

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>INMATE PROGRAMS</b>	<b>Policy Number</b> <b>DP-1</b> <hr/> <b>Effective Date</b> <b>10-07-22</b>
<b>Related Information</b> DH-1, <i>Jail Access</i> DJ-4, <i>Pod Restriction and Pod Security Overrides</i> DP-5, <i>Nonemployee Personnel in Inmate Programs</i> GJ-28, <i>Prison Rape Elimination Act (PREA)</i>	<b>Supersedes</b>  DP-1 (01-13-16)	

**PURPOSE**

The purpose of this Office Policy is to provide guidelines and procedures regarding programs available to inmates, and to specify eligibility criteria for participation in such programs.

**POLICY**

It is the policy of the Office to provide opportunities for inmates to participate in evidence-based programs designed to identify and treat criminogenic needs and support inmates' successful transition into the community.

**DEFINITIONS**

**Chaplain Aide:** A religious volunteer selected for specific duties by, and working directly under the supervision of, the staff chaplains.

**Education Program:** Instructional programs, services, and special education services provided by, or through, the Office's certified teachers, as mandated by Arizona Revised Statutes (ARS) Title 15, Individual Disability Education Act (IDEA), No Child Left Behind Act (NCLBA), and other related federal and state educational regulations.

**Fully Sentenced Inmate:** An inmate serving one or more sentences with no unadjudicated criminal charges or external agency holds.

**Partially-Sentenced Inmate:** An inmate serving one or more sentences with adjudicated charges or holds.

**Privileged Visit:** 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 are normally contact visits, but may also be conducted electronically, through an on-site or remote video visit, regardless of the inmate's classification. They are normally conducted during regularly scheduled visitation hours and have no set time limit unless limitation is required for the secure and orderly operation of the jail.

**Program:** A goal-oriented system of instruction provided by, or through, the Office for the benefit of eligible inmates.

**Religious Activity:** Any devotional service, spiritual instruction, religious counseling, or guidance in which inmates participate either in person or electronically.

**Religious Advisor and Religious Volunteer:** Individuals who choose to provide religious activities for inmates. These individuals shall not expect, nor shall they be given, any monetary or material rewards for their services.

**Religious Literature:** Written or electronic work that is capable of expressing religious feeling or conviction. This includes books, magazines, devotionals, newspapers, and the scriptures of a religion.

**Staff Chaplain:** A religious representative employed or contracted by the Office.

**Unsentenced Inmate:** A pretrial detainee who has one or more charges or holds for which they have not been sentenced.

**PROCEDURES**

1. **Custody Support Division (CSD) Responsibilities:** The CSD Commander shall, in cooperation with the Operations Commander, Section Commander, and Section Supervisor, develop, schedule, and implement inmate programs. The Commander may request input from Maricopa County Partners before making final decisions in conjunction with other Office command staff.
  - A. Suggestions for new inmate programs may be forwarded to the Adult Programs Section (APS) Supervisor. The CSD Operations Commander shall forward to the appropriate section supervisor who shall evaluate the viability of the program and assess whether the proposed program supports the current goals of the CSD and the Office. If it is found acceptable, the section commander or supervisor shall prepare a program statement and forward it to the CSD Commander for review and implementation, if approved.
  - B. CSD Areas and Responsibilities:
    1. The APS Supervisor shall coordinate, direct, and supervise all respective inmate programs and activities focused on the adult population. The APS Supervisor shall also monitor the quality of inmate programs and how often they are provided. A monthly report shall be submitted to the CSD Commander.
    2. The Religious Services Supervisor shall coordinate, direct, and supervise all respective inmate religious activities and evaluate the quality of inmate religious programs. The Religious Services Supervisor shall also monitor how often the programs are provided to ensure federal requirements are met. A monthly report shall be submitted to the CSD Commander.
    3. The Maricopa County Sheriff’s Office Animal Safe Haven (MASH) Supervisor shall coordinate, direct, and supervise the programs and activities respective to the MASH unit and monitor the quality of inmate programs related to the vocation of animal care for inmates selected to participate in the program. The MASH Supervisor shall also be responsible for acting as the division’s liaison with the Animal Crimes Investigation (ACI) Unit and assisting with criminal cases of animal cruelty and abuse. A monthly report shall be submitted to the CSD Commander.
    4. The Education Section Supervisor shall coordinate, direct, and supervise all respective adult inmate academic education and GED administration and shall monitor the quality of inmate education activities. They shall provide the inmates with resources and material both in person and electronically to help further their academic education. A monthly report shall be submitted to the CSD Commander.
    5. The Juvenile Education Principal shall coordinate, direct, and supervise all respective juvenile inmate academic education and GED administration and monitor the quality of

juvenile inmate education activities. They shall provide the juvenile inmates with resources and material both in person and electronically to help further their academic education in accordance with local, state, and federal law. A monthly report shall be submitted to the CSD Commander.

6. The Volunteer Services Coordinator shall coordinate with all the CSD section supervisors and is responsible for identifying contractors and volunteers which require jail access. The Volunteer Services Coordinator shall be responsible for assisting with the recruiting, processing of applicants, and training of volunteers prior to granting them jail access. A monthly report shall be submitted to the CSD Commander.
  - C. Volunteers and contractors shall not be directly involved in any transaction involving the money or property of an inmate, either inside or outside of the facility. Volunteers and contractors are not to act as an advocate or representative for the inmate regarding criminal charges or legal matters. Some interactions, such as providing pertinent information to the inmate, or acting as a liaison between inmate and Office personnel, is permitted. The Office shall be informed of any information passed or liaison activities by volunteers and or contractor.
  - D. All volunteers and contractors are required to complete required PREA training annually and sign an acknowledgement form indicating they have been trained, as specified in Office Policy GJ-28, *Prison Rape Elimination Act* (PREA).
2. **Inmate Programs and Activities Offered:** Programs and educational activities offered to inmates may include, but are not limited to, the following:
- A. Educational programs, such as General Educational Development (GED) classes, juvenile inmate education classes, computer labs, special education services, and tutoring in literacy;
  - B. Social service programs such as parenting skills, anger management, cognitive restructuring, and the Girl Scouts Beyond Bars program;
  - C. Vocational counseling and training such as the New Opportunities for Work (NOW) Program, workforce development workshops, and other community resources;
  - D. Recovery support programs, such as Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Crystal Meth Anonymous, and other 12-step programs;
  - E. The Choose to Change Program, other cognitive programs, and associated supplemental behavioral modification classes;
  - F. Maricopa County Sheriff's Office Animal Safe Haven (MASH); and
  - G. Community Re-Entry:
    1. Transition planning; and
    2. Referrals to community resources.
3. **Eligibility for Participation in Inmate Programs:** Eligible inmates may participate in various Office and community sponsored programs. These programs, some of which are mandated by law, are provided for the personal, educational, and professional development, and overall health and welfare of all eligible inmates. Coordinators shall use the following criteria in determining inmate eligibility for in-person program participation:

- A. In general, any inmate classified as minimum or medium security, or who is a fully-sentenced working inmate shall be considered eligible for in-person programs, unless the inmate is in administrative, disciplinary, or security restrictive housing, medical isolation, or is unwilling to work. However, there may be additional screening criteria used for placement into in-person programs.
  - B. Inmates classified as maximum security are subject to the same criteria, with the following restrictions. Maximum security inmates shall not attend in-person programs with minimum or medium security inmates for any program, unless first approved by the jail facility commander or designee, and the program section commander or designee.
  - C. Inmates unable to attend in-person programming are provided the opportunity to use the inmate tablets to complete classes virtually, providing they are not restricted from tablet use. If an inmate is working on the GED program, they may receive an academic cell packet assigned by the educator.
  - D. Inmates eligible to participate in programs shall be subject to the following restrictions:
    - 1. Minimum or medium security inmates may attend programs together as long as the respective program coordinators review the inmate records to ensure that none of the attending inmates have restrictions or warnings that would threaten the security of the jail facility. These inmates may also participate in programs virtually by using the inmate tablet to attend classes.
    - 2. Fully Sentenced, partially sentenced, and unsentenced inmates may attend programs together as long as the respective program coordinators review the inmate records to ensure that none of the attending inmates have restrictions or warnings that would threaten the security of the jail facility. These inmates may also participate in programs virtually by using the inmate tablet to take classes.
  - E. The jail facility commander or designee may approve or disapprove the program participation of any inmate in a class not mandated by law.
4. **Religious Services:** Inmates shall be provided the opportunity to participate in at least one weekly religious activity in person or electronically. Reasonable efforts shall be made to accommodate an inmate's particular faith, either in group worship or in a one-on-one worship. Religious service is mandated by the First Amendment Rights and is cancelled only due to a security override, as specified in Office Policy DJ-4 *Pod Restriction and Pod Security Overrides*. In person or electronic religious programs include scripture studies, faith-based addiction recovery, or other faith-based programs.
- A. Inmates with special religious requests shall be required to submit an *Inmate Request Form* in either hard copy or electronically for review and approval to the chaplain's office.
    - 1. Religious items or services that may be requested include, but are not limited to, the following:
      - a. Religious literature includes scriptures, books, and magazines in hard copy or electronic format;
      - b. Spiritual counseling;

- c. Religious diets;
    - d. Religious materials; and
    - e. Special religious services.
  2. In order to limit contraband, items intended for use in religious services shall only be allowed, as specified in Office Policy DP-5, *Nonemployee Personnel in Inmate Programs*.
- B. If an inmate wishes to obtain a Privileged Visit from a specific religious representative other than a staff chaplain, a chaplain aide, religious advisor, or a religious volunteer, the inmate shall:
  1. Have the visitor request a Privileged or Special Visit;
  2. Make a request for a Privileged or Special Visit; or
  3. Conduct the visit electronically, through a video visit.
- C. Those conducting group religious activities shall be present one-half hour prior to the designated starting time and shall notify detention personnel that they are present for the religious activity. Detention personnel shall assist in having the inmate participants in place as scheduled.
  1. Detention personnel shall advise inmates of the religious activity at least 20 minutes prior to the starting time;
  2. Religious activities shall not be permitted to exceed 60 minutes in length. The exception is when permission is received from the Religious Services Section Supervisor, or the jail facility commander or designee; and
  3. Religious representatives shall not be permitted to perform the duties and functions of detention personnel.
- D. Jail facility commanders or designees may restrict or withhold religious activities when the activities themselves, the actions of the religious representatives, or other circumstances adversely affect jail order or security, for such time as the circumstances continue to exist. In such an event, a security override memorandum shall be submitted, through the chain of command, to the appropriate jail facility commander, as specified in Office Policy DJ-4, *Pod Restriction and Pod Security Override*.
- E. Staff chaplains, chaplain aides, religious advisors, and religious volunteers shall not be directly involved in any transaction involving the money or property of an inmate, either inside or outside of the facility. Staff chaplains, chaplain aides, religious advisors, or religious volunteers, shall confine their activities to those of a religious nature, and are not to act as an advocate or representative for the inmate regarding their criminal charges or other legal matters. Indirect involvement, such as providing pertinent information to the inmate, or acting as a liaison between inmate and detention personnel, is permitted.
- F. Staff chaplains employed by the Office shall wear an Office ID card, while those under contract shall wear a blue Jail Access ID card, as specified in Office Policy DH-1, *Jail Access*.
- G. All religious activities, other than individual visitation by religious representatives, shall be directed, supervised, or coordinated by a staff chaplain.