

I, _____ (**print**), have received a copy of the Maricopa County Sheriff's Office Inmate Rules and Regulations. I was given an opportunity to ask questions concerning my medical care and treatment during booking..

Inmate signature, booking number, and date

_____ (Officer A# or B#, and date)

Section 1

INTRODUCTION

These pages contain general information about how Maricopa County Sheriff's Office (MCSO) jails operate, the services offered, and the rules you must follow. These rules apply to all types of inmate housing, but they do not cover all the rules for every MCSO jail. There *may be additional* rules for special management inmates such as juveniles, Closed Custody, Psychiatric Unit, Pro-Per, sentenced inmates, and those accepted into other special programs, such as ALPHA or education. If you have questions, ask the officers in your housing unit. **It is your responsibility to know the contents of this packet.**

Note: Due to changes in laws and policies governing the Sheriff's Office, there may be changes that are implemented AFTER the printed date of this issue. These changes will override what is documented in this printing. Notices indicating these changes will be placed in each housing unit upon implementation. It will be your responsibility to ensure you are aware of the current information and rules governing your incarceration.

Section 2

AMERICANS WITH DISABILITIES ACT (ADA)

The Maricopa County Sheriff's Office complies with the guidelines set forth in the Americans with Disabilities Act as it pertains to the jail setting.

Section 3

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

The Prison Rape Elimination Act (PREA) was enacted by the United States Congress in September of 2003. The Maricopa County Sheriff's Office has established a zero tolerance policy concerning sexual misconduct or abuse of inmates. Any act or behavior of a sexual nature directed towards an inmate by another inmate, staff member, volunteer, agency representative or any person within the Maricopa County Sheriff's Office shall be reported to a supervisor immediately or as soon as practical so that the appropriate actions can be taken.

Section 4

GENERAL GUIDELINES

Anytime security of the jails or safety of the staff or inmates is at risk, security and safety are the priority. Security issues are more important than any scheduled activity. You will obey **ALL ORDERS** and directions from the MCSO staff. This includes both uniformed and civilian attired staff members.

When an order is issued by MCSO staff to “**Lockdown**,” go to your assigned cell immediately and **secure your cell door. If you are in a dorm or dayroom, you will go to and sit on your assigned bunk. You will remain there until the lockdown is lifted.**

Overnight lockdown begins at 10:00 p.m. and lighting will be dimmed. Normal dayroom access will begin at 6:00 a.m. If you are assigned to a bed in a dayroom or a dormitory, you will not be allowed out of your bed after lockdown except to use the bathroom or during an emergency.

Section 5

CANTEEN

If you have money in your fund account, you may order items from the Inmate Canteen Warehouse (Canteen) once each week. This does not mean that you can stockpile canteen-purchased items. Canteen prices are subject to change without notice and the Sheriff’s Office may add or delete any item as necessary. Check your housing unit for the delivery schedule and an updated price list. Orders will not be filled for any amount that is over what you have in your account.

Fill out your Canteen Order Form with a black lead golf pencil. **Do not use colored pencils.** Make sure your order form contains your name, booking number, jail, cell/room number, and your signature when you submit it to the housing officer. **The officer or Canteen personnel will reject any order form that is not properly or legibly filled out.**

You must show your ID band to receive your canteen order. If you do not come forward during the time when the Canteen officers are delivering, your canteen order will be returned to the Inmate Canteen Warehouse. If you are at court, a visit, medical, etc., during delivery, the housing unit detention officer will issue your canteen upon your return. Canteen orders **MUST** be checked under staff supervision. You must notify the officer **immediately** upon delivery to receive credit for missing or damaged items. No shortage items, for which you were not charged, will be made up. If you are transferred before the canteen is delivered, the order will not be forwarded. In any case where the order is returned to the Canteen Warehouse, your order amount will be returned to your Inmate Fund Account. Claims of shortage or damaged product will not be honored once the officers delivering canteen leave your housing unit.

If items are used for anything other than what they are intended for, they will be confiscated as contraband. For example, mirrors are to be used for hygiene purposes only.

If you are indigent (having a balance of \$1.00 or less in your Inmate Fund Account for one (1) week or more), you may request an Indigent Package by filling out a Canteen Order Form. The Canteen will send you a toothbrush, toothpaste and writing materials, such as postcards and a pencil. There will be no hoarding of free items.

You may not barter, trade, pass, accept, or possess another inmate’s canteen items. The only canteen items you will be allowed to have in your possession are those items that you purchased through the Canteen from your own account. Indigent inmates found in possession of canteen, other than Indigent Package items, will have those canteen items confiscated and may be issued a Disciplinary Action Report (DAR).

All personal property, including canteen items, is your responsibility and **MUST** be stored in your approved container. **MCSO will not be responsible for the theft or loss of these items.**

Sentenced Inmates: Canteen Order Forms with discounts are only authorized while you remain housed at the facility you were assigned to at the time your order was issued.

You are responsible for your behavior. All inmates are required to follow the general rules and guidelines regardless of classification or assigned facility. You are to be courteous and respectful toward MCSO staff, members of the court, community volunteers, the public, and other inmates at all times.

You will address all staff members by their rank, title, mister, Ms., or officer.

MCSO will not tolerate any disruptive behavior, which includes sexual exposures, actions, gestures or comments, racial insults, street or prison gang types of behavior, assaults, fighting, threatening, etc., whether it is aimed at staff, the institution, other inmates, or anyone else. Do not bang on windows, doors, tables, or press the in-cell intercom buttons etc., unless there is an emergency. These are all disruptive behaviors for which you will be disciplined.

If you or anyone else tampers with any property or equipment owned or operated by Maricopa County or the Sheriff's Office, including but not limited to security devices, locking devices, video recording equipment, cameras, cleaning equipment, plumbing equipment, electrical outlets, lights, windows, doors, water wells, telephones, clothing and bedding, fans, walls, or television sets, or compromises the structural integrity of any building, that person, or the pod, is subject to restrictions, sanctions, and/or criminal charges.

Supervisory staff regulates television viewing times, volume, and programming. Televisions will be kept at a volume that does not interfere with the orderly operation of the facility or cause an unreasonable disturbance for other inmates. If you interfere with the television viewing times, volume or programming, you risk losing your television privileges.

MCSO policy includes random drug testing of the inmate population. Detention officers, or designated MCSO personnel, will test selected individuals on-site. Individuals that complete the testing will be advised of the results of their test before returning to their assigned housing unit. If you are tested and your test is positive, you may immediately request a second test to confirm the results of the original test. If you refuse to be tested (which includes failure to produce a urine sample after 1 hour) or if your test(s) results are positive for drugs not legally prescribed for your use in the jail, you will face disciplinary action and maximum administrative sanctions, which will include:

- Permanent loss of contact visits.
- Permanent no-work status for sentenced inmates.
- Loss of two-for-one credits for sentenced inmates.
- **30** days of lockdown, for 23 hours a day, with no regular visitation, no canteen privileges, and no regular telephone privileges. Legal visits and legal calls are allowed.
- If applicable, your adult probation officer will be notified.

When outside your housing unit, you are required to maintain silence, move quickly in an organized manner as directed by staff, and look straight ahead. When in an elevator, face the rear and maintain silence.

You will wear your ID band in an area authorized by staff where it is clearly visible to the officer (unless otherwise authorized by a supervisor, this will be on your right or left wrist) while outside your cell/room, or away from your assigned bunk. If you lose, alter, deface, or damage your ID band in any manner, you will lose privileges. If you should lose your ID band, fill out an Inmate Request Form to request a new ID band. Your copy of the Form will serve as your temporary ID band. You may be charged an ID band replacement fee to obtain your new band.

All electrically operated doors are potentially dangerous. For your safety, keep all body parts entirely clear of any door or trap while it is in motion.

READING EYEWEAR

You may purchase reading eyewear from the Canteen. Only one pair of reading eyewear will be sold to you per week. Only one pair of reading eyewear may be requested by indigent inmates during their incarceration. If you are indigent, you may request indigent eyewear by submitting an Inmate Request Form addressed to the Chaplin indicating the magnification power. Glasses will be delivered with the weekly canteen distribution.

PADLOCKS

Inmates assigned to the In-Tents Jail can purchase a padlock through the Inmate Canteen. Only one padlock can be purchased during your incarceration. If necessary, a second lock can be requested and approved by the Jail Commander. Only one lock will be allowed in your possession at any one time. Padlocks will be engraved with your booking number and date of issue. Padlocks will be confiscated if the engraving is altered in any way or the lock is found in the possession of another inmate. If you are transferred to another jail, the padlock will be impounded into your property.

INTERNATIONAL CALLING CARDS

International calling cards are sold for the purpose of calling outside of the United States, including Canada, Mexico, Guatemala, and Honduras. **There is a limit of two calling cards per week per inmate. No collect calls can be made to countries outside the United States.**

Section 6

COURT APPEARANCES

You must have your ID band with you at all times and it must be worn on your right or left wrist at all times when away from your bunk/cell or out of your assigned housing unit. Failure to do so will result in you receiving a DAR.

You may NOT refuse to be transported to any court. If you are on the Transportation court list, you will be transported.

You will wear only MCSO issued clothing in court unless you are appearing before a jury, and/or the court has approved other clothing for you.

Your ID band, prescription glasses, medical slips, legal papers, and Keep On Person (KOP) medications are the only items you are permitted to take to court.

There will be no yelling or loud talking in the holding tanks. Disruptive behavior will result in disciplinary action.

When your name is called, you will come to the front of the holding tank promptly. You will present your ID card to the officer and follow instructions.

You are not allowed to talk with members of the public, your family, or other inmates in the courtroom without special permission.

11. You will not tamper with, or damage any tent, lights, fans, fire extinguishers, or any other Maricopa County or Sheriff's Office property.
12. You will not rearrange bunks or switch bunks without specific permission and direction of MCSO Staff.
13. Financial transactions of any kind are **NOT** authorized. This included inmates or staff.
14. Crimes committed by inmates will be prosecuted to the fullest extent of the law.
15. Your tent, living area, and bunk will be clean at all times. Your bunk will be made whenever you are not sleeping and when you leave your tent.
16. The television and telephones will remain on except during emergencies or at the direction of staff.
17. All inmates will be required to comply with the grooming standards. These rules will be specific for either male or female inmates.
 - A. Male inmate's hair will be cut so that it does not reach the collar or ears.
 - B. Beards are **not authorized**. Mustaches will be trimmed to the corner of the mouth and not to extend below the upper lip. Sideburns will not extend below the bottom of the ear.
 - C. You will shave daily.
18. If you are a working inmate, your work assignment may be changed at any time. Work box **does not** accept job change requests.
19. **No food** is allowed on the Yard. Water bottles will contain only water.
20. Failure to comply with any of these rules and regulations will result in disciplinary actions being taken against you up to and including revoking your privileges to work.
21. Inmates are only allowed in their assigned tent or dayroom (dorm). Inmates are not permitted to congregate or loiter in tents or sections of the yard for any reason.

Removal from working status “No-Work” may not always be related to the disciplinary action process. It may be determined an administrative action for the security, order, or safety of the jails. No-Work status will be determined as appropriate by a Division Commander. After 30 days the inmate may submit an Inmate Request Form, requesting review of the No-Work status to the Division Commander.

**MARICOPA COUNTY SHERIFF'S OFFICE
IN-TENTS**

IN-TENTS INMATE RULES AND REGULATIONS

- I. It is your responsibility to read and follow all rules and regulations. These rules and regulations include but are not limited to the following: In-Tents Program Rules and Regulations and the General Inmate Rules and Regulations for all Inmates housed in the Maricopa County Sheriff's Office jails.**

GENERAL RULES AND REGULATIONS FOR IN-TENTS INMATES

1. The Sheriff's Office is not responsible for the theft, damage, or loss of any items placed into the locker assigned to you.
2. You, your locker, and your living area are subject to search at any time. Your presence is not required for searching your living area, locker, or bunk.
3. You may be tested for drugs and alcohol at any time with any means available to the Sheriff's Office.
4. Your ID band will be displayed on your right or left wrist at all times.
5. All meals will be eaten in the designated area for your housing unit or current work assignment. You are responsible for returning your tray to the serving cart and placing all trash in the proper containers.
6. **No food items** will be allowed in any tent or outside of the dorm. Personal items will be kept in the locker assigned to you. **No items** will be hung from, stuck to, or in any way attached to your bunk or on the floor for any reason.
7. You are to respond quickly when called for meals, release, visitation, or work.
8. You will not enter any unauthorized area.
9. You will not communicate within **ANYONE** on the other side of the perimeter fence.
10. All conversations are subject to electronic monitoring.

Section 7

DEPOSITS AND RELEASES FOR MONEY/PROPERTY

A: ACCEPTABLE DEPOSITS

Deposits are limited to: U. S. Currency, Cashiers Checks, and Official Checks payable to you from local, state, or federal governmental agencies, and Postal Money Orders or Western Union Telegraphic Money Orders. All incoming checks must be made out with the name you are in custody under, along with your booking number, to be accepted and deposited into your account. Also accepted are authorized money transactions through the Touch Pay System. No one may make deposits to more than **1** Inmate Fund Account without written approval from the Jail Commander. All currency and checks that are wet, soiled, mutilated, contaminated, suspicious, or altered will be rejected.

B: RELEASING PERSONAL PROPERTY AND/OR MONEY

To release property and/or money you must submit an Inmate Request Form identifying the person you wish to release the item(s) to. The person to whom you release your personal property, or money, must show a valid, unaltered, government issued photo identification. You are allowed to release money **within the first 72 hours you are in jail**. After that time, money will only be deducted from your account for canteen orders, subscriptions, medical fees, payment of bonds or fines, litigation fees, or any qualified statute related expense that provides authorization for MCSO to deduct funds from your account. **ANY** exceptions must be approved by the Jail Commander.

Each type of release and each release require a separate Inmate Request Form with your thumb print authorizing the release, even if both money and property are being released at the same time to the same person.

You may request a clothing **exchange** if, you have experienced a substantial increase or decrease of body size, you need clothing for a jury trial, you have completed your sentence with MCSO and are being extradited to another jurisdiction, your clothing has been confiscated as evidence, or you were arrested wearing clothing that is not suitable for the current weather conditions when you are being released (arrested wearing swimwear being released in January). In any case, MCSO will not accept more than **1** of each garment. All exchanges require the Jail Commander's approval.

You may not release your clothing unless you are being transferred to the Arizona Department of Corrections (AZDOC) at which time it **MUST** be released. If you do not release your clothing it will be impounded at MCSO Property for 10 days. Any property you are keeping in your cell must also be released prior to transfer to AZDOC or it will be destroyed.

If you wish to release the property you were arrested with, you must release **ALL** of it at once. Your property is sealed in a bag upon your arrival at MCSO and is not opened until you are released. The individual you release your personal property to should present a copy of the completed Inmate Property Release Form and must show a valid, unaltered, government issued photo identification as well as your complete name and booking number in order to receive your property. **If your property is not picked up within 10 days of your release to AZDOC it will be destroyed.** There are no partial releases of property.

You are not allowed to have any form of money in your possession. That includes: **cash, coins, checks, and money orders**. It will be considered contraband and confiscated. It will **not** be returned to you. It will be placed into the Inmate Found Money Account.

You are not allowed to make any financial transaction or do any bartering with other inmates, staff, or volunteers at any time. Ownership of items may not pass from one inmate to another inmate or to anyone else.

- A minor, who is married to an MCSO inmate and is requesting a regular visit without an adult, must provide a marriage certificate and a valid, unaltered picture ID.
- Minors under the age of 14 will not be required to provide identification unless their age or identity is in question.
- Only 2 people are allowed to visit at a time. This includes minors. A baby less than 1 year old is not counted as a visitor.

B: TYPES OF VISITS

- **Regular** – A visit by an individual who resides within Maricopa County. Regular visits may be monitored or recorded. You are permitted three (3) 30 minute regular visits during a seven-day period. The seven-day period begins every Sunday.
- **Out of County** – A visit by individual who resides outside Maricopa County. Out of town visits may be monitored or recorded. You are permitted three (3) 30 minute out of county visits within a seven-day period. The seven-day period begins every Sunday. Out of county visits do not count against other types of visits. Visitors may not change status. **Example:** If a visitor signed up as a regular visitor for one visit, they may not sign up as an out of county visitor for a different visit. Exceptions will be considered on an individual basis and must include an acceptable picture identification that documents an out of county address.
- **Privileged** – A visit made by Officers of the Court, a consular or embassy officer, chaplain’s aide, religious advisor, community clergy or authorized community clergy. Privileged visits will not be monitored or recorded.
- **Special** – A visit designated for clergy, religious volunteers, police officers or paralegal and legal assistants only. Special visits will not be monitored or recorded.
- **Courtesy** – A visit approved by the Jail Commander of your assigned Jail for exceptional circumstances. Courtesy visits may be monitored or recorded, but they will not count against your Regular or Out of County visitation time.
- **Video** – A system that permits inmates to receive visits from visitors through the use of cameras and TV monitors. The system allows the visitor and inmate to see and hear (via an audio and visual closed circuit TV) the person with whom they are speaking. All visits, other than Privileged or Special visits, may be monitored or recorded.
- Visiting days and hours vary from jail to jail. Potential visitors should call the Jail Information phone line at 602-876-0322 for special information for your assigned facility.

Except for legal visits, you will not be called for visitation during meal times, or if you are at sick call, work, recreation, religious services, or any other program. There will be no exceptions, including out of county visitors. You may have your visit when you have returned to your housing unit, time permitting and your visitor is still present.

Scriptures may be taken to a clergy visit. Legal papers may be taken to a legal visit. **No other items are allowed without prior supervisor approval.**

You and your visitors must abide by the rules posted in the visitation areas. Children must be supervised. All noise (including voice levels) will be kept at an acceptable level, as not to interfere with other inmate visits. If you or your visitor(s) violate jail rules, or behave in a disruptive way, your visit will be stopped immediately. It may also result in barring the visitor and/or restrictions being placed on you during future visits.

All occupants of a pod/cell can be held accountable for any contraband, damage, destruction, or graffiti found in their area.

You are not allowed to accumulate any issued items such as cleaning supplies, toilet paper, soap, plastic or brown bags, excess clothing, Inmate Request Forms, or Grievance Forms.

You are not allowed to have any tool, or any item that may be used as a tool, in your possession except when you are using it under direct staff supervision.

Section 10

DISCIPLINARY PROCEDURES

The Maricopa County Sheriff’s Office uses a disciplinary system that is designed to resolve both major and minor rule violations. This process includes a written statement of the rule violated, a hearing, a determination of innocence or guilt, and an appeal process system.

Inappropriate behavior may also result in additional administrative actions, which may include the removal of personal items from your cell. Inappropriate behavior including, but not limited to, any assault on a staff member, threats to assault a staff member, possession of contraband that can be used as a weapon, throwing or spreading urine, fecal matter, blood, or other body fluids, and damage to county property may result in your placement on an **Alternative Meal Sanction**. This meal meets USDA 2005 Dietary Guidelines. Eating and drinking utensils will not be issued. The sanction will be imposed for up to **30 days** for an appropriate infraction. If an Alternate Meal Sanction extends beyond seven (7) days, after the seventh (7th) day, and every seventh (7th) day thereafter until the sanction is complete, two regular meals will be offered to you. In instances where your conduct is in violation of Arizona Revised Statutes you will be charged criminally. **In these cases, a criminal charge will constitute a violation of probation and you will be subject to further court actions.**

You have the option of waiving your attendance at the Disciplinary Hearing (**Guilty Plea**). By pleading guilty you will not be afforded a hearing. If you choose to plead Not Guilty, you have **24** hours to prepare a defense.

An officer has 72 hours, from knowledge of the rule violation, to serve you a Disciplinary Action Report (DAR). A disciplinary hearing is held within 72 hours of your receipt of the disciplinary report. This excludes holidays, weekends, or days you are not available due to medical/dental appointments, court appearances, visitation, programs, recreation, facility transfer, out to work, or for security reasons. If you fail to attend your hearing or pose a threat to the security of the institution, officers, or other inmates, the hearing will be held without you.

If upon review of the Disciplinary Action Report by the Bureau Hearing Unit Sergeant, it is determined that the report is incomplete or procedurally flawed, the Hearing Unit Sergeant may remand it back to the officer for correction before hearing the case. If this remand procedure is used, you will be served with the amended Disciplinary Action Report. The disciplinary hearing will be held within 72 hours of your receipt of the amended report.

Additionally, the Bureau Hearing Unit Commander or Division Commander may remand a Disciplinary Action Report to the Bureau Hearing Unit Sergeant when believed appropriate to fully document the evidence relied upon in making the disciplinary finding. You will receive a copy of the revised report.

During the hearing, you are given the opportunity to make a statement, provide names of witnesses, and/or present documentary or other evidence that is relevant, but not repetitive, to your case. Hearing Unit Sergeant will determine relevancy of evidence/witnesses.

Any funds remaining in your account will be returned to you at the time of release. If you are being transferred to AZDOC, your balance will be forwarded to the Department of Corrections. If you have been sent to a facility that will not allow you to take funds with you, you should request an Inmate Request Form to complete and forward it to the Inmate Accounting Group. The funds will be forwarded to the correctional facility for you.

Section 8

COMMISSION OF A CRIME

If you violate any jail rules, local ordinances, or state or federal law, you face additional confinement based on the outcome of legal action, if any, reclassification, and/or the loss of privileges. Crimes committed by an inmate will be investigated and referred to the County Attorney for prosecution.

Section 9

CONTRABAND

Contraband is any unlawful or prohibited item, material, possession, or substance that is forbidden by law or by jail regulations. Altered items are also considered contraband. You may possess materials issued by the staff, items you have purchased from the Canteen, authorized items received through the mail, and legal documents. Any items in your possession that are contraband will be confiscated and disciplinary action, and/or administrative actions, may be taken against you.

Some examples of **contraband** include but are not limited to:

- Unauthorized drugs, chemical intoxicants, narcotics, liquor.
- Any tobacco products and/or fire producing devices.
- Medication distributed by the medical staff, but not authorized to be kept on person.
- Obscene pictures or reading materials.
- Food items that are not from the Canteen or authorized by the medical staff.
- Staff clothing or equipment. Altered clothing or any clothing not issued by MCSO.
- Money in any form, including cash, checks, and money orders.
- Weapons or items that could be considered weapons.
- Any item made from the threads of jail issued clothing, towels, or bedding.
- Unauthorized religious paraphernalia.
- Picture frames, headbands, and food service caps.
- Gang related paraphernalia.
- Any bottle or container, which has been altered for any use other than what, it was intended for. This includes using it as a drinking cup.
- Any other administrative items such as pens, paper clips, etc.

You, and your living area, are subject to search at **anytime**. **YOUR PRESENCE IS NOT REQUIRED DURING A CELL SEARCH.**

Individuals who have been arrested and booked into MCSO must wait **1** year from the date of their release to be eligible to visit. This does not normally apply to visits with members of your immediate family, but visitors who wish to be exempted from the one-year requirement shall be required to present a written request to the Jail Commander for approval. You may be required to provide certified copies of your marriage licenses, birth certificates, etc, in these cases. Convicted felons **ARE NOT** allowed to visit any inmate housed in any Maricopa County Jail.

Prior to a visitor bringing you prescription eyeglasses, dentures, contacts, or medical items, written pre-approval, utilizing an Inmate Request Form, **MUST** be obtained from the Jail Commander. Once approval is received, your visitor will be notified of appropriate procedures for you to receive the item. Items such as saline solution are available in the Inmate Canteen and family members may deposit funds to your account to cover this expense. Items must in the original unopened container from the manufacturer. Items with broken, damaged or altered seals will not be accepted.

If you are in segregated housing, you may have special conditions or limitations placed on your visitation privileges. Significant security issues, disciplinary sanctions, or safety issues can restrict or limit your regular visitation. Privileged Visits may still be allowed.

If you are suspected of having a contagious disease(s), you might be denied visitation privileges. Privileged Visits may be allowed upon approval of a Correctional Health Physician.

Section 28

WORKING STATUS

Fully sentenced inmates will participate in the Inmate Work Program. Medical conditions, as determined by Correctional Health Services, may exempt an inmate from participation in the Work Program. Inmate classification and disciplinary action history will also be factors used in determining participation in the Inmate Work Program.

Grooming standards are required of all working inmates. Your hair must be cut in a conservative style; sideburns will not extend below the earlobe. A mustache is acceptable and will not extend past the corners of your mouth. Religious beliefs, as verified by the Sheriff's Office Chaplain, may exempt an inmate from cutting his hair. Correctional Health Services can exempt a male inmate from shaving. However, inmates exempt from haircuts or shaving will not be allowed to participate in the Inmate Work Program. Inmates working in Food Services shall be clean shaven and fingernails will be trimmed short and kept clean.

If you refuse to participate in the Inmate Work Program you will be written up according to the appropriate rules violation and moved to a disciplinary segregation housing unit. While in lockdown status, privileges denied will include visitation, canteen (except hygiene items and writing supplies), television, inmate programs with the exception of Library Services, and access to the charge-a-call telephones. You will be allowed **1** non-contact visit a week. Religious services will be requested by Inmate Request Forms.

Violation of jail rules or regulations, while working, will subject you to disciplinary and/or administrative action. Administrative action will include the possible revocation of two-for-one credits earned and denial of court assigned work programs.

NO-WORK STATUS

Disciplinary sanctions begin at **0001** hours the day following the disciplinary hearing. If you are currently on disciplinary sanctions, additional sanctions for more recent violations can be added concurrently, or consecutively, to the current sanctions depending on the severity of the DAR, at the discretion of the Hearing Unit Sergeant.

Any disciplinary sanctions may be challenged by filing an Institutional Disciplinary Appeal Form obtained from detention staff. You have **24** hours upon receipt of the yellow copy of your DAR to attach it to a Disciplinary Appeal Form for review by the Jail Commander, or his designee.

The Jail Commander's decision is final, and sanctions will start as stated on the appeal form. Failure to attach the yellow copy will result in the appeal not being addressed.

If you display inappropriate behavior or you receive significant disciplinary sanctions, your classification may be affected and you may be reclassified to a higher security level. In some cases it may result in you being transferred to another facility.

A: EXPLANATION OF SANCTIONS

If you are placed on "**FULL RESTRICTION**," you lose all privileges. This means no non-legal telephone use, recreation, regular visits, program participation, and canteen (except hygiene items). It does not restrict access to your attorney or weekly religious services.

If you are placed in "**DISCIPLINARY SEGREGATION**," you lose the same privileges listed under "**FULL RESTRICTION**," including your television privileges. You will be moved to a segregation unit where your dayroom access is limited to no more than **1** hour per day. You will not be allowed out of your cell for programs or church service. Segregation does not restrict access to your attorney, weekly religious services held at your cell door or monthly library service.

The Alternative Meal Sanction (Nutra-Loaf) may be imposed by authorized personnel as a part of the inmate disciplinary process.

If you are in a housing unit which is placed on "**POD RESTRICTION**," all inmates in your housing area are denied certain privileges because of inappropriate behavior. Such privileges may include but are not limited to recreation, television, canteen, non-legal telephone calls, and visitation. Pod restriction may be challenged by **1** person acting as a spokesperson for the pod. This is done by submitting an Institutional Disciplinary Appeal Form to the Jail Commander. Remember, you are allowed to appeal the pod restriction as a **spokesperson only**, not as an individual. You are not allowed to submit a grievance involving pod restriction.

If you are guilty of possessing any item of contraband, on review by the Jail Commander, you may be placed on **non-contact visitation status** as an administrative action for the remainder of your incarceration.

If you are a fully sentenced, work eligible inmate, rule violations may result in you being removed **permanently** from eligible work status.

RULES VIOLATIONS SHALL RESULT IN THE APPROPRIATE DISCIPLINARY SANCTION. PROGRESSIVE DISCIPLINE WILL BE UTILIZED TO ENSURE FAIR AND IMPARTIAL SANCTIONS; HOWEVER, HIGHER DISCIPLINE MAY BE ISSUED AS AN APPROPRIATE FIRST MEASURE WHEN THE RULE VIOLATION(S) AFFECT THE SECURITY AND OPERATION OF THE JAIL. RULE VIOLATIONS OF A SERIOUS NATURE MAY RESULT IN ADDITIONAL CRIMINAL CHARGES BEING FILED AGAINST YOU.

If you wish to declare a change in your religious preference, a written statement must accompany your request. This statement must be from an accredited leader (who is not an inmate) of the religious group of which you are a member or wish to become a member. The written statement must be on letterhead stationery, with a local business phone and business street address. The letter must affirm your membership, loyalty, and commitment to the religious group of which you are a member or wish to become a member.

In the event of a serious illness or death in your family, you may request to see a Chaplain or religious volunteer. The Chaplain's Office will try to respond to such requests as soon as possible.

Scriptures, rosaries, and inspirational materials received from the Chaplain's Office are donated for your use while incarcerated and remain the property of the Chaplain's Office. You are required to return scriptures, rosaries, and inspirational materials by attaching these items to an Inmate Request Form addressed to the Chaplain and give the item(s) to the officer to forward to the Chaplain. **Donated items are for the inmates use only and are not to be sent or given to family members.**

Section 26

TRANSFERS TO PRISON

Inmates sentenced to Arizona State Prison/Department of Corrections (AZDOC) are **NOT** allowed to take personal property when transferred. Immediately upon sentencing, fill out an Inmate Request Form with the name of the person who will pick up your possessions. Print on the form, "**SENTENCED TO DOC. RELEASE ALL PROPERTY.**" Any monies on your Inmate Account will be transferred with you. **ALL** Inmates will be required to release their personal clothing **prior to transfer**.

All inmates sentenced to AZDOC are required to return all Bibles, Korans, and other religious and program materials to an MCSO Chaplain or Programs Personnel.

All jail authorized property (with the exception of hygiene items) must be released prior to transfer to AZDOC.

Section 27

VISITATION

A: GENERAL RULES

- Unless prior approval is received from the Jail Commander, visits must take place during the regular visitation hours scheduled for your assigned facility.
- Visitors 18 years of age or older must have a current, unaltered government picture identification.
- Any minor, age 14 – 17, will be required to present valid, unaltered picture identification, such as a school ID card.
- Visitors less than 18 years of age must be accompanied and supervised by a responsible adult.

C. **Call not accepted** - You will hear “Your call was not accepted”.

D. **Number blocked by the called party** – You will hear, “This number has been blocked at the customer’s request”.

E. **Number blocked by the telephone carrier** – You will hear a message that explains the reason the call was blocked by the telephone carrier.

Section 24

RECREATION

Detention personnel schedule times for recreation. Recreation may be restricted or canceled when the order and security of the jail is affected, when you are under disciplinary sanctions, or for inclement weather.

You will be fully clothed when you go to and come from recreation.

The only items you may take to recreation are prescription eyeglasses, your ID bracelet, and water if authorized.

You will not be permitted to return to your housing area before recreation time ends, unless an emergency is involved.

You will take proper care of all athletic equipment and use it for the purpose intended and only in designated areas.

Section 25

RELIGIOUS SERVICES AND SPIRITUAL COUNSELING

Religious activities are conducted regularly. You may ask for scriptures, religious items, and literature by submitting an Inmate Request Form. These items are donated and may not always be available. Softbound scriptures and books received from the Chaplain’s Office are stamped and will, therefore, be returned to the Chaplain upon your release from MCSO. Scriptures and religious books **not** stamped for return to the Chaplain are generally property an inmate purchased.

If you wish to receive religious counseling or pastoral guidance, submit an Inmate Request Form to the Chaplain.

If you wish to see a religious representative who is not a member of the MCSO Chaplain Staff, explain the nature of your request. The Chaplain’s Office will make all reasonable efforts to fulfill your request.

If you want special religious items, you must receive the approval of an MCSO Chaplain and the Jail Commander. Religious items, such as a rosary, **may not** be worn on clothing or the body. If religious items are worn or taken to court, the item will be confiscated.

When your religious scripture is not available from the Chaplain or directly from the publisher, you may send an Inmate Request Form to the Commander of the Religious Services Section. In the written request you must explain why the publisher cannot mail the scripture. If approved and authorized by both the Jail Commander and the Commander of the Religious Services Section, the scripture must be hand delivered as a new, unopened, soft bound scripture. The person delivering the book must provide an official government issued picture identification when delivering the book to the Jail Administration Office or Visitation. The Sheriff’s Office is not responsible for loss; damage or theft of approved religious items brought in to you.

If you alter or tamper with religious materials, they will be taken away, and you will be subject to disciplinary action. You must store rosaries and all religious items in your cell.

B: OFFENSES AND GUIDELINES FOR INMATE DISCIPLINE.

MAJOR OFFENCES

- 001 KILLING** – The suspect will be placed into Closed Custody for the protection of others, 30 days disciplinary segregation, and criminal charges. Also, a sanction of up to 30 days on the Alternative Meal Program may be imposed. Fully sentenced work eligible inmates will also be permanently removed from work status.
- 002 ASSAULT ON INMATE** – 15 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 003 ASSAULT ON EMPLOYEE** – 15 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation. Also, a sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 004 FIGHTING** – 15 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation Also, a sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 005 THREATENING** – 3 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 006 EXTORTION OR BLACKMAIL** – 3 to 30 days full restriction **AND/OR** 3 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 007 SEXUAL ASSAULT/RAPE** – 15 to 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 008 MAKING SEXUAL PROPOSALS, LEWD OR LASCIVIOUS COMMENTS, OR ENGAGING IN SEXUAL ACTS** – 7 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 009 INDECENT EXPOSURE** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 010 ESCAPE AND ATTEMPTED ESCAPE** – 15 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 011 ARSON** – 15 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 012 RECKLESS BURNING** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 013 DESTROYING OR DAMAGING COUNTY PROPERTY** – 3 to 30 days full restriction **AND/OR** 3 to 30 days disciplinary segregation. Also, a sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.

person you need to contact. If a supervisor approves it, you will be allowed a call on a special telephone. The call will be processed through the Arizona Relay Service.

4. **Special Situation Calls:** If you are experiencing problems using the Inmate Telephone System due to equipment failure, or the system will not process your legal or regular call, you may submit an Inmate Request Form explaining the need for a special call. Include the name and telephone number of the person you need to contact. If a supervisor approves it, you will be allowed a call on a special telephone. (A special call will not be authorized because the number has been blocked.)
5. **Telephone Equipment Problems:** If you are having problems using the Inmate Telephone System, you must submit an Inmate Request Form explaining your complaint in detail. Once verified, detention personnel will submit a request for repair to the vendor. (Most repairs will be completed within 48 hours [excluding weekends and holidays] after the vendor has received the request.)
6. **Rules for use of the Inmate Telephone System:**
 - A. You may not make telephone calls during headcount, mealtime, or when the nurse is dispensing medications.
 - B. You will not interfere with another inmate's telephone privilege. All inmates are permitted equal access to the telephones.
 - C. You are not allowed to request your called party to make third party or conference calls. You will be disconnected from your call and disciplinary action may be taken against you. You may also lose the ability to call that telephone number.
 - D. You are not allowed to make Directory Assistance calls, 1-800, 1-888, or 1-900 calls. Exceptions will only be made for a telephone call made through a TDD machine for the hearing impaired.
 - E. If you want to call "SILENT WITNESS," you may do so by dialing in your IPIN followed by 0-480-948-6377. There is no charge for the call.
 - F. When attempting to gain access to the telephone, failure to use any name, other than your given name (as booked), or booking number (IPIN), will result in suspension of privileges.
 - G. Do not request that the person you are talking to call you back. **The Inmate Telephone System will not accept incoming calls.**
 - H. Misuse of the telephone or attempts to gain access by using a name, or booking number, other than your own will result in suspension of phone privileges.

B: TELEPHONE INSTRUCTIONS

1. Establishing Identification into the Inmate Telephone System:

- A. **Intake:** While you are in Intake, you are not required to establish identification to make a telephone call on the Inmate Telephone System.
- B. **All other Jails (the first time a call is made):** After arriving at your assigned facility, it will be necessary to establish your identification before calls will be processed. **The system will walk you through the steps:**
 1. Pick up the handset and listen for a dial tone.
 2. Enter your seven 7 digit Inmate Booking Number, including the alpha character (IPIN). **(Does not apply to calls made from Intake.)**

- 025 **CONDUCT WHICH DISRUPTS SECURITY OR OPERATION OF THE INSTITUTION** – 7 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 026 **INTERFERING OR TAMPERING WITH ANY SECURITY LOCKING DEVICE, CELL DOORS, ETC.** – 10 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 027 **COUNTERFEITING OR FORGERY** – 10 to 20 days full restriction AND/OR 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 028 **BEING INTOXICATED** – 10 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 029 **SMOKING OR POSSESSION OF ANY TOBACCO PRODUCTS (including lighters and matches)** – 10 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation AND/OR non-contact visits for duration of confinement; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 030 **GIVING OR OFFERING BRIBES TO ANY MCSO STAFF** – 15 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 031 **FAILURE TO STAND COUNT, INTERFERING WITH THE TAKING OF A HEADCOUNT, OR REFUSING TO BE IDENTIFIED** – 7 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 032 **REFUSING TO SUBMIT TO ANY DRUG TEST, FAILURE TO PRODUCE SAMPLE, OR HAVING POSITIVE TEST RESULTS** – 30 days disciplinary segregation AND/OR non-contact visits for duration of confinement; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 033 **ATTEMPTING TO COMMIT, AIDING ANOTHER TO COMMIT, OR MAKING PLANS TO COMMIT ANY OFFENSE** – Will be the same as the actual commission of the offense; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 034 **ENGAGING IN A GROUP DEMONSTRATION** – 7 to 15 days disciplinary segregation AND/OR 15 to 30 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 035 **BEING IN AN UNAUTHORIZED AREA** – 7 to 30 days full restriction AND/OR 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 036 **UNAUTHORIZED CONTACT OR CONDUCT WITH THE PUBLIC OR VISITOR** – 7 to 30 days full restriction AND/OR 7 to 30 days disciplinary segregation and possible restrictions on future visits; may also include permanent removal from work status if you are a fully sentenced work eligible inmate. Visitors may be banned from facilities. In cases, where contraband was passed into the facility, the visitor will also face possible criminal charges.

- 014 **GRAFFITI OF ANY TYPE** – 7 to 30 days full restriction **AND/OR** 3 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 015 **THEFT** – 3 to 30 days full restriction **AND/OR** 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 016 **POSSESSION OR MANUFACTURE OF SUSPECTED NARCOTICS, DANGEROUS DRUGS, OR MARIJUANA** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation **AND/OR** non-contact visits for the duration of confinement; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 017 **POSSESSING, HOARDING, OR MISUSE OF PRESCRIBED NARCOTICS OR OTHER DANGEROUS PRESCRIBED DRUGS** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 018 **POSSESSION OR MANUFACTURE OF INTOXICANTS** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation **AND/OR** non-contact visits for the duration of confinement; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 019 **PROMOTING PRISON CONTRABAND (this includes, but is not limited to), POSSESSION OR INTRODUCTION OF EXPLOSIVES, AMMUNITION, FIREARMS, OR WEAPONS, INCLUDING SHARPENED INSTRUMENTS, KNIVES, AND UNAUTHORIZED TOOLS** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation **AND/OR** non-contact visits for the duration of confinement. Also, a sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 020 **PROMOTING PRISON CONTRABAND (this includes, but is not limited to), POSSESSION OR MANUFACTURING OF SUSPECTED NARCOTICS, DANGEROUS DRUGS, OR MARIJUANA** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation **AND/OR** non-contact visits for the duration of confinement; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 021 **POSSESSION OF OFFICER'S OR STAFF'S CLOTHING OR EQUIPMENT** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 022 **RIOTING, OR INCITING A RIOT, PARTICIPATING IN, INCITING, OR ATTEMPTING TO INCITE/ENGAGE IN A GROUP DISTURBANCE OR DEMONSTRATION** – 7 to 30 days full restriction **AND/OR** 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 023 **REFUSING TO OBEY DIRECT ORDERS FROM MCSO STAFF (this includes being out of your cell or off your assigned bunk during lockdown)** – 7 to 30 days full restriction **AND/OR** 7 to 20 disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 024 **FAILURE TO COMPLY WITH SECURITY PROTOCOL (i.e. refusing to lockdown, resisting being handcuffed, etc)** – 7 to 30 days full restriction **AND/OR** 15 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.

Booking Number Examples:

A123456	Enter:	2123456
D123456		3123456
P123456		7123456

- 3. Enter the number you wish to call in the following format: 0 + area code + number. (This process also applies to international calls.) **All telephone numbers, including local, require entry of the area code before the phone number.**
- 4. The system will prompt you to select your language preference (English or Spanish). Press the appropriate digit for your selection.
- 5. The system prompts, "At the tone state your name." Your voice is recorded permanently and used to identify you on all subsequent calls (legal and personal). **Be sure to speak your entire name after the system prompts you with a tone.**
- 6. The call will then be processed.
- 7. Wait for the called party to answer and accept the call.
- C. **Re-establishing Identification:** If you need to re-record your name, you are required to submit an Inmate Request Form explaining the reason. Once verified, Detention Personnel will submit a request to the vendor so you can re-record your name.
- 2. **Collect Calls within the United States, Canada, and some Caribbean Countries.**
 - A. Enter your seven (7) digit Inmate Booking Number, including the alpha character (IPIN).
 - B. Enter the number you wish to call in the following format: 0 + area code + number. **All telephone numbers, including local, require entry of the area code before the phone number.**
- 3. **Collect calls to Mexico (Country Code 52).**
 - A. Enter your seven (7) digit Inmate Booking Number, including the alpha character (IPIN).
 - B. Dial 0-602-581-2768.
 - C. You will be advised through the automatic attendant to dial 011, the country code, the city code, and the residential number. Example: 011-52-667-752000.
011- Mexico - Culiacan - Phone number.
- 4. **International Telephone Card (Purchased through the Canteen).**
 - A. Enter your seven (7) digit Inmate Booking Number, including the alpha character (IPIN).
 - B. Dial 011, the country code, and the residential phone number, including the area code if required.
Examples: 011-502-53055500
011- Guatemala – phone #
011-963-932-067000
011-Syria-Area Code- Phone #
- 5. **Voice messages you may hear:** If you dial the telephone number and your call is not connected, you may hear the following recording depending on the circumstances:
 - A. **Ring No Answer** – You will hear a ringing sound. The call will timeout after 21/2 minutes.
 - B. **All lines Busy (Outbound circuits)** – You will hear a fast busy signal.

- 037 UNAUTHORIZED CONTACT OR CONDUCT WITH OTHER INMATES (fraternizing)** – 7 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 038 COOKING** – 7 to 30 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 039 DESTRUCTION, UNAUTHORIZED POSSESSION, OR ALTERATION OF A RAZOR** – 15 to 30 days full restriction AND/OR 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 040 ALTERING OR DESTROYING ANY MCSO ISSUED ITEMS OR MATERIALS** – 7 to 30 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 041 POSSESSION OF UNAUTHORIZED SUBSTANCE** – 10 to 20 days full restriction AND/OR 7 to 15 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 042 DESTROYING, ALTERING, LOSING, OR MAILING INMATE ID BAND** – Written warning to 30 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 043 ATTEMPTING TO FRATERNIZE OR MAKING INAPPROPRIATE COMMENTS WITH STAFF** – 7 to 30 days full restriction AND/OR 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 044 INTENTIONALLY THROWING, SQUIRTING, POSSESSING, OR SPREADING ANY BODY FLUIDS OR WASTE ON ANOTHER PERSON OR PROPERTY** – 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 045 INTERFERENCE OR HARASSMENT OF ANY MCSO EMPLOYEE INCLUDING OFFICE CANINE IN THE PERFORMANCE OF THEIR DUTIES** – 7 to 30 days disciplinary segregation; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 046 DESTROYING, ALTERING OR MISUSING ANY FOOD UTENSIL OR PACKAGING**- 7 to 30 days full restriction AND/OR 3 to 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 047 INTENTIONAL TAMPERING WITH FOOD OR A BEVERAGE PRODUCT** - 3 to 30 days disciplinary segregation. A sanction of up to 30 days on the Alternative Meal Program may be imposed; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 048 INSOLENT TOWARD MCSO STAFF** – 7 to 30 days full restriction AND/OR 3 to 10 days disciplinary segregation.
- 049 GANG REFERENCES, SAGGING, SIGNING, AND OBVIOUS GANG VERBIAGE** – 3 to 30 days full restriction AND/OR 7 to 10 days disciplinary segregation.


A: CHARGE-A-CALL TELEPHONE/LEGAL

Use of the Inmate Telephone System is one of your privileges. The normal schedule for using this privilege for regular collect calls (charge-a-call) begins at 8:30 a.m. and ends at 10:00 p.m. each day. The jail command staff may adjust the hours available to you because of circumstances that affect jail order or security.

The normal schedule for placing legal calls begins at 8:00 a.m. and ends at 5:00 p.m. (during normal business hours). **The Inmate Telephone System does not process legal telephone calls made after 5:00 p.m.**

1. Two types of telephone calls are made on the Inmate Telephone System.
 - A. **Regular collect calls (Charge-a-Call):** You dial the telephone number and the person receiving the call is charged. The person you call is advised that they will be charged before the call is connected. **All regular collect calls will be recorded and monitored.** At the beginning of the call you will hear, “(telephone company name) has a collect call from (your name).”
 1. **Collect** - Your called party is billed by their telephone service provider for all calls you make from the Inmate Telephone System to their residential telephone number in the United States, Canada, some Caribbean Countries, and Mexico.
 2. **Prepaid** – When your called party is unable to be billed by their telephone service provider for collect calls you make to a residential number or cell phone, the Inmate Telephone Provider offers a program that allows your family and friends to set up a pre-paid account to receive your calls in the United States, Canada, and some Caribbean Countries.
 3. **International Calling Card** - You are able to purchase a pre-paid International Calling Card through the Inmate Canteen to contact family and friends **outside of the United States, Canada, and some Caribbean Countries.**
 - B. **Legal calls:** The Inmate Telephone System recognizes attorneys registered with the Arizona State Bar Association. At the beginning of the call you will hear, “(telephone company name) has a legal call from (your name),” or, “(telephone company name) has a legal collect call from (your name).” **Legal calls are not recorded.**

Note: If you dial the telephone number to your legal counsel and the recording states that, “this call will be recorded or monitored,” hang up. It is your responsibility to complete an Inmate Request Form explaining that the call was not processed as a legal call. The phone number will be researched and if it is confirmed that the telephone number represents a valid legal telephone number, the Inmate Telephone System will be updated to include the new legal counsel’s telephone number. **Your telephone call will then be processed as a legal call and will not be recorded or monitored.**
2. **Pro-Per Witness Calls:** Pro-Per status is recognized only by court order and witness calls will not be processed until the information has been verified by detention staff. You must submit an Inmate Request Form to the Jail Commander and Inmate Legal Services listing the witnesses that you intend to contact. You must receive prior approval before the calls are processed. When you are granted Pro-Per status, you will be given an additional set of rules that must be followed.
3. **Access to a Telecommunications Device for the Deaf (TDD) Portable Unit:** If you require the use of a TDD Portable Unit, it will be made available. The calls require detention officer assistance. Submit an Inmate Request Form that explains your need. Include the name, title, and telephone number of the

<p>Arm and Leg Lifter Lie face down with your arms extended over your head and your legs extended. Lift your right arm and left leg simultaneously and keep them extended for 3 to 4 seconds, then return to starting position. Now lift the left arm and the right leg simultaneously for 3 to 4 seconds. Repeat. Do these exercises slowly. Do not jerk your legs or arms.</p> 	5	10	15
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Section 20

PROGRAMS

Participation in Inmate Programs is a **PRIVILEGE** based on eligibility and space availability. Eligible inmates may participate in a variety of programs including GED, substance abuse classes, career counseling classes, and 12 step programs. Programs that are offered vary at each facility. In order to find out what programs are offered at your facility first check your housing unit for posted program schedules. You may also submit an Inmate Request Form to the Program Coordinator and request a schedule of programs.

If you see a program you want to attend, fill out an Inmate Request Form requesting the class. You will be notified when you have been added to the class or the waiting list if the class is full. If you abuse any program or do not follow the rules, you may be dismissed from that program and your participation in other programs may be restricted as well.

Section 21

JUVENILE EDUCATION

All juvenile inmates without a High School Diploma or GED are required to attend school. This may be in addition to other scheduled programs, and may include inmate's who are on restriction. An inmate's school setting may be based on classification, behavior, and/or academic level.

Other than legal visits, you will not be allowed to receive visits during your scheduled class time. You are not allowed to take any items to class unless directed by education staff.

Section 22

SPECIAL EDUCATION

Special education services, as defined in the Individual Disabilities Education Act, are offered to all eligible inmates up to the age of 22. An Inmate Request Form may be submitted for additional information. Inmates on restriction or lockdown may attend classes. If your security level prevents you from attending class you will be provided with education packets.

Section 23

INMATE TELEPHONE SYSTEM

MINOR OFFENSES

- 101 **POSSESSION OF FOOD IN UNAUTHORIZED AREAS** – Written warning to 7 days full restriction.
- 102 **MISUSE OF MEDICATIONS** – Written warning to 15 days full restriction.
- 103 **POSSESSION OF MONEY, UNLESS SPECIFICALLY AUTHORIZED** – Written warning to 15 days full restriction.
- 104 **UNAUTHORIZED USE OF MAIL** – 3 to 10 days full restriction.
- 105 **POSSESSION OF AN UNAUTHORIZED ITEM** – Written warning to 15 days full restriction.
- 106 **POSSESSION OF EXCESS OR UNAUTHORIZED CLOTHING/BEDDING** – Written warning to 15 days full restriction.
- 107 **FEIGNING ILLNESS** – Written warning to 7 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 108 **FAILURE TO FOLLOW HEALTH AND SAFETY RULES** – Written warning to 15 days full restriction.
- 109 **UNAUTHORIZED USE OF EQUIPMENT** – Written warning to 10 days full restriction.
- 110 **USE OF EQUIPMENT OR SUPPLIES CONTRARY TO INSTRUCTIONS OR SAFETY STANDARDS** – Written warning to 10 days full restriction.
- 111 **SLEEPING ON THE JOB** – Written warning to 15 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 112 **FAILURE TO REPORT FOR WORK** – Written warning to 15 days full restriction.
- 113 **FAILURE TO GET UP WHEN REASONABLY AWAKENED (includes, but is not limited to, inmates needing to go to court or work)** – Written warning to 15 days full restriction; may also include permanent removal from work status if you are a fully sentenced work eligible inmate.
- 114 **GAMBLING, PREPARING OR CONDUCTING A GAMBLING POOL, OR POSSESSION OF GAMBLING PARAPHERNALIA (except playing cards)** – Written warning to 10 days full restriction.
- 115 **BEING UNSANITARY OR UNTIDY** – Written warning to 10 days full restriction.
- 116 **HOARDING OF MAGAZINES, BOOKS, OR NEWSPAPERS** – Written warning to 7 days full restriction.
- 117 **UNAUTHORIZED USE OF THE PHONE WHILE ON RESTRICTION** – 3 to 10 days full restriction.
- 118 **ATTACHING PICTURES OR OTHER ITEMS TO WALLS, BARS, ETC.** – Written warning to 20 days full restriction.
- 119 **LYING TO MCSO STAFF** – 7 to 15 days full restriction.
- 120 **REFUSING TO WORK** – 7 to 30 days full restriction. May also result in Administrative Actions to include your removal from work programs, Alpha Programs, and loss of 2 for 1.
- 121 **GANG CONTRABAND – TO INCLUDE PHOTOGRAPHS, WRITINGS, AND DRAWINGS** – Written warning to 30 days full restriction AND destruction of materials.

Hair bands **ARE NOT AUTHORIZED** for male inmates. Inmates serving or handling food will wear powder free vinyl or plastic gloves and have their hair restrained and covered with a hair net while working.

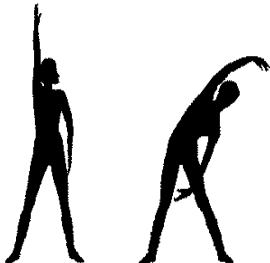
Each week you will be provided with **2** changes of underwear, **1** change of outer garments and bed sheet, and **3** changes of towels (Closed Custody inmates will receive all items once a week to keep in their cells). It is your responsibility to ensure that no part of the clothing you receive is altered or damaged, as you will be held responsible for the clothing you wear. You will be given **1** clean blanket per month. Female inmates will be issued a nightshirt that will **NOT** be worn away from their cell or bunk, however, female inmates in dorms, requiring the use of the restroom and sink to wash their hands during lockdown hours, may wear nightshirts.

Section 19

BASIC EXERCISE

During your period of confinement, it is recommended that you set some time aside to engage in exercise involving large muscle activity, i.e., walking, jogging in place, and other calisthenics. The area where you exercise will not interfere with security walks or be in a common traffic area. Performing unauthorized exercises or exercising un-safely may subject you to disciplinary action. (Note: in case of pain or difficulty breathing, do not continue exercises without a medical evaluation). Examples are as follows:

Warm-up exercises should begin gradually and be performed daily. For unconditioned persons, perform 2 weeks of the following exercises:

<p>Jumping Jacks Stand with arms at sides, jump, and spreading feet to the side, and simultaneously swing the arms overhead; then swing the arms down and jump back to the starting position. Use a rhythmical and comfortable count.</p>	<p><u>REPETITION</u></p>
<p>Side Stretches Stand feet slightly apart, one arm extended straight upward and the other at your side. Slowly bend to the side of the down arm, as far as you can go. Stretch gently (start a short return movement, but bend and stretch again). Then come up, switch arm positions, and repeat to the other side.</p> <div style="text-align: center;">  </div>	<p>15</p>
<p>Toe touch Stand with your feet together, arms at your side, with the knees locked. Bend and gently stretch forward, toward toes or floor. Return and repeat in a slow rhythm. (Caution: do not bob or jerk down to toes.)</p>	<p>5 (each side)</p>
<p>Slow Jog Stand in place with your arms in a running position. Slowly jog in place or in a small circle for 60 counts or 60 seconds. Count each time the left foot strikes the floor. Begin slowly and pick up the pace gradually every 15 counts or 15 seconds, until the last 15 are</p>	<p>10</p>

been resolved, you may file an Institutional Grievance Appeal with the Jail Commander. You must complete and submit the appeal within **24** hours after receiving the Hearing Unit Sergeant's response. You must also attach the yellow copy of your grievance to the appeal upon submittal.

The Jail Commander will respond to an Institutional Grievance Appeal within **7** working days from the date it is received. **NOTE:** The Jail Commander, or his designee, may recommend the dismissal of a repetitive or frivolous grievance.

- If the problem still is not resolved, and you wish to appeal to the External Referee, you have **24** hours from the day you receive the Jail Commander's response to file an Inmate External Grievance Appeal Form. You must attach your yellow copies of the Grievance Form and the Grievance Appeal Form (including all responses/attachments) to the External Appeal Form when you submit it. The appeal will not be accepted without the appropriate attachments.
- The Detention Standards and Compliance Division Commander or his designee, will review the External Grievance Appeal. Valid issues will be forwarded to the External Referee within **7** working days after receiving them. If the Bureau Hearing Unit Commander, or designee, in consultation with the Detention Standards and Compliance Division Commander, conclude that an External Grievance Appeal is frivolous, repetitive, without merit, or related to a non-grievable issue, it will be noted and forwarded to the appropriate Bureau Chief. The Bureau Chief shall review, respond and return the grievance to the Bureau Hearing Unit Commander within 14 working days. Should the Bureau Chief agree with the recommendation of the Detention Standards and Compliance Division Commander and the Bureau Hearing Unit Commander's decision to end the process and not forward the grievance to the External Referee, this will conclude the grievance process. Otherwise, the grievance will go forward to the External Referee.
- The External Referee will review the grievance and recommendations and give you their written opinion within **25** calendar days from the date of receiving the appeal. If the decision will be delayed, the Jail Commander will have the Hearing Officer request an extension, giving you the reason for the delay. The External Referee's response and written decision end the formal inmate grievance procedure.

Direct Supervised Grievance Process

You shall be afforded an opportunity to seek redress of your complaints without regard to disciplinary status, security level, housing category, or any other administrative status. The grievance procedure includes two levels of appeal: Institutional and External.

If your complaint or grievance is of an emergency nature, or alleges excessive force or restraint, the on duty shift supervisor will be advised and appropriate action is to be taken.

Upon request, within a reasonable amount of time, you will be provided with a Grievance Form. Jail Commanders will ensure that you may communicate your concerns or complaints and receive a prompt response, allowing necessary corrective action to be taken at the lowest supervisory level.

Should you allege that you have not received prompt redress, or allege a practice and/or pattern of not receiving proper redress to your complaints by detention staff, the Jail Commander in conjunction with the Bureau Hearing Unit Commander may consider utilization of the Direct Supervised Grievance Process.

This process may be initiated by a Jail Commander at any time and for any inmate, when it is deemed appropriate to ensure that you communicate your complaints and receive a timely direct supervisory response.

- 122 **TATTOOING OR POSSESSION OF TATTOO PARAPHERNALIA** – 7 to 15 days full restriction.
- 123 **BARTERING OF RELIGIOUS OR MEDICAL DIETS** – Written warning to 7 days full restriction AND/OR recommendation for discontinuation of diet.
- 124 **BARTERING, TRADING, PASSING, LOANING FOR PROFIT, OR ACCEPTING, AND/OR POSSESSING ANOTHER INMATE’S PROPERTY** – Written warning to 15 days full restriction.
- 125 **PIERCING, POSSESSION OF PIERCING TOOLS, OR USING UNAUTHORIZED ITEMS (to insert into pierced/non-pierced body parts)** – Written warning to 30 days full restriction.
- 126 **GROOMING, FAILURE TO FOLLOW GROOMING GUIDELINES (this pertains to sentenced inmates assigned to work details)** – Written warning to 21 days full restriction AND/OR administrative actions including removal from work programs.

Section 11

GRIEVANCE PROCEDURES
(MEDICAL GRIEVANCES SEE SECTION 17)

The Maricopa County Sheriff’s Office provides you with a system to register your valid complaints about procedures and conditions in the jails. **You must make a good faith effort to resolve your complaint at the lowest level possible in the grievance procedure, and you may not bypass any of the steps listed below.** However, if the staff fails to respond to your grievance within the time allowed, you may proceed to the next step in the process. Time limits may be extended upon request.

You **CANNOT** grieve disciplinary action or matters that pertain to other inmates. Mass grievances or grievances signed by more than one (1) inmate will not be accepted.

Using **vulgarity** or **name calling** in your grievances or appeals will result in the denial of the grievance process.


A: WHEN YOU HAVE A COMPLAINT

Ask for a Grievance Form from an officer. Complete the form, which must include a **proposed resolution**. The proposed resolution must be reasonable or it will not be accepted. **You may not include more than 1 issue on each form. If more room is needed you must use additional Grievance Forms only. Scrap paper, notebook paper, or any other type of paper will not be authorized to attach to a grievance or appeal.** Write only in the designated area of the Grievance Form. Duplicate grievances will be dismissed. Submit the completed form to a Sergeant within **48** hours of the event being grieved. The Sergeant will sign the form and return the pink copy to you with the A#, B#, and/or sergeant’s name, date, and time received upon submittal. The Sergeant may assign detention line staff to attempt and resolve the grievance, direct the grievance to the appropriate area, or may attempt to resolve the grievance. If the grievance cannot be resolved within **5** working days from receipt, it will be forwarded to the Shift Commander for review. The Shift Commander or his/her designee shall also review and attempt to resolve the grievance prior to forwarding it to the Hearing Unit.

- If the grievance is not resolved with the shift supervisor or Shift Lieutenant/Commander within **7** working days from being received, the form will be forwarded to the Hearing Unit Sergeant as a formal complaint.
- The Hearing Unit Sergeant will attempt to resolve the grievance within **7** working days from the date of receipt. If you do not receive a response after those **7** working days, or if you feel the problem has not

at full speed with knees high.	
Workout exercises should begin after you have done the warm-up exercises for 2 weeks. As your condition improves, move to Exercise 1, Level I of the workout. Stay at Level I until your conditioning allows you to progress to Level II and finally to Level III.	60 counts or 60 seconds

Workout exercises should begin after you have done the warm-up exercises for 2 weeks. As your condition improves, move to Exercise 1, Level I of the workout, stay at Level I until your conditioning allows you to progress to Level II and finally Level III.

EXERCISES Levels	REPETITIONS		
	I	II	III
Push-ups (Men) Lie on the floor with hands directly under the shoulder joints, fingers pointing straight ahead. Extend the arms and raise the body in a straight line from head to heels to a fully extended position supported by the arms and toes. Lower the body in a straight line by bending the arms until the chest just touches or comes within an inch of the floor. Repeat in moderate rhythm. (Women) Same except keep knees in contact with the floor throughout the movement.	5	10	15
Static Stretcher Sit on the floor with feet together, hands at sides. Without bending legs, bend trunk forward, touch head, reach forward as far as possible, and grasp firmly around legs, ankles, or feet according to the extent of your reach. Hold for six seconds, relax, and return to starting position.	5	10	15
			
Back Leg Lifts Front kneeling position, with hands on floor at shoulder width. Bring one knee to the chest and at the same time touch the head, attempting to touch the nose to the knee. Extend the leg back and up as far as possible, with the knee slightly flexed and at the same time, lift the head and shoulders as far as possible. Alternate the procedure with the other leg.	5	10	15
Low Back Stretcher Lie on your back with knees straight. Pull one knee, raising it to your chest. Grasp the leg just below the knee and pull the knee toward your chest. As you do so, curl your shoulders and head toward the knee. Hold for 3 to 4 seconds. Return to starting position and repeat exercise with the other leg.	10	15	20

The Direct Supervised Grievance Process is an enhanced process within the Inmate Grievance Procedure to effectively seek redress for inmates submitting numerous complaints and/or alleging a practice or pattern of not receiving a timely response. The Direct Supervised Grievance Process will effectively allow corrective action to be taken at the lowest supervisory level.

Procedures:

1. The Jail Commander in conjunction with the Bureau Hearing Unit Commander will initiate The Direct Supervised Grievance Process when it is deemed appropriate.
2. Once the process is initiated the Jail Commander shall assign a shift supervisor in conjunction with the Bureau Hearing Unit supervisor, for administering the Direct Supervised Grievance Process.
3. The assigned shift supervisor and assigned Bureau Hearing Unit supervisor shall meet with you as soon as possible in order to explain the process and provide a copy of the procedures to you.
4. The assigned Bureau Hearing Unit supervisor shall document each contact made with you notating the date, time, and reason for meeting with the inmate.
5. One or both the assigned supervisors shall meet with you at least every other day, excluding weekends and holidays, to ensure you have opportunity to communicate your concerns or complaint.
6. Upon request, officers will, within a reasonable amount of time, provide you with a Grievance Form. If you are assigned to the Direct Supervised Grievance Process, you will discuss the nature of the grievance with the assigned shift supervisor or the assigned Bureau Hearing Unit supervisor during designated meeting times.
7. If your initial complaint or grievance is of an emergency nature, or alleges excessive force or restraint, the on duty shift supervisor will be notified. This type of complaint or grievance will not be held for the designated supervisors assigned to the Direct Supervised Grievance Process.
8. During each meeting with you, the assigned supervisor and/or the assigned Bureau Hearing Unit supervisor shall determine if your complaint is an issue to be handled through the grievance process, or is an issue that needs to be forwarded to another area to be addressed. If the issue is to be handled within the grievance process, you shall complete the Inmate Grievance Form and give it to the assigned supervisor or assigned Bureau Hearing Unit supervisor.
9. The grievance will then be processed appropriately.
10. You shall only process your grievances and/or appeals with the assigned supervisor or the assigned Bureau Hearing Unit sergeant. If your initial complaint or grievance is of an emergency nature, or alleges excessive force or restraint, the on duty shift supervisor will be notified. This type of complaint or grievance will not be held for the designated supervisors assigned to the Direct Supervised Grievance Process.
11. Both the assigned shift supervisor and the assigned Bureau Hearing Unit sergeant shall remain informed concerning you and the Direct Supervised Grievance Process until the issue(s) are addressed.

D: FORMAL MEDICAL GRIEVANCE RESOLUTION

Housing unit officers will forward grievances concerning medical, dental, psychiatric problems, or treatment to the Hearing Unit for processing through the appropriate medical staff member. The Hearing Unit will have 1 day to record and forward all medical grievances. The appropriate medical staff member personnel will attempt to resolve the grievance within nine 9 calendar days of receiving it. **You can not grieve a request for health care that is not medically necessary, how medications are administered, admission to or discharge from an in-patient health care unit, or medically necessary diets.** All medical grievances must adhere to the time frames established within the Inmate Grievance Procedures.

- If you have not received a response, or the grievance has not been resolved within 11 calendar days, you may submit a Grievance Appeal Form to the nursing supervisor. The yellow copy of the grievance must be attached to the Appeal and forwarded to the Hearing Unit within 24 hours.
- The Nursing Supervisor will attempt to resolve the grievance within 14 calendar days of receiving the grievance. If it is not resolved at this level, you may submit an External Medical Grievance Appeal to the External Referee within 24 hours of receiving the Nursing Supervisor's response. The External Medical Grievance Appeal will be processed the same as stated above for Grievance Procedure.

Section 18

PERSONAL APPEARANCE AND HYGIENE

You will keep your hair, body, and clothing in a neat, clean, and odor free condition. If you are indigent, you will be provided with basic hygiene items such as combs, toothbrushes, toothpaste, and soap. Hoarding of free items will not be permitted.

You are to be fully dressed any time you are outside your assigned cell or bunk. At no time will you wear your clothing inside out. Your trousers will be worn with the waistband above the hips and no portion of the boxers or underwear exposed. You are **NOT** permitted to roll up or tie trousers or shirts. You are **NOT** permitted to expose your midsection in any way.

If you are issued a thermal top, you must wear it under your regular MCSO shirt. When leaving your housing unit, your thermal top must be worn at all times; you will not carry it with you. MCSO thermal tops/bottoms that have been altered or bleached white will be confiscated and disciplinary action may be taken.

You are not allowed to wear clothing that is excessively large or small. Jail Commanders may modify clothing guidelines as deemed necessary, such as during seasonal changes.

You will not wear or have in your possession, any type of jewelry except what cannot be physically removed. The Sheriff's Office will not be responsible for any such items in the event they are lost or stolen. You will not be permitted to wear handmade jewelry, including using altered items, such as teeth from a comb, or wires, used as piercing inserts.

You may not bind your hair so tightly that it cannot be searched. You may not wear any type of hair accessories unless purchased through Inmate Canteen. Hair bands are authorized for female inmates **ONLY**.

day/7 days per week) your payment in a form permitted by Section 7 of these Rules and Regulations (currency, cashiers check, governmental checks, money orders) with direction to be deposited in your Inmate Accounts Fund.

- A person on your behalf may place money in your Inmate Accounts Fund using any of the TouchPay Systems services (available 24 hours per day/7 days per week), upon payment of the additional service fee charged by TouchPay Systems -- TouchPay permits payment by credit card (VISA or MasterCard) by Internet (<http://maricopa.touchpaydirect.net>) or by telephone (1-866-355-9593) or payment by cash or credit card at any of the TouchPay kiosks at each jail facility -- the advance deposit amount must be increased by the TouchPay service fee which is deducted from the deposit.
- Alternatively, at your sole risk of timely receipt and processing, your advance deposit payment may be mailed to:

Maricopa County Sheriff's Office
Attention: Finance Division (Medical Transport)
234 N. Central Ave., 7th Floor
Phoenix, Arizona 85004

4. If you are unable to pay the for transport, to minimize delay you should promptly ask your abortion service provider for the contact information of any third-party organizations, which might be available, to provide financial assistance for abortion related services and promptly contact them. Alternatively, although no court order is required to obtain transport, such a request is available to you if you cannot afford to pre-pay the advance deposit and want to promptly submit an indigency request in your criminal court case stating your reasons for an order from the judge that the required pre-payment be waived and the expenses billed after transport.
5. You will not be provided transport for an abortion unless all of the above in Step 3 have occurred by 11:00 a.m. on the day identified for you as the Deadline. However, you may request that an abortion be rescheduled if you are able to later satisfy all of the requirements.
6. If the procedure and transport take longer than the estimate for the mileage and cost of the transport officers, the additional expense will be deducted from your Inmate Accounts Fund and/or you will be billed and are responsible for the remainder of the expense incurred. If there is any unapplied part of the advance deposit, that will remain in your Inmate Accounts Fund and disbursed or released as generally applicable to such funds.
7. If you have questions about the procedure described above, then submit a **Patient Healthcare Request Form** stating: "I want to speak to the Jail Commander about Abortion Transport."
8. If you have a grievance with the procedure or its performance, you may follow the grievance procedure set out in Section 11 of these Rules and Regulations for Inmates.

Section 12

HOUSING UNITS/LIVING AREAS

All persons living in a pod or cell are equally responsible for keeping common areas neat and clean. Your bed must be made when not in use. There are many cells within the jail system that display an American Flag painted over the top bunk. **ANY** damage done to the Flag will result in disciplinary action. Upon being placed in a cell, if you find the Flag has prior damage, **YOU** are responsible to advise an Officer as soon as possible.

You will not change the cell or bunk assigned to you. You will not rearrange bunks. You will not make or use hammocks. If you feel that you should be moved from your current housing unit **to protect your safety**, tell an officer immediately. You will be required to be specific as to the problem, including why you need to be moved, and what inmates (if any) are/may be responsible for the situation, prior to being moved. Protective custody (Administrative Segregation) may be available upon request. To request Administrative Segregation, you will need to advise your housing unit officer, who will provide you with an Administrative Segregation Request Form.

The upper tier is not a common area. The only inmates authorized on the upper tier are those assigned to a cell on the upper tier. You are not allowed to loiter on the upper tier, which includes sitting or standing on the stairs. You will not loiter in another inmate's cell or living area during your dayroom access. There are **NO** exceptions to this rule. The stairs, supports for the stairs, or upper tier are **NOT** to be used for exercise. Climbing the stairs to and from the upper tier repeatedly is **NOT** authorized for exercise.

Items you may keep in your cell include **1** set of jail issued bedding and those personal items either issued to you by staff or items purchased through Canteen. Your cell will be kept clean and orderly to comply with facility cleanliness and safety issues. Detention officers will instruct you on how to maintain your cell and common areas in a sanitary and orderly way. They will provide you with the equipment necessary to keep your housing area clean. You are not allowed to keep personal property in a manner that creates an unsafe or unsanitary condition.

The Commander at each jail sets the rules for distribution of razors. You are not to alter any part of your razor in any way, including removing the bottom plastic guard. You will be issued a DAR and lose privileges if a razor issued to you is missing, lost, stolen, or altered and administrative action including losing razor privileges for **30** days or permanently.

You are only allowed to have a total of **5** photographs. The photographs must not exceed four inches by six inches in size, must be unaltered, and may not contain any adhesives such as stickers or labels. Your name and booking number must be written on the back of each photograph. Nothing else is to be written on the photographs. No Polaroid pictures are authorized. You are not allowed to have gang affiliated or sexually explicit photographs.

You will be directed to release any excess personal property in your housing unit. If you need to retain a large amount of legal documents referencing a current case, you may submit a written request to the Jail Commander. Any excess property that is not released is considered contraband. Officers will send this excess property to MCSO Property and Evidence. You have **90** days to arrange for someone to pick it up there. After **90** days, the Sheriff's Office will dispose of your excess property.

When receiving medication in your housing unit, you must have a cup of water and your ID bracelet ready prior to receiving the medication. To be seen in the clinic, or receive medication, you **MUST** have your ID bracelet in your possession.

You may be charged a \$10.00 co-payment each time you request and receive a health care service and for each prescription you receive. The money will be deducted from your Inmate Fund Account, so you need to keep this in mind when you are deciding what to order from the Canteen. If you do not have sufficient funds to cover the co-payment, a record of your balance due will be kept. The money you owe will be deducted from your account when money is deposited into your account. Medical charges not paid for prior to your release will be charged against any future bookings with MCSO. If you have an outstanding bill from a prior booking, it will be deducted from any money that may be on your current account. There is no charge for care that the medical staff or mental health services staff initiates. You **WILL NOT BE REFUSED** health care services because you are indigent. The medical staff has no knowledge of your account balance.

Keep On Person (KOP) medication may be issued by the medical staff. If you misuse the medication or give it to other inmates, you will lose the privilege of having your **KOP** medication and your actions may result in disciplinary action.

You will be scheduled for a physical exam when you have been in jail about two weeks. If you received a physical exam in jail during the last year, and have no changes in your medical condition, you **may not have** another physical exam this booking. The medical staff evaluates each inmate for contagious diseases.

B: DENTAL TREATMENT AND ORAL HYGIENE

Emergency dental treatment is available to treat serious dental needs. If you feel the need for dental care, submit a Patient Health Care Request form. Inmates requesting Dental care from a private dentist must request a referral from the contracted CHS medical/dental provider. You will be responsible for all costs incurred for the treatment, including the cost of transporting you to and from your private dentist.

Brushing your teeth is important for good dental health. Brushing removes plaque. Plaque is a thin, colorless, sticky film containing harmful bacteria that constantly forms on your teeth. Plaque causes tooth decay and gum disease. This leads to tooth loss. Eating a healthy balanced diet, limiting snacks, and regular brushing will help keep teeth healthy.

The following is an effective way to clean your teeth:

1. Brush your teeth at least two (2) times a day.
2. Place the toothbrush on a 45-degree angle against your teeth.
3. Move the brush back and forth gently in short, tooth wide, strokes.
4. Brush the inner and outer surfaces of the teeth.
5. Use the top part of the toothbrush to clean the inside surface of the front teeth. Use a gentle up and down motion.
6. Brush your tongue to remove bacteria and freshen your breath.

responding party, or defendant or those Pro-se inmates representing themselves in civil rights actions. Indigent, in this case, means a balance of \$5.00 or less for 14 days in a row.

You are responsible for the care and control of your legal materials. The Inmate Legal Services section WILL NOT process duplicate or repetitive requests. THE COURTS WILL ACCEPT DOCUMENTS FILLED OUT IN PENCIL.

If you receive a court order granting you Pro-Per status, it is your responsibility to notify the Inmate Legal Services Section and the Jail Commander of the facility in which you are housed, via Inmate Request Form. You will need to provide a copy of the minute entry granting your Pro-Per status. Misuse of Pro-Per privileges and legal materials could result in losing this status. **ILS will not file petitions for dissolution or civil suits against private parties or organizations.**

Section 14

LIBRARY SERVICES

You are allowed a maximum of **3** books and **5** magazines. Excess books and magazines are not permitted and will be confiscated. You may request books and magazines monthly from Inmate Library Services by filling out an Inmate Request Form. To receive a new library packet, you must show your ID bracelet and return library books and magazines you have previously received. If you destroy or alter any library items, you will face disciplinary action and the possible loss of library services.

Before you are released from custody or transferred to another facility, you must return any books and magazines that belong to the MCSO Library.

Section 15

MAIL/SUBSCRIPTIONS

You must seal outgoing envelopes and be sure that your name, booking number, cell/bed assignment, facility name, and address are clearly written in the upper left-hand corner of your letter or postcard. Defaced postcards, homemade envelopes, or visible written profanity is unacceptable and will not be mailed. **As of May 1, 2007 all incoming mail, with the exception of legal mail, must be in standard post card form.** This change has been implemented to ensure the safety and security of jail facilities, inmates, and staff.

Acceptable Postcard Forms:

- Standard postcards only.
- Postcard minimum size requirements are 3.5 inches by 4.25 inches.
- Postcard maximum allowable size is 4.25 inches by 6 inches.
- Must be written in blue or black ink only.

Unacceptable Postcard Forms:

- Defaced or altered postcards.
- Plastic or wrappings on postcards.
- Postcards marked with paint, crayons, or markers.
- Postcards with labels or stickers.
- Postcards with watermarks or stains.
- Postcards with any biohazards, including perfumes or lipstick.
- Postcards depicting nudity, weapons, or gang references.

Pay attention to all announcements made over the public address system. Detention staff uses it to announce meals, medication delivery, recreation, programs, visitation, clothing exchanges, and dayroom access. It is your responsibility to be up and ready when the doors are opened after an announcement. If you are not ready as instructed, for example standing by slider with ID, you will not participate in the announced activity.

You will not interfere with, block, obstruct, or diminish the officer's view of your living area. This includes the use of towels, blankets, sheets, clothing, or any other items positioned in a manner to hinder an officer's view. You will not attach strings, pencils, paper, clothing, or any other object to any part of bunks, doors, toilets, bars, railings, lights, walls, windows, vents, or tables. Any attached items will be considered contraband and removed from the cell. You will not put photographs, pictures, or markings of any type on the walls, bunks, lighting fixtures, windows, bars, or doors of your living area.

You will not possess any item either designed, or altered, which may be used as a weapon of any type. You will not stand, lie, or sit on the tables. You will not stand or lie on chairs.

During an ID Headcount, not associated with serving of meals, you will go to your bunk and remain there completely dressed, with your ID band in plain view, attached to either your right or left wrist. **(You may not interrupt the officers until it has been announced that the ID Headcount is complete).** Officers will not respond to requests nor pass out, or pick up, anything, i.e., Inmate Request Forms, etc., during headcount.

When you are called to "roll up," you will come out of your living area and make sure you have your bedding, mattress, MCSO library books, all of your clothing, and all of your personal belongings. You will not be allowed to give any of your personal belongings or any MCSO issued items to any of the inmates who remain in the living area.

Section 13

LEGAL SERVICES

The staff of the Inmate Legal Services Section will **NOT** counsel, give legal advice, or personally see inmates.

Legal Services will provide copies of statutes, court rules, case law, forms, and formats, **ONLY** to eligible inmates. You are considered an eligible inmate if the court recognizes you as representing yourself in a criminal matter, if you are the petitioner in a civil rights lawsuit or a civil suit against a public officer, if you are the petitioner in an existing family court case, or if you are the responsible party in a new family court case.

For legal services listed above, fully complete an Inmate Legal Request Form and attach any documents to be mailed, delivered, or filed in the court. List the case number(s) on the request form. Do not write any confidential information on the Legal Request Form. Legal Services will provide any copies for those listed on the mailing list or cover letter. **The filing list must be for the parties to the case or officers of the court.** You are responsible for providing a mailing list with any filing or mailings submitted.

If the Legal Services Section denies your request, you will be informed of the reason. You must provide the Legal Services Section with specific instructions on how to process your documents.

Submit your requests for legal supplies and materials such as paper, pencils, and envelopes, etc. to your attorney or advisory counsel. **The Inmate Legal Services Section provides legal supplies ONLY to those indigent inmates who are not assigned legal or indigent inmates who are Pro-Per pursuant to a court order, or those inmates representing themselves in a civil matter in which they are the respondents, or those Pro-Se inmates representing themselves in civil rights actions or cases where the inmate is named as the**

C: ABORTION TRANSPORT

If you are pregnant and do not wish to continue the pregnancy because the pregnancy will present a danger to your life or health, then submit a Patient Healthcare Request Form to Correctional Health Services as described above.

If you are pregnant and you are requesting transport from the jail to obtain an abortion, which you have decided you want even if it is not medically necessary for your life or health, then you are responsible for all costs and the following procedure applies:

1. **Submit two (2) Patient Healthcare Request Forms (also known as Inmate Medical Request Forms).**

➤ **On one Patient Healthcare Request Form**, write legibly "I request confirmation of my pregnancy be provided to the Jail Commander," and sign your name on the form which will be your confirmation and authorization to Correctional Health Services staff to release this information to the MCSO Jail Commander, including without limitation the status of your pregnancy, last menstrual cycle date, and weeks of pregnancy if known.

➤ **On the other Patient Healthcare Request Form**, write legibly "**I request Abortion Transport,**" direct the form to "**Attention: Jail Commander,**" and sign your name. A Correctional Health Staff person will route this form to the Jail Commander. Your signature on this form is your authorization to release from your Inmate Accounts Fund all such amounts as charged to you for the abortion transport. Also, state the name and telephone number of the healthcare provider you have selected to perform the abortion. Provide additional information if you are aware of any regarding the healthcare provider's abortion schedule availability. (If you have not selected an abortion services provider, you may use the telephone directory to find one.)

2. Upon your identification of the name and telephone number of the healthcare provider to perform the abortion, the Jail Commander (or designee) will contact that healthcare provider to schedule the abortion. You will be informed, in writing, of any procedures necessary to prepare for the abortion, the amount you must pay for the abortion transport (the estimated range is approximately \$ 300.00 for each day required for your procedure), and the Deadline by which you must have paid the jail for the abortion transport and made all necessary financial arrangements with the abortion provider.

3. You will be provided transport for the scheduled abortion **only** if **all** of the following things have occurred by 11:00 a.m. on the day you were told was the Deadline:

➤ Your pregnancy has been confirmed to the Jail Commander by Correctional Health Staff (either by their own pregnancy testing or their receipt of such confirmation from a healthcare provider satisfactory to them); and

➤ The Jail Commander has confirmed that you have **fully** made all financial arrangements for the healthcare provider to perform the abortion; and Office and accompanied by reference to your custody name and booking number) may be paid by:

➤ A relative, friend, or other person on your behalf going to the reception desk or control area wherever you are housed and handing to the detention officer on duty (available 24 hours per

- Oversized postcards.
- Custom made postcards or photos turned into postcards.

Officers open **ALL** non-legal, incoming mail and inspect it for contraband. If mail is unacceptable you will receive a Mail Rejection Notification. Outgoing mail may also be opened and inspected for contraband. Legal Mail will only be opened and inspected in your presence. Contraband items found concealed or hidden in mail, including money, will be confiscated. Legal Mail consists of mail received from attorneys, courts, officers of the court, government officials or agencies, law enforcement agencies, officials of the confining authority, or administrators of grievance systems.

You will not order or receive special promotional offers from manufacturers or mailing lists.

You may subscribe to authorized newspapers and magazines through the publisher if you have sufficient funds. Any newspapers more than **3** days old will be discarded. Any magazines that show **frontal nudity, sex acts, gang subjects, or weaponry** are not permitted. Note: On occasions, some subscriptions that are approved may contain one or more of the aforementioned unauthorized content. That weekly, or monthly, edition of the magazine will not be accepted, and will be returned to the publisher.

A request to purchase a subscription shall require that you appropriately complete and submit an Inmate Request Form, including a thumbprint, listing the publication, the name and address of the publisher or the publisher's authorized distributor, and the amount to be released to pay for the subscription. You shall further be required to provide a stamped, properly addressed envelope with the Inmate Request Form. Your request will then be forwarded to the Jail Commander. If approved, the request will be sent to the Finance Division along with your authorization to deduct the cost of the subscription from your Inmate Fund Account. You are **NOT** allowed to order on a "**Bill Later**" or "**COD**" basis.

The only books you are allowed to receive are those books from approved publishers or distributors. This includes on-line distributors such as Amazon.com, and books approved by the Jail Commander before they are mailed. MCSO will not accept packages from any retail outlet or bookstore. **No hard bound books will allowed unless specifically authorized by the Jail Commander.**

You are not allowed to receive mail from, or write to, other inmates in the custody of the Maricopa County Sheriff's Office. **The only exception may be communication with immediate family members, which must be approved in advance by the Jail Commander at each facility. Proof of relationship MUST be provided before consideration will be given.**

If you are Pro-per or Pro-Se and need to mail legal correspondence to another inmate whom you list as a witness or part of your case via Inmate Legal Services (ILS), you must first obtain a court order allowing the correspondence. After the court order approval is obtained, you will send the legal correspondence to ILS, ILS will forward the correspondence to your Legal Advisor, and the Legal Advisor will mail the legal correspondence to the approved inmate recipient. Personal correspondence is not authorized.

PUBLICATIONS ON SUBJECT MATTER THAT MAY POSE A THREAT TO THE SECURITY OR SAFETY OF THE JAILS ARE NOT AUTHORIZED.

Section 16

MEALS

When receiving meals, you will be fully dressed with your ID band clearly displayed in the required manner. Your conduct during meals will be orderly and courteous, with no loud talking or disruptive behavior.

Televisions and telephones may be turned off during the serving of meals. You will remain in your cell or line up in the manner prescribed by the housing unit officer to receive your meal.

MCSO uses the USDA 2005 Dietary Guidelines in preparation of menus. Meals will comply with the recommended total daily amount of calories and food groups.

You are required to check your meal. If there is a problem with your meal, you must tell the officer BEFORE you leave the serving line. Once you leave the line it will be too late to correct anything wrong and the meal will not be replaced.

You will assist in bagging and removing trash after each meal. An officer will inspect dining/housing areas during the first hour after each meal. If the areas do not pass inspection within one hour after meals are served, the officer may leave televisions and telephones off until inspection is passed. The only food or drink items you may keep in your cell/room are those items approved by Correctional Health Services staff or items you purchased from the Canteen. **All other food and drinks will be disposed of within 1 hour after meals have been served.**

You will not barter with food handlers or other inmates for special or additional food. You are not allowed to cook, heat, or burn any substance.

If you refuse a medical or religious diet, your need for the diet will be reviewed, and it may be canceled. Diets will not be substituted. Those inmates requesting a religious diet must submit an Inmate Request Form to the Jail Chaplain requesting the diet. It is your responsibility to have a copy of your diet approval slip. The Chaplain issues a notation on the Inmate Request form that states the diet's authorization.

MEAL COUPONS

Inmates are able to purchase additional meal coupons through Inmate Canteen, redeemable for one regular sack or dinner meal (**drink not included**), subject to availability. Meal coupons may be redeemed **ONLY** after the regular meal service is complete, by showing your ID band and presenting your meal coupon to the detention officer, who will verify your booking number matches the one printed on the meal coupon. Upon redemption with proper identification, you will receive one regular meal consisting of the same meal offered to the general population. **Altered, torn, or illegible meal coupons will not be accepted.** Inmates in disciplinary segregation are not eligible to purchase or redeem meal coupons. Inmates in medical housing or special housing may not be eligible to redeem meal coupons.

Section 17

EMERGENCY MEDICAL TREATMENT

A: SICK CALL PROCEDURE

If you or another inmate has a medical emergency, tell an officer in your location **IMMEDIATELY**.

If you feel the need to be treated for a non-emergency medical, dental or mental health problem, submit a Patient Health Care Request Form. Follow the instructions and fill out the form. State your needs and/or symptoms and be as specific as possible. **Only Correctional Health Services staff will collect these forms.** The medical staff will respond to your request in writing, in person, or by making an appointment for you to be seen. If medication is prescribed for you, it may be given to you at the time of the appointment, or a nurse will give it to you in your housing unit.