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|  | MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES | |
| | Subject PROCESSING CONFINEMENT ORDERS AND ACCEPTING SELF-SURRENDERS | Policy Number DO-7 |
| | | Effective Date 12-18-24 |
| Related Information DM-2, <i>Computation of Projected Release Dates</i> GJ-15, <i>Warrant Confirmation and Self-Surrender Requests by Members of the Public</i> | Supersedes DO-7 (05-06-20) | |

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for processing acceptable Maricopa County or out of county confinement orders and accepting self-surrenders for confinement.

POLICY

It is the policy of the Office to process self-surrenders in an efficient, expeditious, and accurate manner, and to make timely notification to other criminal justice agencies concerning individuals who have failed to comply with their court ordered sentences.

DEFINITIONS

Acceptable Identification (ID): Current identification documents such as a driver's license, state-issued identification card, passport, consular identification card, or military identification card, which contains at a minimum the individual's name, date of birth, sex, and a clear photograph. This also includes an Arizona Mobile ID (mID) digitized companion version of an Arizona driver's license or identification card.

Confinement Order: An official document issued by a court that states a convicted person's sentencing information.

Custody File: The file containing the inmate's judicial and custodial records. The Custody File consists of two files, the Commitment and Jail File.

Hardbound Logbook: A hardbound logbook using consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a custody facility. A hardbound logbook is normally used in areas that do not have access to SHIELD or as a backup log when SHIELD is down.

Self-Surrender: An adult who is not in custody and is ordered by the court to present themselves to the Maricopa County Sheriff's Office (MCSO) for confinement.

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

PROCEDURES

1. **Self-Surrenders:** Members of the public who self-surrender on a confinement order shall be processed by detention personnel, as specified in this policy. Procedures for processing individuals who are requesting to self-surrender on an active warrant are specified in Office Policy GJ-15, *Warrant Confirmation and Self-Surrender Requests by Members of the Public*.
2. **Accepting Self-Surrenders:** All adult self-surrenders ordered by the court with a valid confinement order should present themselves to the Maricopa County Sheriff's Office Intake, Transfer and Release (ITR) facility.
 - A. Detention personnel shall ensure the self-surrender is properly identified as the individual named on the confinement order. Detention personnel shall compare the self-surrender's acceptable identification (ID) containing their name, sex, and date of birth with the information listed on the confinement order.
 - B. Detention personnel shall ensure the following information appears on the self-surrender's copy of the confinement order:
 1. The self-surrender's first and last name;
 2. At least one numerical identifier, such as the self-surrender's date of birth;
 3. The date and time the individual is to surrender, and the sentence imposed by the court. Although a surrender time is preferred, it is not required, as specified in this policy;
 4. The Arizona Revised Statute (ARS) violation or charge the self-surrender is being booked on; and
 5. The court case or complaint number that relates to the charge on the self-surrender.
 - C. When a self-surrender does not have a copy of their confinement order, yet a copy is located in the jail facility's future confinement file, detention personnel shall accept the self-surrender, as specified in this policy.
 - D. All self-surrenders shall be prescreened by Correctional Health Services (CHS) prior to acceptance into custody. CHS shall determine whether the individual is medically cleared to be accepted to complete their court ordered sentence.
 - E. An individual may surrender within six hours after the date and time detailed on the confinement order. When no time is specified on the order, the six hours will expire at 0600 hours on the day following the date which the individual was ordered to surrender.
 - F. A self-surrender with a valid confinement order who reports to an Office building or jail facility other than the ITR shall be instructed to report to the ITR for acceptance, as specified in this policy.
 - G. After a self-surrender has been accepted into custody, detention personnel shall make an entry in the Shift Log. Detention personnel shall ensure the jail facility's copy of the confinement order, when applicable, is removed from the future confinement order file and placed in the inmate's Custody File.

- H. Self-surrenders shall serve their sentence as directed on the confinement order, as specified in Office Policy DM-2, *Computation of Projected Release Dates*.
 - I. Juveniles shall not be accepted as self-surrenders.
3. **Turning Away Self-Surrenders:** A self-surrender shall not be turned away without supervisor approval. A supervisor shall determine whether there is a valid reason for not accepting the individual.
- A. Detention personnel shall make an entry in the Shift Log or Hardbound Logbook for any self-surrender who is turned away. The entry shall include:
 - 1. The self-surrender's first and last name;
 - 2. The self-surrender's date of birth;
 - 3. The Court case number;
 - 4. The Specified confinement date and time;
 - 5. The Arrival date and time;
 - 6. The name and serial number of the officer initiating the refusal; and
 - 7. The Name of authorizing supervisor, and the reason for turning the individual away.
 - B. No Confinement Order: When a self-surrender does not have a copy of their confinement order, and one cannot be located in the jail facility's future confinement file, detention personnel shall assist in locating a copy of the confinement order by using alternative methods.
 - 1. Alternative methods include, but are not limited to, searching the confinement order files, both hard copy and electronic, contacting the Sheriff's Information Management Services (SIMS) Division, or the sentencing court during normal business hours.
 - 2. When no confinement order can be located, the self-surrender shall not be accepted. Detention personnel shall inform the self-surrender to return to the sentencing court to obtain a copy of their original confinement order if needed, or an amended confinement order prior to returning and being accepted at the ITR facility.
 - C. Conflicting Identifying Information: When the self-surrender presents identifying information that conflicts with the information presented on the confinement order, and detention personnel are unable to positively identify the individual through other records, the self-surrender shall not be accepted. Detention personnel shall inform the self-surrender to return to the sentencing court to obtain an amended confinement order prior to returning and being accepted at the ITR facility.
 - D. Medical Evaluations: A self-surrender with an unacceptable medical condition, as determined by CHS, shall not be accepted and shall be instructed by ITR detention personnel to return to the sentencing court for an amended confinement order and to address their medical condition prior to being accepted at the ITR facility. Medical refusals will also be logged in the Shift Log or Hardbound Logbook.
 - E. Late Arrivals: Self-surrenders who present themselves more than six hours after the specified time and/or date on their confinement order, or whose court-ordered release date has expired, are considered a late arrival. Detention personnel shall instruct the self-surrender to return to the

sentencing court and request an amended confinement order prior to returning and being accepted at the ITR facility.

4. **Payment for Out of Maricopa County Confinement:** An individual who self-surrenders with a confinement order from a county other than Maricopa County, shall be required to pay a predetermined amount for each day of the court ordered sentence.
 - A. Self-surrenders shall present a cashier's check specifically addressed to the Maricopa County Sheriff's Office for the entire amount of their court ordered sentence, at the time of surrender.
 - B. When the amount or form of payment is incorrect, the self-surrender arrives with no payment, or the cashier's check is not specifically addressed to the Maricopa County Sheriff's Office, detention personnel shall explain the payment requirements and inform the individual to return to the sentencing court for an amended confinement order.
 - C. Self-surrenders sentenced by the Fort McDowell Yavapai Nation Tribal Court *are not required* to pre-pay; and shall not be turned away for non-payment.
5. **Forwarding Future Confinement Orders:** Detention personnel shall forward future confinement orders as follows:
 - A. Future jail facility confinement orders shall be forwarded to the ITR facility through interdepartmental mail or e-mail to jail.confinement.orders@mcs.maricopa.gov for filing.
 - B. Future Arizona Department of Corrections, Rehabilitation and Reentry confinement orders shall be forwarded to SIMS through interdepartmental mail.
6. **Filing Future Confinement Orders:** Future confinement orders shall be filed by the date the self-surrender is to report. Each day, ITR facility personnel shall purge the file and retrieve any order having a surrender date that is older than six hours. The ITR Commander or designee shall ensure the courts receive weekly notification of "No Shows" and all self-surrenders that were not accepted into custody.
 - A. When the confinement order is from a city or justice court, the clerk of that court shall be notified that the individual did not report to the ITR facility as ordered.
 - B. When the confinement order is from the Maricopa County Superior Court, the Maricopa County Adult Probation Department shall be notified that the individual failed to report to the ITR facility as ordered.