



The Briefing Board

Number 25-05
January 23, 2025

IMMEDIATE POLICY CHANGE **GD-1, GENERAL OFFICE PROCEDURES**

Employees are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of this Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect as 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](#).

GD-1, GENERAL OFFICE PROCEDURES

Effective immediately, Office Policy GD-1, *General Office Procedures* is revised as follows (Changes indicated in ~~strike through~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURES

20. **Use of Office Insignia and Logos:** In order to maintain brand and graphic consistency, insignia and logos depicting or representing the Office, such as the Maricopa County Sheriff's Star ~~and the oneMCSO graphic~~ logo, are limited to use, as specified in this Policy. Materials which often contain images depicting or representing the Office include, but are not limited to, documents, business cards, signs, flyers, graphics, booklets, e-mail signatures, challenge coins, pins, patches, clothing, promotional, and/or commemorative items.
- C. **USE OF THE MARICOPA COUNTY SHERIFF'S STAR LOGO** ~~Digital or print media~~ produced and used in external and/or internal materials in the course of official business ~~after July 13, 2023~~ shall ~~comply with the following standards:~~
1. ~~Use of the Maricopa County Sheriff's Star and digital badge graphic shall~~ conform to the guidelines contained in the MCSO Logo Usage Guide. The MCSO Logo Usage Guide and digital badge graphic templates can be found in the Office of the Sheriff- MCSO Logo folder on the Office's shared drive.
 2. ~~Use of the oneMCSO digital graphic logo shall be restricted for internal use only.~~

	MARICOPA COUNTY SHERIFF'S OFFICE	
	POLICY AND PROCEDURES	
	Subject	Policy Number
GENERAL OFFICE PROCEDURES		GD-1
		Effective Date
		12-17-24
Related Information	Supersedes	
CP-2, <i>Code of Conduct</i>		
CP-3, <i>Workplace Professionalism</i>		
DH-1, <i>Office Jail Access</i>		
DH-5, <i>Custody Key Control</i>		
EA-10, <i>Hazardous Materials and Waste.</i>		
GA-1, <i>Development of Written Orders</i>		
GC-8, <i>Compensation and Teleworking Procedures</i>		
GD-7, <i>Media Relations and Social Media</i>		
GD-9, <i>Litigation Initiation, Document Preservation, and Document Production Notices</i>		
GD-14, <i>Access to Secured Office Buildings</i>		
GD-23, <i>Employee Access to the Internet/Intranet</i>		
GE-1, <i>Supply Requisition, Procurement, and Inventory</i>		
GH-2, <i>Internal Investigations</i>		
GI-3, <i>Employee Personal Information and Emergency Service Telephone Listings</i>		
GJ-22, <i>Bomb Threats and Explosive Incidents</i>		
GM-1, <i>Electronic Communication, Data and Voice Mail</i>		
GN-9, <i>Undercover and Investigative Funds Accountability</i>		
Maricopa County Policy A1508, <i>Approval of Food Expenditures</i>		
Maricopa County Policy A2505, <i>Administering Grants</i>		
	GB-4 (09-30-08)	
	GD-1 (03-04-09)	
	GD-8 (01-25-17)	

PURPOSE

The purpose of this Office Policy is to provide general Office guidelines and procedures for employees of the Maricopa County Sheriff's Office.

Although this Policy refers to employees throughout, this 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 ensure overall efficiency of management and accountability by applying uniform practices and operating procedures for employees.

DEFINITIONS

Business Attire: Clothing that creates a professional appearance, is more formal, and is appropriate for an office environment.

Business Casual Attire: Clothing that is appropriate for an office environment but less formal than business attire. Normally, this attire is lighter in weight and generally consists of casual pants, short-sleeved shirts, and polo shirts.

Commemorative Items: Items and tokens which represent the Office, an Office component, and/or memorialize an Office related event/activity and are intended to be produced and distributed to personnel and/or the public beyond

normal procurement processes. Commemorative items include, but are not limited to, challenge coins, unit insignia, pins, patches, clothing, memorial items, and other tokens.

Conflict of Interest: A conflict that arises when a person participates in a decision about a matter or exercises control over another person participating in a decision about a matter including, but not limited to, any contract or arrangement of employment; leasing; sale; or provision of goods and services, which may personally benefit or be seen to benefit that person because of actions or decisions made in their official capacity. Situations that may give rise to an actual or perceived conflict of interest include, but are not to, nepotism, bias of any kind, an external business relationship, a close personal relationship, or superiority in rank in an individual's chain of command.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Food-Related Event: A planned, formal occasion involving a meal, such as a conference, award ceremony, or banquet. This definition does not apply to informal occasions involving meals which are unplanned and due to exigent circumstances.

Office Funds: Funding appropriated to the Sheriff's Office and allocated for use by the various divisions. Office funds include the Maricopa County's General Fund and the Maricopa County Detention Fund. Office funds also include special revenue funds such as the Inmate Services Fund, Jail Enhancement Fund (JEF), Racketeering Influenced Corrupt Organization (RICO), Grant Funds, Donations Fund, and Officer Safety Fund.

Office-issued Identification Card (ID): A picture Office Identification Card issued to employees, volunteers, cross-certified federal peace officers, and designated contractors that identify the person as a member of, or associated with, the Maricopa County Sheriff's Office.

Secured Office Buildings: Any Maricopa County-owned or leased building, or occupied area used by the Office in which access to members of the public is restricted.

PROCEDURES

1. **General Office Procedures:** This Policy provides general guidelines for various Office procedures. Several of the procedures and requirements included in this Policy are further discussed in other policies as indicated.
2. **Suggestions for the Good of the Office:** All suggestions for the good of the Office shall be submitted by memorandum and forwarded through the employee's chain of command to the Chief Deputy or designee. The Chief Deputy or designee may delegate these suggestions, as necessary, to determine applicability of the proposal and how the proposed changes may be implemented. Procedures for the submission of suggested changes to policy are specified in Office Policy GA-1, *Development of Written Orders*.
3. **Policy Recommendations:** Employees who discover errors or inconsistencies or wish to make recommendations concerning Office Policy shall forward a memorandum through their chain of command to the Policy Development Section, as specified in Office Policy GA-1, *Development of Written Orders*.
4. **Employee Identification:** Employees and volunteers issued an Office-issued Identification (ID) card shall possess it at all times while in a secured Office building, unless otherwise authorized. Other than an employee's Office-issued ID card, civilian personnel are prohibited from displaying any insignia, to include a sheriff's star, which may give the impression that they are working as a detention officer or as a peace officer.
 - A. Personnel identification requirements for secured Office buildings are specified in Office Policy GD-14, *Access to Secured Office Buildings*.

- B. Additional identification requirements regarding personnel access into an Office jail facility are specified in Office Policy DH-1, *Office Jail Access*.
- 5. **Work Schedule:** Employees are assigned a work schedule and require supervisor notification when any adjustments in their work schedule is needed. All hours beyond their assigned duty hours will be considered off-duty time. Compensation and documentation requirements of attendance and hours worked are specified in Office Policy GC-8, *Compensation and Teleworking Procedures*.
- 6. **Employee Personal Information:** Employees shall provide the Office with personal information such as legal name, physical home address, mailing address, telephone numbers, e-mail addresses, and emergency contact information.
 - A. Employees shall notify their supervisor within 72 hours of any change by completing a *Personal Information Change Form*, located on the Office's shared drive in the Official MCSO Forms folder. Personal information change requirements are specified in Office Policy GI-3, *Employee Personal Information and Emergency Service Telephone Listings*.
 - B. For legal name changes, employees may contact the Human Resource Services Division to receive a list of the required documentation and for assistance in completing the required documentation for both the employee's MCSO and Maricopa County personnel record.
 - C. Employees shall also update their personal information in the County's designated Human Resource Information System (HRIS).
 - D. Employees shall maintain an operative telephone service, which may include a landline or cellular telephone.
- 7. **Release of Employee Personal Information to Non-Office Personnel:** The disclosure of an employee's personal information such as, physical home address, mailing address, telephone numbers, e-mail addresses, and emergency contact information shall be restricted to ensure confidentiality, as specified in this Policy.
 - A. The disclosure of an employee's personal information to non-Office personnel requires the employee's written consent, or a determination by the employee's division commander that such a disclosure will not hinder an investigation, create a reasonable risk of physical injury to the employee or their immediate family, or cause damage to the property of the employee or their immediate family. This does not obligate the division commander to release personal information when the appropriateness or necessity is questionable.
 - 1. When the employee's consent or division commander's approval cannot be obtained, the employee taking the call shall do the following:
 - a. Take the name and telephone number of the requester, put the caller on hold, and call the employee about whom the information is being requested. The employee shall be given the name and phone number of the person requesting their information; and
 - b. Upon contact with the employee, the requester shall be informed that their contact information was provided to the employee and the employee has discretion on whether to respond.
 - 2. When the employee is not contacted, the requestor shall be informed a message has been left for the employee and the employee has discretion on whether to respond.

- B. The Office shall not disclose or release photographs of any employee without prior authorization from the Administrative Services Division Director or the Chief Deputy.
 - 1. After considering the employee's safety, confidentiality, and privacy, photographs of employees may be released when in the best interest of the Office.
 - 2. The Office may release a photograph of a deputy when the following occurs:
 - a. The deputy has been arrested or formally charged by complaint, information or indictment for a misdemeanor, or a felony offense; or
 - b. The photograph is requested by media representatives for a specific newsworthy event unless:
 - (1) The deputy is serving in an undercover capacity or scheduled to serve in an undercover capacity within sixty days; or
 - (2) The release of the photograph is not in the best interest of the Office after considering the privacy, confidentiality, and safety of the deputy.
- C. Subpoenas and other legal documents requiring disclosure of personal information shall be referred to the Legal Liaison Section, as specified in Office Policy GD-9, *Litigation Initiation, Document Preservation, and Document Production Notices*.
- D. All inquiries from local, national, or international media agencies shall be referred to the Public Information Office (PIO), as specified in Office Policy GD-7, *Media Relations and Social Media*.
- 8. **Incoming Telephone Calls:** Employees answering incoming telephone calls shall identify themselves and respond to requests for assistance and information in an official and courteous manner.
 - A. When the caller is to be referred to another agency, the employee should inform the caller of the appropriate agency and if possible, transfer the call.
 - B. When the information requested is not known, the employee should refer the inquiry to a supervisor or the appropriate division closely associated with the matter.
 - C. When the caller makes a complaint, they shall normally be referred to a supervisor, but if this is not practicable, the receiving employee shall obtain pertinent information about the complaint and then immediately forward the information to a supervisor, as specified in Office Policy, GH-2, *Internal Investigations*.
- 9. **Use of Office Address for Mail Items:** Employees shall not use Office building addresses to receive personal mail, including mail items, such as packages and boxes.
 - A. Registered mail or packages addressed to an Office building address or to the Sheriff may be accepted and examined to determine proper routing. Registered mail or packages addressed to an employee at an Office building address shall only be accepted under either of the following conditions:
 - 1. The employee is contacted and authorizes acceptance, in which case, the mail or package should be forwarded or held for the employee, unopened; or

2. The registered mail or package is addressed to an Office investigator, an evidence technician, or other employee and is reasonably believed to contain evidence.
 - B. Employees shall not accept mail or packages with insufficient postage. Mail or packages with insufficient postage shall be returned to the sender.
10. **Mail Item Handling Precautions:** Employees shall take necessary precautions when handling mail items, such as letters, postcards, and packages, in or around Office buildings and work areas. Employees responsible for handling mail items shall use appropriate Personal Protective Equipment (PPE), including gloves, in conjunction with security screening equipment designated for their assignment.
- A. Employees shall remain alert to mail items which are received from an unfamiliar sender outside of U.S. Postal Service processing and Office mail procedures to help reduce the likelihood of exposure against possible contaminants, such as narcotics or other hazardous materials. Indicators of suspicious mail items are listed in Attachment A of this Policy and include, but are not limited to, the following:
 1. Mail items containing excessive postage, no postage, or non-canceled postage indicating the mail has not been processed by the U.S. Postal Service;
 2. Mail items which have no return address, or have an address which cannot be verified as legitimate;
 3. Mail items which are handwritten, contain improper spellings, and/or contain suspicious or threatening messages;
 4. Mail items containing restrictive endorsements, such as “Personal” or “Do Not Delay;”
 5. Mail items containing a postmark which does not match the return address;
 6. Mail items of unusual weight relative to size, or which appears lopsided or otherwise oddly shaped;
 7. Mail items which are unprofessionally wrapped and/or sealed with excessive amounts of tape or string;
 8. Mail items that appear to be glued together possibly concealing a hidden item or substance;
 9. Mail items which are discolored, stained, oily, or have an unusual odor; and/or
 10. Mail items which are leaking an unknown powder or liquid substance.
 - B. If a suspicious mail item is discovered at any Office building or facility the suspected mail item **shall be isolated away from others and shall not be handled by anyone prior to the arrival of responding personnel as applicable.**
 1. The employee shall notify their immediate supervisor of the suspicious mail item. The supervisor shall advise the Communications Division of the incident and request a deputy to be dispatched to the location, unless otherwise specified in division emergency procedures, such as the MCSO Central Mailroom and MCSO Headquarters Mailroom.
 2. Employees shall evacuate the immediate area and ensure others do not enter the affected area prior to the arrival of appropriate responding personnel.

3. Employees shall wash their hands with soap and water immediately, or as soon as feasible, after contact with the suspicious mail item. In the absence of washing facilities, antiseptic hand cleanser may be used and then soap and water shall be used as soon as possible.
 4. The first responding deputy to arrive at the scene shall assess the situation, direct people away from the incident, re-assess the situation, and advise the Communications Division of the incident. The situation must be evaluated, as soon as possible, to determine the level of emergency response and the number of support units necessary to control the incident. Emergency procedures regarding potential hazardous materials are specified in Office Policy EA-10, *Hazardous Materials and Waste*.
11. **Suspicious Package/Item or Known Device Found:** Employees shall take precautions when dealing with suspicious packages/items located in or around Office buildings and work areas. If a suspicious package/item or known explosive device is found at any Office building or facility **the suspected device shall not be handled by anyone prior to the arrival of the Bomb Squad**. Emergency procedures regarding suspicious packages/items are specified in Office Policy GJ-22, *Bomb Threats and Explosive Incidents*.
12. **Office and Maricopa County Equipment and Software:** Maricopa County and Office equipment and software is to be used for its intended purpose and in the furtherance of official duties.
 - A. Personal data should not be stored on any Maricopa County owned asset or network device such as desktop computers, laptops, and network drives. Prohibited uses include, but are not limited to, the following:
 1. Playing games;
 2. Participating in lotteries or pools;
 3. Creating or disseminating chain e-mail, SPAM or junk e-mail, offensive material, or non-Office related messages;
 4. Streaming video and audio websites which are not used or needed in the performance of assigned tasks or duties; and
 5. Loading or installing music files or applications which are not used or needed in the performance of assigned tasks or duties.
 - B. Office cellular telephones shall normally be used for official business; however limited personal use may occur. Employees shall not use landline telephones and fax machines within the Office to make personal long distance calls or to send personal faxes that may result in a charge to the Office.
 - C. Additional procedures regarding the use of Office and Maricopa County telephones, cellular telephones, and computers are specified in Office Policy GD-23, *Employee Access to the Internet/Intranet* and Office Policy GM-1 *Electronic Communications, Data and Voicemail*.
13. **Movement of Office Equipment:** Sheriff's Inmate Electronic Data (SHIELD) and Justice Web Interface (JWI) terminals shall not be moved without the knowledge and approval of the Technology Management Bureau and the designated System Security Officer (SSO) of the Records and AFIS Division. No other non-portable, Maricopa County-owned computer equipment shall be moved without the approval of the Technology Management Bureau.

14. **Transfer or Movement of Office Communication Equipment:** Any movement or transfer of telephone equipment or stationary installed radio equipment, including but not limited to, cables, landline telephones, or cellular equipment shall be coordinated through the Enterprise Infrastructure Division.
15. **Removal of Official Office Records:** Employees shall not remove any official record unless directed to do so by their supervisor, in the course of teleworking, or when required to do so for court preparation or testimony. This includes both originals and photocopies.
16. **Maricopa County Distribution System:** The Maricopa County internal distribution system, including interdepartmental mail and fax machines, shall be used only for official County business. Individuals and employee organizations in the Office who wish to use the system for any other purpose must first obtain approval from the Sheriff or designee in each instance.
17. **Office Bulletin Boards:** The Office maintains dedicated employee bulletin boards utilized for the mandatory posting of employee notices in compliance with local, state, and federal laws.
 - A. Division commanders shall ensure dedicated employee bulletin boards utilized for mandatory local, state, and federal postings, to include but not limited to, labor law and occupational safety posters, are located in common areas where all employees can readily observe them. Common area locations include break rooms, near time clocks, or other areas where employees have access. Division commanders or their designees shall:
 1. Ensure mandatory postings are organized and displayed in their current versions;
 2. Ensure the mandatory postings are not isolated in binders or obscured by other posted materials;
 3. Ensure mandatory postings are updated annually, or as required by local, state, or federal law; and
 4. Ensure all bulletin boards are kept organized and current.
 - B. No mandatory postings shall be removed from official bulletin boards, except by the authority of a bureau chief or above.
 - C. Solicitation, posting of notices, and the distribution of non-official Office literature shall be adhered to, as specified in Office Policy CP-2, *Code of Conduct*.
18. **Official Office Documents:** Official documents required to be generated, processed, or amended by personnel shall be typed, computer generated, hand-printed, or written black ink. Forms, records, and documents may be signed in blue or black ink.
19. **Official Office Letterhead:** Official Office Letterhead is used to enhance communication and conduct out-of-office correspondence. The Official Office Letterhead digital template is located on the Office's shared drive in the Official MCSO Forms folder.
 - A. Official Office Letterhead shall only be used for official business in the furtherance of official duties. Any alterations or modifications to the approved Official Office Letterhead is prohibited.
 1. When employees are drafting letters for electronic submission, the standardized digital template and electronic signature shall be used.

2. When employees are drafting letters for mailing, and those requiring original signature, the standardized digital template shall be used and printed. Official Office Letterhead card stock used for printing and Office envelopes are available through the Sheriff's Office Warehouse.
 - B. Personnel shall only use Official Office Letterhead as authorized by their respective division or bureau commander. Use of Official Office Letterhead, including all digital facsimiles of the Official Office Letterhead, shall be submitted through the chain of command for signature and/or approval as required.
 1. The Sheriff, command officers of the rank of captain and above, to include their civilian counterparts are authorized to sign Official Office Letterhead.
 2. Designated section commanders may also be authorized to sign Official Office Letterhead with the specific approval from their bureau commander.
 - C. The Sheriff's name shall not be included as part of the closing signature block unless the Sheriff is the one signing the correspondence.
 - D. In all cases, the individual signing the letter shall be responsible for its content.
20. **Use of Office Insignia and Logos:** In order to maintain brand and graphic consistency, insignia and logos depicting or representing the Office, such as the Maricopa County Sheriff's Star and the oneMCSO graphic logo, are limited to use, as specified in this Policy. Materials which often contain images depicting or representing the Office include, but are not limited to, documents, business cards, signs, flyers, graphics, booklets, e-mail signatures, challenge coins, pins, patches, clothing, promotional, and/or commemorative items.
 - A. Employees shall only use Office insignia and graphic logos which have been approved for use by the Chief Deputy or designee.
 - B. Office insignia and logos may not be used in any unofficial capacity and/or where the display may erroneously portray an official sponsorship by, or association with, the Office or reasonably confuse the public as to the relationship with the Office and the employee's individual private capacity.
 - C. Digital or print media produced and used in external and/or internal materials in the course of official business after July 13, 2023 shall comply with the following standards:
 1. Use of the Maricopa County Sheriff's Star and digital badge graphic shall conform to the guidelines contained in the MCSO Logo Usage Guide. The MCSO Logo Usage Guide and digital badge graphic templates can be found in the Office of the Sheriff- MCSO Logo folder on the Office's shared drive.
 2. Use of the oneMCSO digital graphic logo shall be restricted for internal use only.
 - D. Employees may use an e-mail signature at the end of their e-mail to provide contact information which is configured to the standardized Office eSignature template as specified in Office Policy GM-1, *Electronic Communication, Data and Voice Mail*.
 1. E-mail signatures are restricted to business related information and shall not contain non-business-related information such as quotations, embedded images, or any other information that may be deemed inappropriate.

2. E-mail signatures should be configured to the standardized Office eSignature template to maintain brand and graphic consistency, as follows:



21. **Commemorative Items:** Commemorative items depicting or representing the Office, any component including a bureau, division, section, unit, specialty team, program, or an Office related event/activity, shall be processed, as specified in this Policy. This does not include items which are produced and distributed by the Office for recruitment, retirement, promotional, uniform, or award purposes.
 - A. Personnel may request approval of a commemorative item by submitting a memorandum through their chain of command to the Chief Deputy. The memorandum shall include a declaration and description of the following:
 1. The purpose and meaning of the commemorative item, to include;
 - a. Whether the proposed item is related to the support of the Office, such as the MCSO Cadet program; or
 - b. A purpose related to the requester's individual private capacity, apart from the Office.
 2. A description of the commemorative item to include any proposed use of Office insignia or logos and any printed words or symbols;
 3. The proposed vendor anticipated for the production of the commemorative item as applicable;
 4. A mock-up picture and/or rendering of the proposed commemorative item. Vector files of mock-ups created by a vendor should be included as applicable;
 5. The individual cost and plans of how the produced commemorative item is to be funded; and
 6. The plans of how the commemorative item is to be made available to personnel and/or the public, to include the resale cost as applicable.
 - a. Any anticipated funds collected from the proposed sale of a commemorative item shall be identified; and
 - b. The intended use of any profit collected from the proposed sale of a commemorative item shall be identified.
 - B. Upon receipt of the request, and prior to submission to the Chief Deputy for approval, a bureau or division commander may establish an employee committee to review the proposed request to verify eligibility criteria and Office expectations. Commemorative items **shall not** be approved if they are determined to:
 1. Create a conflict of interest or appear to be a conflict of interest;

2. Contain offensive and/or derogatory content;
 3. Contain racial and/or discriminatory content; and
 4. Contain any content which fosters community distrust of law enforcement and thereby undermines the mission, goals, and/or objectives of the Office.
 - C. Upon approval of the submitted request by the Chief Deputy, the procurement and production of a commemorative item may occur. However, any alterations of the approved request must be resubmitted through the review process by the requester.
 - D. The use of Office funds for the procurement and production of commemorative items shall be completed in compliance with the Maricopa County Procurement Code and Arizona Revised Statutes, as specified in Office Policy GE-1, *Supply Requisition, Procurement, and Inventory*.
 - E. Commemorative items procured and produced by the requester in their individual private capacity, apart from the Office, shall not be funded through the use of Office funds.
22. **Business Cards:** Employees shall not create their own personalized business cards to conduct official Office business.
- A. Employees may request a business card by submitting a memorandum through their chain of command to the Chief Financial Officer or designee justifying the need.
 - B. Employees shall use either the standard or individualized business card issued by the Office.
 1. The Procurement Division is responsible for ordering individualized business cards. These business cards are issued to command staff and their civilian equivalents and include an assigned work address, employee name, work title, and contact information.
 2. The Sheriff's Office Warehouse Operations is responsible for ordering standard business cards. These business cards are issued to sergeants, deputies, and employees of the Judicial Enforcement Division and include an assigned work address and a blank space for employees to write their name and contact information.
 3. All issued business cards shall display the name of the Maricopa County Sheriff's Office and include the Maricopa County Sheriff's star.
23. **Key Control:** Division commanders of noncustodial divisions shall designate an employee responsible for the issuance, control, and inventory of keys within their division.
- A. Keys which normally remain accessible to all employees during their shift shall be kept in secured areas that prevent their access by unauthorized persons.
 - B. Security procedures shall be instituted by each division commander to ensure the accountability of all keys which are issued on a daily, permanent, or as-needed basis. Complete and accurate records shall be maintained and should include the following information:
 1. The name and serial number of the employee to whom each key is issued;
 2. The dates and times that each key is issued and returned;
 3. The specific name and number of the key being issued;

4. The locations of the locks which the keys operate;
 5. The quantity of keys assigned to the component; and
 6. The signature and serial number of the employee responsible for controlling and issuing keys and the date of each key inventory.
 - C. When a key is damaged or lost, the supervisor shall forward a memorandum to their division commander providing a brief description of the incident. The division commander shall submit the memorandum through their chain of command to the Construction, Maintenance, Warehouse Division Commander listing a funding source and requesting a replacement. The Construction, Maintenance, Warehouse Division Commander or designee is responsible for replacing keys.
 1. The Maricopa County locksmith is responsible for repairing broken or faulty locks when the building is owned by Maricopa County.
 2. The building owner is responsible for repairing broken or faulty locks when the building is leased by Maricopa County.
 - D. Procedures for the security and issuance of keys used in doors and devices maintaining the custody and control of prisoners and inmates are specified in Office Policy DH-5, *Custody Key Control*.
24. **Acceptance of Checks:** The Office does not cash checks. However, an employee may present a check as payment to the Office during the normal course of business.
25. **Auctions:** Employees shall not bid, buy, or direct any person to bid or buy on their behalf at any Judicial Enforcement Division auction, including civil and tax sales, sponsored by the Office. Employees may bid and purchase on Maricopa County surplus items sold at auction through the Maricopa County's contracted vendor. Personal or financial gain resulting from the abuse of an employee's position or authority is prohibited, as specified in Office Policy CP-2, *Code of Conduct*.
26. **Financial Management:** The Sheriff has both the authority and responsibility for management of all financial resources made available to the Office. Daily budgeting functions and accounting have been delegated by the Sheriff to the Business Operations Bureau.
 - A. Annual Office Budget Preparation: The Chief Financial Officer shall coordinate the preparation and timely submission of annual budget requests and ensure budget preparation complies with the Maricopa County Board of Supervisors Budget Guidelines and Priorities.
 - B. Each bureau chief shall be responsible for their bureau's annual budget requests. Requests shall be prioritized based on operational needs and an analysis of bureau activity prior to submitting requests to the Business Operations Bureau.
 - C. Once the final budget is approved by the Sheriff, the final budget shall be presented to the Maricopa County Manager and Maricopa County Budget Office for review and approval with the overall Maricopa County budget.
27. **Office Grants:** Office grants and grant-like applications, letters of interest, and acceptances of awards, whether financial or material, are processed and coordinated through the Financial Reporting Division and in accordance with Maricopa County Policy A2505, Administering Grants.

- A. Personnel applying for grants shall submit a memorandum through their chain of command to the Chief Deputy or designee requesting approval for grant solicitation. Grant applications shall not be submitted prior to receiving written approval.
- B. Divisions applying for grants shall notify the Financial Reporting Division prior to submission of the grant application as follows:
 - 1. A copy of the approved memorandum and the grant solicitation shall be forwarded to the Financial Reporting Division prior to submitting the grant application; and
 - 2. A copy of the completed written or electronic grant application shall be provided to the Financial Reporting Division prior to the submittal review period associated with the grant.
- C. Upon receipt of the notice of award, the receipt shall be forwarded to the Financial Reporting Division who shall prepare and submit an agenda item to the Maricopa County Board of Supervisors for approval of grant acceptance. Expenditures of the grant award shall not occur prior to grant acceptance approval from the Maricopa County Board of Supervisors.
- D. The Financial Reporting Division shall provide written notification, including written budgetary and accounting information, to the affected division.
 - 1. After the appointment of a division level grant program coordinator, the grant is established in the Maricopa County Financial Management System. The division level grant program coordinator is responsible for all non-financial reporting associated with the grant to include, but not limited to, statistics, narratives, and program achievements.
 - 2. The Financial Reporting Division is responsible for all financial reporting associated with the grant. The Financial Reporting Division shall update associated grant financial reports after each pay period. Grant financial reports can be located in the Finance Bureau-Grants folder on the Office's shared drive.
- E. Division grant coordinators requesting grant fund expenditures shall submit a memorandum requesting grant fund expenditure through the chain of command to the Chief Deputy for expenditure approval.
 - 1. Upon approval, a *Grant Expenditure Request* form shall be submitted through the chain of command to the Office Grant Administrator for final funding source approval. The *Grant Expenditure Request* is located in the Finance Bureau-Grants folder on the Office's shared drive.
 - 2. A signed copy of the memorandum and *Grant Expenditure Request* form shall be forwarded to the Financial Reporting Division.
- F. The Financial Reporting Division shall ensure the grant expenditures are consistent with grant award/objectives and have received approval prior to submitting the *Grant Expenditure Request* for expenditure processing. The Financial Reporting Division shall also be responsible for the following:
 - 1. Preparing the MCSO annual grant fund budget submission and subsequent budget system maintenance;
 - 2. Single audit compliance;

3. Adhering to grant and contract record retention requirements; and
 4. Developing and preparing the annual Grant Indirect Cost Proposal, in accordance with the Maricopa County Department of Finance procedures.
28. **Requirements Regarding Food Expenditures:** Expenditures of public funds for food-related events shall comply with Maricopa County Policy A1508, Approval of Food Expenditures. Requests for food-related Office events are approved by the Sheriff or designee. This does not include informal meals, such as potlucks or team-building activities.
- A. Expenditures for food served to public officials and employees shall:
 1. Be made from the Maricopa County Board of Supervisors appropriated budget and reasonable, in light of the public purpose, or public objective to be accomplished;
 2. Promote a public program, economic development, state legislative effort, Maricopa County Board of Supervisors approved initiative, or another Office objective; and
 3. Assist the Office in achieving its scope and mission.
 - B. Employees coordinating a food-related event shall submit a memorandum through their chain of command to the Chief Financial Officer, with a description of the event, the anticipated number of attendees, and a not-to-exceed cost. When requests are approved, MCSO Procurement shall work with the division to purchase necessary food-related items.
 - C. Food expenditures for investigative purposes are specified in Office Policy GN-9, *Undercover and Investigative Funds Accountability*.
29. **Capital and Tenant Improvement Project Requests:** The following procedures regarding Capital and Tenant improvement project requests are established for new construction and/or renovations of existing facilities in which the landlord (Capital Improvements) or the end user (Tenant Improvements) seek to achieve increased efficiencies or improve the appeal of the work environment.
- A. Capital and Tenant improvement projects requiring request submission include, but are not limited to, the following:
 1. Re-purposing of office space(s);
 2. Relocation to another facility;
 3. Contraction or expansion of space(s);
 4. Aesthetic improvement of space(s); and/or
 5. Enhanced customer service or security improvements which are typically unique to the end users.
 - B. Personnel requesting a Capital and Tenant project shall submit a memorandum through their chain of command to the Chief Deputy or designee requesting project approval. The memorandum shall identify the need and justification for the requested project.
 - C. Upon project approval, the Construction and Maintenance Office (CMO) will meet with the requestor to generate and confirm the project's scope of work. Capital and Tenant projects related

to custody bureau facilities shall require the CMO to contact the Custody Business Operations Division for project approval prior to the scope of work being generated.

- D. The CMO will obtain a project cost estimate from the Maricopa County Facilities Management Division (FMD). Once a project cost estimate is received from FMD, the CMO shall prepare all planning/budgeting documents related to the project and forward the documents through the chain of command to the Chief Financial Officer for project funding approval. The determination whether the project will be intended for completion in the current fiscal year or intended for budget allocations in the upcoming fiscal year or subsequent years shall be determined by the Chief Financial Officer.
- E. Upon project funding approval, the CMO shall coordinate the project with FMD and the requestor through project completion. In the event the project funding does not receive approval, or there is a potential problem in funding the established work order, Finance shall contact the Construction and Maintenance Division and the respective bureau chief. Capital and Tenant improvement projects which do not receive funding approval must be resubmitted.

30. **Presentation of National Colors:** When the national colors are presented at ceremonies, parades, or carried into any building, room, or other enclosed place, employees should render appropriate honors, according to dress, until the flag is at least six paces past, or has been posted or retrieved. Appropriate honors are as follows:

- A. Employees in uniform shall come to attention and render a military salute.
- B. Employees in business attire, or business casual attire, shall stand, face the colors, and place their right hand over their hearts.
- C. Employees wearing headgear shall remove the headgear with their right hand and place it over their hearts.
- D. Accommodations to these requirements may be provided, as specified in Office Policy CP-3, *Workplace Professionalism*.



SUSPICIOUS MAIL / PACKAGES

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

• **Stop. Don't handle.**

• **Isolate it immediately.**

• **Don't open, smell, or taste.**

• **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

• **Isolate area immediately** • **Call 911** • **Wash your hands with soap and water**



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