

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE HOUSING CATEGORIES	Policy Number DI-1 Effective Date 04-03-24
Related Information ARS 8-305 <i>Informational Handbook for Inmates</i> DI-2, <i>Administrative Restrictive Housing</i> DI-3, <i>Restrictive Housing Operation</i> DJ-2, <i>Inmate Disciplinary Procedure</i> DK-2, <i>Inmate Telephone System</i> DK-3, <i>Inmate Visitation</i> DP-1, <i>Inmate Programs</i> DP-6, <i>Inmate Legal Services</i> DQ-2, <i>Medical Isolation</i> GJ-37, <i>Transgender and Intersex Interactions</i>	Supersedes <p style="text-align: center;">DI-1 (11-05-20)</p>	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures specific to all inmate housing categories for all classifications of inmates.

POLICY

It is the policy of the Office to ensure inmates are housed based on their age, sex, and security level. Separate housing shall be provided for male, female, and juvenile inmates in all housing categories. Inmates shall be housed in the least restrictive setting necessary to ensure the safety of themselves, employees, Correctional Health Services (CHS), and other inmates. Inmates shall not be placed in restrictive housing because of race, color, creed, or national origin.

DEFINITIONS

Inmate: A person who has been accepted for confinement into a jail facility.

Inmate Tablet: A handheld computerized electronic device used by inmates to stream music, movies, games, and communicate with members of the public and legal representations. The inmate tablet is provided and maintained by a contracted vendor. Inmate tablets are battery operated and must be returned to the charging station on a regular basis in order to be charged.

Inmate Telephone System (ITS): A computerized telephone system administered by a contracted vendor which is used to process an inmate's personal/non-legal and legal telephone calls. All inmate phone calls made on a wall phone inside an inmate housing unit or on the inmate tablet profile Phone Dialer are processed through this system and are recognized as the same.

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

Juvenile Housing: Housing units designated for inmates under the age of 18 who have been remanded to an adult court system.

Legal Calls: Collect and non-collect outgoing calls to legal representatives. Legal calls may only be recorded by court order.

Pro Per (In Propria Persona) Inmate: An inmate who has elected to represent themselves in their criminal case, has been issued a valid court order or minute entry stating that they may represent themselves, and in a criminal case has been assigned advisory counsel. For the purpose of this Office Policy, self-representation in a civil matter only applies to a civil rights action, any civil suit relating to the conditions of confinement, habeas corpus matters, or any civil suit being filed against a government entity or in which a government entity has been named as a defendant.

Restrictive Housing: Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the majority of the day, which may consist of up to 22 hours or more.

PROCEDURES

1. **General Population Housing:** General Population housing is provided for inmates who have no special housing requirements.
 - A. Unsentenced minimum and medium security general population inmates shall normally receive up to 16 hours of dayroom access daily.
 - B. Unsentenced maximum security general population inmates housed in pod areas where there are less than 36 total inmates shall receive up to 16 hours of dayroom access daily. Unsentenced maximum security general population inmates housed in pod areas where there are more than 36 total inmates shall be split into two equal groups, each normally receiving up to eight hours of dayroom access daily.
 - C. Recreation for unsentenced general population inmates shall be allowed at all jail facilities, one hour per day, at least four days per week.
 - D. Inmate services and programs shall be made available to inmates, as specified in Office Policy DP-1, *Inmate Programs*.
2. **Nature of Charges (NOC) Housing:** Nature of Charges (NOC) housing is provided for inmates whose safety is or may be threatened from within a jail facility. NOC housing is voluntary and is based on inmates who have been charged with, or convicted of, specific sexual crimes against children and sex offender violations.
 - A. Inmates in NOC housing shall normally receive the same amount of dayroom access and recreation time as general population inmates and shall also be afforded access to the same programs and services offered to inmates in general population.
 - B. If an inmate charged with any of the qualifying NOC violations does not choose NOC housing, they shall be placed in Involuntary Administrative Restrictive Housing.
3. **Juvenile Housing:** This housing is provided for inmates under the age of 18 who have been remanded in an adult court system. Juvenile inmates shall be separated by sight and sound from adult inmates, as specified in ARS 8-305. Dayroom access and access to programs for juveniles is dependent upon the level attained in the Juvenile Management Program.
4. **Closed Custody Housing:** Closed Custody housing is provided for inmates who require a strictly controlled environment, which is based upon factually documented information indicating they pose a serious threat to

life, property, personnel, volunteers, and other inmates, or to the safety, security, and orderly operation of the jail facility.

- A. These inmates shall be housed in a maximum-security jail facility, and may be denied contact with other inmates, and restricted from programs and services normally offered to general population inmates.
 - B. Closed Custody inmates are identified by level as CC I, CC II, CC III, and CC IV. Dayroom access may vary from one hour up to three hours daily dependent upon the inmate's level, as determined by the Special Management Review Committee (SMRC).
5. **Medical Housing:** Medical Housing is provided for inmates who require a higher level of medical care that cannot be provided in general population housing or restrictive housing units, and for inmates who need to be isolated due to communicable disease. These inmates should normally be housed in a jail facility infirmary. The acceptance into medical housing, the level of medical care, and the access to services and programs shall be determined by Correctional Health Services (CHS). Quarantined housing procedures shall be followed, as specified in Office Policy DQ-2, *Medical Isolation*. Inmates admitted to the Valleywise Health Medical Center (VHMC) when it has been determined a higher level of medical care is necessary, are not considered as being under medical care in a jail facility. Custody Hospital Unit (CHU) personnel are responsible for providing and maintaining security requirements at the VHMC.
- A. Jail Medical Infirmary: The infirmary is a medical clinic located within a jail facility. The infirmary includes negative airflow rooms for control of infectious diseases, Americans with Disability Act (ADA) compliant rooms for disabled or physically challenged inmates, and four-bed wards for general population housing. Medical and detention personnel are assigned to the infirmary to provide medical care while maintaining security, safety, and orderly operation of the jail facility respectively.
 - B. VHMC: An off-site hospital that provides inmates who require a higher level of medical care. An alternative hospital may be used, due to bed availability and limitations in treatment options. Detention personnel assigned to the VHMC shall be responsible for the administration, security, and support services for those inmates. Detention personnel shall follow procedures as directed by VHMC command and/or the Inmate Medical Services Operations Manual.
 1. The jail facility transferring the inmate to VHMC or to an alternative hospital shall secure and maintain the inmate's cell property and Jail File.
 2. In the event an inmate is to be released from custody while at VHMC or at an alternative hospital, a CHU supervisor shall be notified. The CHU supervisor shall ensure the inmate's Jail File, property, clothing, and monetary voucher are picked up and delivered to release the inmate within a reasonable amount of time upon notification of release, unless exigent circumstances exist.
6. **Medical Restrictive Housing:** An inmate shall be placed in medical restrictive housing when the inmate does not show symptoms of a communicable disease but merely refuses a physical examination or medical testing to rule out a communicable disease. The medical restrictive housing cells may be located at the same place as a jail facility's other restrictive housing cells.
7. **Psychiatric Housing:** This housing is provided for inmates who need a higher level of psychiatric care than can be provided in general population housing or restrictive housing units. The assignment to a psychiatric housing unit shall be determined by CHS. Additional information pertaining to psychiatric housing may be found in Office Policy DQ-2, *Medical Isolation*. Dayroom access and access to services and programs for inmates in psychiatric housing shall be determined on an individual basis by CHS mental health personnel.

8. **Security Restrictive Housing:** This housing allows for the removal of an inmate from general population, when the inmate poses a safety risk to themselves, other inmates, personnel, CHS personnel, or threatens the security, safety, and orderly operation of the jail facility, as determined by detention personnel. This housing is immediate and allows for temporary restriction pending a jail rule violation indicated within the *Informational Handbook for Inmates*, reclassification, reassignment, or placement into another housing category. Security restrictive housing shall be managed, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
9. **Administrative Restrictive Housing:** This housing is provided for inmates whose safety is, or may be, threatened from within a jail facility. Administrative restrictive housing may be voluntary or involuntary and is based on factually documented information.
 - A. Inmates in administrative restrictive housing shall normally be removed from general population and may, depending on the individual case and the amount of protection required, be placed in housing apart from other administrative restrictive housing inmates.
 - B. Guidelines for identifying and housing administrative restrictive housing inmates are specified in Office Policies DI-2, *Administrative Restrictive Housing* and GJ-37, *Transgender and Intersex Interactions*.
 - C. Inmates in administrative restrictive housing may have one hour of dayroom access per day and may be afforded additional time outside of their cells for the purpose of recreation, as time and staffing permit, unless security, order, or safety precautions prohibit such activity.
 - D. Inmates in administrative restrictive housing may be limited from programs and services offered to inmates in the general population.
10. **Disciplinary Restrictive Housing:** This housing is provided for inmates who are found guilty of a major jail rule violation, as determined by the Custody Bureau Hearing Unit (CBHU).
 - A. Disciplinary restrictive housing may consist of being placed in restrictive housing away from the general population, including being locked in their cells for up to 23 hours daily, and restriction from certain privileges. Disciplinary restrictive housing shall be managed, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
 - B. Disciplinary sanctions may be imposed for all classifications and categories of inmates, as specified in Office Policy DJ-2, *Inmate Disciplinary Procedure*. Inmates normally confined in General Population Housing, Working Inmate Housing, Medical No-Work Housing, or Partial Custody Housing, who receive disciplinary sanctions, shall be moved to Disciplinary Restrictive Housing for the term of their sanction; all others shall normally remain in their current housing locations.
11. **Judicial Restrictive Housing:** This housing is provided for the temporary removal of an inmate from the general population based on judicial direction or order from a court which affects the management of that inmate, such as restricted telephone access, and where compliance with the order in general population would threaten the security, safety, and orderly operation of the jail facility. The housing and supervising of inmates placed into judicial restrictive housing shall follow the guidelines, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
 - A. Inmates placed in judicial restrictive housing shall be housed in the security restrictive housing area of the inmate's assigned jail facility, consistent with their classification designation. A *Jail Commander Notification Form* (JCNF) shall be completed by detention personnel in that housing unit and forwarded through the chain of command to the jail facility commander, prior to the end of the shift.

- B. The Inmate Classification Division Commander or designee shall be advised of all placements and provided with a copy of the JCNF, as well as a copy of the court order, if one has been provided. All placements shall be reviewed by the SMRC and Inmate Classification Division personnel.
 - C. Removal from judicial restrictive housing shall be based on appropriate documentation from the court and concurrence from the jail facility commander or designee.
12. **Sentenced Inmate Housing:** This housing is provided for inmates who are fully sentenced on all charges with no active warrants.
- A. Working Inmate Housing: This housing is provided for inmates who are fully sentenced. These inmates shall normally be housed separately from all other categories and are normally offered the same privileges as the general population inmates.
 - B. Medical No-Work Housing: This housing shall be the same as general population housing. These inmates shall have a medical reason authorized by CHS for not participating in the Inmate Work Program. These inmates receive the same privileges as non-sentenced inmates in the general population.
 - C. Administrative No-Work Housing: This housing is provided for inmates who are fully sentenced and eligible for work assignments but refuse to work. These inmates shall normally be housed separately from all other categories. Privileges usually offered to other sentenced inmates may be restricted for inmates who are assigned to non-working housing units. Reduction in privileges for non-working inmates may include, but are not limited to, the following:
 - 1. Inmates may receive up to 4 hours of dayroom access;
 - 2. Inmates may be afforded additional time outside of their cells for the purpose of recreation unless security, order, or safety precautions prohibit such activity. Inmates in Administrative No-Work housing shall be denied access to outdoor recreation for the first seven days of a sanction;
 - 3. Inmates shall not be allowed access to television;
 - 4. Inmates will only have access to the free profile or disciplinary profile on their tablets;
 - 5. Inmates shall only be permitted one On-Site Regular Video Visit and one Remote Regular Video Visit within a seven-day period. Privileged visits shall be permitted, as specified in Office Policy DK-3, *Inmate Visitation*;
 - 6. Inmates shall only be permitted access to the charge-a-call telephone one day in a seven-day period. Legal calls shall be permitted, as specified in Office Policy DK-2, *Inmate Telephone System*;
 - 7. Inmates shall be permitted to attend only one religious service during a seven-day period;
 - 8. Inmates shall not be permitted to take part in any program but are eligible for Inmate Library Services. Pro Per inmates shall also be entitled to legal services, as specified in Office Policy DP-6, *Inmate Legal Services*;
 - 9. Inmates shall not be allowed to order canteen items, except for writing supplies and personal hygiene products;

10. Inmates shall have their cell property inventoried and removed from their cell, except for hygiene items and writing supplies, until they are rehoused in general population. The property shall be properly labeled and securely stored, with an appropriate entry made in the Shift Log detailing the location of the stored property; and
 11. After an inmate has been housed in Administrative No-Work Housing for 30 days, they may request the division commander, or designee, review their work status. After the review, the division commander, or designee, may decide:
 - a. The inmate remains in Administrative No-Work status; or
 - b. The inmate returns to the Inmate Work Program.
- D. **Partial-Custody Inmate Housing:** This housing is provided for inmates who are ordered by the court to serve their sentence as weekends, are sentenced to five days or less, or are court ordered into the Work Release Program. Additionally, inmates who are ordered into the Work Release Program by a Superior Court Judicial Officer shall be assigned to this housing. These inmates are housed separately from other sentenced inmates and have limited access to services and programs offered to other inmates in custody.