmates* at the completion of the inmate’s classification interview, as specified in Office Policy DO-1, *Intake Process*.
 - B. The inmate shall be instructed to sign and date the *Informational Handbook for Inmates* acknowledgement form electronically.
 - C. If the inmate refuses to electronically sign the *Informational Handbook for Inmates* acknowledgement form, the Inmate Classification Specialist shall document in the Sheriff’s Inmate Electronic Data (SHIELD) “Inmate Refused to Sign” and shall include their serial number and the date of refusal.
 1. If an inmate is being held in an isolation holding area, the following shall occur:
 - a. The Inmate Classification Specialist shall offer the *Informational Handbook for Inmates* to the inmate. The Inmate Classification Specialist shall write their serial number and date on the handbook acknowledgement page on the space provided after the inmate has signed the handbook acknowledgement form.
 - b. If the inmate is unable to sign the acknowledgement form due to exigent circumstances, the Inmate Classification Specialist shall offer a hard copy of the *Informational Handbook for Inmates* to the inmate and indicate on the form the inability to sign and whether the inmate received the handbook or not. The Inmate Classification Specialist shall then either upload the form into SHIELD or provide a comment in SHIELD documenting the circumstances.
 2. Updates to the handbook are posted on the inmate tablets and available in English and Spanish. All updates require an acknowledgement of an inmate attesting that they have read the updates.
 - D. Inmates may request a replacement copy of the *Informational Handbook for Inmates* at any time during incarceration at a jail facility. The officer providing the replacement copy shall ensure the

inmate signs the *Informational Handbook for Inmates* acknowledgement form and the acknowledgement form is placed in the inmate's Jail File.

3. Accommodations/Assistive Technology:

- A. Detention personnel shall make a reasonable effort to interpret the *Informational Handbook for Inmates* who do not read or communicate in English or Spanish, including the use of bilingual personnel or the Voiance Language Service's telephonic interpretation line, as specified in Office Policy GI-5, *Voiance Language Services*.
- B. Detention personnel shall make a reasonable effort to assist inmates whose comprehension of the *Informational Handbook for Inmates* may be adversely affected by a disability or illiteracy.

4. Training: The Training Division shall provide training in the interpretation and application of the *Informational Handbook for Inmates*. The shift supervisors, Facility Training Officers (FTOs), and the Custody Bureau Hearing Unit shall provide guidance and assistance to Office personnel when necessary to ensure proper interpretation and implementation of the inmate rules and regulations contained within the handbook.

5. Review and Revision of the *Informational Handbook for Inmates*: The CBHU Commander or designee shall annually review and, if necessary, update the *Informational Handbook for Inmates*. All revisions or additions shall be in compliance with state and federal law. Any changes, including additions, deletions, or revisions to the handbook shall be posted in each inmate housing unit, and on the inmate tablet in English and Spanish. The changes shall then be included in the next available updated printing of the handbook if the change is still applicable.