

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject TRANSPORT OF INMATE PROPERTY AND FILES	Policy Number GJ-10 Effective Date 03-24-22
Related Information ARS 13-2501 DD-2, <i>Inmate Property Control</i> DH-3, <i>Searches and Contraband Control</i> DO-2, <i>Release Process</i>	Supersedes GJ-10 (07-23-16)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures of accountability and security for transporting inmate property and files by Office personnel.

POLICY

It is the policy of the Office to ensure all inmate property and files are safeguarded and a chain of custody is maintained throughout the transfer process.

DEFINITIONS

Cell Property: Miscellaneous property acquired by an inmate during incarceration such as pictures, hygiene items, and personal and legal correspondence.

Contraband: An item whose introduction or possession is specifically prohibited within an Office facility.

1. **Administrative Contraband:** Any item not specifically included in the definition of contraband in Arizona Revised Statutes (ARS) 13-2501, which has nonetheless been prohibited by the Sheriff for possession by inmates, including, but not limited to, money, jewelry, tobacco products, and fire-producing items, or any item not in an original or usable condition. Administrative contraband, although not considered to be criminal contraband, may in some cases become criminal evidence, if found or recovered in connection with a criminal act, such as an extortion attempt or a drug transaction.
2. **Criminal Contraband:** Any item specifically defined in ARS 13-2501, such as dangerous weapons or drugs.

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.

Medical Records Bag: A lockable bag provided by Correctional Health Services (CHS) personnel for the sole purpose of transporting inmate medical records.

PROCEDURES

1. **Inmate Transport Preparation:** The following procedures shall be completed by the detention officer responsible for preparing the inmate for transfer from one Office jail facility to another:

- A. Search the inmate's cell property for contraband. Contraband found during a cell property search shall be confiscated and processed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
 - 1. Authorized inmate cell property which may remain in the inmate's possession during transport include, but is not limited to, prescription eyeglasses or magnifying reading glasses, approved medical care items, and Keep On Person (KOP) medication in its original package. All other authorized inmate cell property shall be placed in a plastic bag, sealed, and a destination tag shall be attached to the bag.
 - 2. Once the cell property has been searched and sealed, it shall be kept separate and away from the control of the inmate.
 - B. Escort the inmate from their housing unit to the designated holding area within the Office jail facility pending transport.
 - C. Maintain the privacy of the inmate's medical records by ensuring CHS personnel place all medical records in a medical records bag. Detention personnel shall not open or read the contents of inmate medical records.
 - D. Ensure all inmate files, cell property, and medical records for inmates listed on the transfer list are accounted for and ready for transfer.
2. **Transportation:** Personnel from the Transportation Division shall be responsible for the following:
- A. Picking up and transporting the inmate scheduled for transfer.
 - B. Verifying the identification of the inmate to ensure only the listed inmate's files, cell property, and medical records are included in the transfer.
 - 1. Verification shall consist of checking the name and booking number of the inmate listed on each file, cell property bag, and medical records bag with the transfer list and destination tag.
 - 2. Once verified, the inmate's files, cell property, and medical records bag shall be kept separate and away from the control of the inmate until delivered to the appropriate personnel at the receiving Office jail facility.
3. **Receiving Office Jail Facility:** Detention personnel at the receiving jail facility shall be responsible for the following:
- A. Verifying the identification of the inmate to ensure only the listed inmate's files, cell property, and medical records are received. Verification shall consist of checking the name and booking number of the inmate listed on each file, cell property bag, and medical records bag with the transfer list and destination tag.
 - B. Ensuring all files and medical records are correct and delivered to the appropriate personnel in a timely manner.
4. **Arizona Department of Corrections Rehabilitation & Reentry (ADCRR) Inmate Clothing and Property Release:** Inmates who are being transferred to the ADCRR are advised, during their release process following sentencing, they are required to release all personal property, clothing, except for ADCRR clothing, and cell property to a designee of their choice prior to being transferred.

- A. Any personal property or clothing that has not been released prior to the inmate's departure to the ADCRR shall be disposed of, as specified in Office Policy DD-2, *Inmate Property Control*.
 - B. Any cell property not released, other than approved items to be retained, shall be immediately disposed of as trash.
5. **ADCRR Inmate Transfers:** Inmates scheduled for transfer to the ADCRR shall be listed on a transfer list prepared by Sheriff's Information Management Services (SIMS). The transfer list shall be made available to the Transportation Division and each Office jail facility housing the listed inmates.
- A. When preparing inmates for transfer to the ADCRR, detention personnel at the Intake Transfer and Release (ITR) facility shall be responsible for the following:
 - 1. Verifying the inmate's identity and completing release procedures, as specified in Office Policy DO-2, *Release Process*.
 - 2. Ensuring inmates are properly dressed out when being transferred to the ADCRR.
 - a. Inmates being transferred back to the ADCRR as court returns, shall be dressed out in the ADCRR clothing obtained during the booking process. If no ADCRR clothing exists, the inmate shall remain in Office clothing.
 - b. Inmates, other than court returns, being transferred to the ADCRR Alhambra Reception Center, or other ADCRR facilities, shall remain in Office clothing.
 - B. When preparing inmates for transfer to the ADCRR, personnel from the Transportation Division shall be responsible for the following:
 - 1. Verifying the transfer orders and ensuring all paperwork required for acceptance at the ADCRR is accounted for prior to transporting inmates on the list.
 - A. No inmate sentenced to imprisonment may be transferred to the custody of the ADCRR without a certified copy of the judgement and sentence, signed by the sentencing judge, and a copy of a recent presentence investigation report unless the court has waived preparation of the report. Any discrepancies or questions regarding the orders shall be resolved with SIMS.
 - B. A copy of the inmate's medical record file, including the inmate's mental health file, or standardized medical record summary, as contained in the medical records bag, shall be transferred prior to or at the time of transfer. Any discrepancies or questions regarding the medical records shall be resolved with CHS.
 - 2. Verifying the identification of the inmate to ensure only the listed inmate and files are received for transfer. Verification shall consist of checking the name and booking number of the inmate listed on the transfer list and signing each inmate Jail File maintained by ITR detention personnel.
 - 3. Finalizing transfer of the inmates to the ADCRR and completing the transfer process with ADCRR personnel. Personnel from the Transportation Division and receiving ADCRR personnel shall verify the transfer list and acknowledge receipt of each inmate. Upon acknowledgment with ADCRR personnel, transport personnel shall sign the ADCRR transfer log.