

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CUSTODY BUREAU SAFES	Policy Number DC-3 Effective Date 07-08-21
Related Information DC-2, <i>Accountability of Monies & Negotiable Instruments</i> DD-2, <i>Inmate Property Control</i> DO-1, <i>Intake Process</i>	Supersedes DC-3 (12-19-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for securing and controlling access to custody bureau safes used by Sheriff's Information Management Services (SIMS) and the Inmate Canteen.

POLICY

It is the policy of the Office to ensure that access to all custody bureau safes used by SIMS and the Inmate Canteen are secure and that access is recorded and documented.

DEFINITIONS

Acceptable Currency: United States (U.S.) currency which is presented in good condition. The Office reserves the right to refuse any altered, defaced, contaminated, damp, soiled, or otherwise damaged currency. Foreign currency shall not be accepted.

Acceptable Negotiable Instruments: Cash, any cashier's check, any government checks, U.S. Postal Money Order, or Western Union Money Order legally transferable by endorsement or delivery. Western Union may contract with one or more retail outlets or chains to issue Western Union logo imprinted money orders for them, and they are acceptable instruments. The Office reserves the right to refuse any altered, defaced, contaminated, damp, soiled, or otherwise damaged negotiable instruments. All money orders are required to include the full name and address of the purchaser.

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

PROCEDURES

1. **Accountability and Security:** Strict accountability and security shall be maintained on all monies collected from members of the public, other agencies, organizations, and inmates.
2. **Office Jail Facility Safes:** No Office jail facility shall utilize a safe to secure any form of acceptable currency, negotiable instruments, or inmate personal property as specified in Office Policies DC-2, *Accountability of Monies & Negotiable Instruments* and DD-2, *Inmate Property Control*.
3. **Safe Security:**
 - A. Custody bureau safes shall be located in a secure area with access limited to authorized personnel.

- B. Custody bureau safes shall be located in an area inaccessible to inmates.
 - C. At no time shall a custody bureau safe be left unattended while open.
 - D. The combination to a custody bureau safe shall not be given to unauthorized personnel.
 - E. There shall be continuous video surveillance of all custody bureau safes.
4. **Safe Access:** Access to a custody bureau safe requires two employees, one of whom must be a supervisor. Appropriate documentation shall be completed each time a custody bureau safe is accessed. Safe instructions shall be maintained by the division commander on how to access the safe contents.
5. **Safe Hardbound Logbook Entries:** Each time a custody bureau safe is accessed, the following entries shall be legibly made in the appropriate columns of the logbook:
- A. The date, shift number, and exact time of entry;
 - B. The specific reason for entry, such as a custody bureau safe count, bonds in, deposit, or withdrawal;
 - C. The amount or item placed into the custody bureau safe. If none, a zero shall be entered;
 - D. The amount or item removed from the custody bureau safe. If none, a zero shall be entered;
 - E. The ending balance of the custody bureau safe upon the completion of the transaction;
 - F. The ending balance of the custody bureau safe at the end of every shift;
 - G. The signature and serial number of the supervisor accessing the custody bureau safe; and
 - H. The signature and serial number of a designated employee accompanying the supervisor.
6. **Errors:** If an error is made while posting information in the Safe Hardbound Logbook, the entire entry shall be lined through, and a new entry shall be made on the next available line. The employee correcting the error shall legibly initial with their serial number next to the line. Alterations to the Safe Hardbound Logbook, such as write-overs or white-outs, shall not be made.
7. **Inmate Property:** All inmate property shall be secured, as specified in Office Policies DD-2, *Inmate Property Control* and DO-1, *Intake Process*.