

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject JAIL FACILITY TOURS	Policy Number GJ-18 Effective Date 08-07-24
Related Information ARS 13-2501 DH-1, <i>Office Jail Access</i> DH-3, <i>Searches and Contraband Control</i> GC-19, <i>Dress and Appearance</i> GC-20, <i>Uniform Specifications</i> GD-7, <i>Media Relations and Social Media</i>	Supersedes GJ-18 (09-23-20)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for approving, scheduling, and conducting tours of Office jail facilities for members of the public and employees.

Although this Office Policy refers to “employees” throughout, this policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to provide tours of jail facilities when requested by members of the public and employees, subject to the safety and security concerns of the affected jail facility.

DEFINITIONS

Acceptable Identification (ID): For the purposes of this Office Policy, a physical ID must be provided. Arizona Mobile ID (mID) digitized companion version of an Arizona driver’s license or identification card, or other digitized versions of an ID are NOT an acceptable form of ID for jail tours. Acceptable physical IDs include 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.

Contraband: An item whose introduction or possession is specifically prohibited within a jail facility.

- A. **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.
- B. **Criminal Contraband:** Any item specifically defined in ARS 13-2501, such as dangerous weapons or drugs.

Digital Media: Audio, photo, and/or video recordings.

PROCEDURES

1. **Jail Facility Tours:** Jail facility tours require approval of the respective jail facility commander or designee. Each jail facility commander or designee may schedule and approve jail facility tours to accommodate the specific safety and security needs of their respective jail facility. Prior to approval, notification shall be made to the respective bureau chief.
 - A. Tours for adults should be conducted in a manner which restricts physical contact with inmates.
 - B. Tours for individuals under the age of 18 years should be conducted in a manner which restricts physical contact with inmates and limits visual contact with inmates. Tours of this type should take place in unoccupied cells and housing units, when possible. Some jail facilities may not be suitable for tours for minors.
 - C. Tours may exclude jail facility intake areas, custody bureau medical records offices, and mental health or infirmary units to protect tour participants and ensure inmate health information and privacy rights are protected.
 - D. Other types of tours may be conducted to meet the specific needs of the individuals requesting the tour, such as new employees, inspectors, auditors, and/or law enforcement personnel.
 - E. Employees shall take all reasonable steps necessary to assist members of the public with disabilities in accessing services including jail facility tours.
2. **Scheduling Tours:** Members of the public, groups, or employees may request and schedule tour arrangements through each respective jail facility commander or designee.
 - A. Members of the media shall not be allowed to use cameras or any other type of digital media in a jail facility or be allowed into secured areas of a jail facility without the approval of a bureau chief or designee and notification of the Public Information Officer (PIO), as specified in Office Policy GD-7, *Media Relations and Social Media*.
 - B. The jail facility commander or designee may conduct queries through the Justice Web Interface (JWI) for criminal history and warrants prior to the visit on each adult member of the public requesting to tour a jail facility, as specified in Office Policy DH-1, *Office Jail Access*.
3. **Tour Restrictions:** Additional restrictions may be imposed by a jail facility commander or shift supervisor and may include, but are not limited to, the following:
 - A. Adult tour participants who do not produce an acceptable form of identification and /or clear a criminal history check will not be allowed to tour a jail facility;
 - B. Tour participants may be subject to search prior to the start of the tour. Detention personnel shall notify and inform tour participants they are not to bring any unauthorized items or contraband into a jail facility, as specified in Office Policies DH-3, *Searches and Contraband Control* and DH-1, *Office Jail Access*;
 - C. Detention personnel shall not allow tour participants to photograph or use any type of digital media during the tour without specific authorization from the jail facility commander or designee, or the PIO;
 - D. Detention personnel shall not permit tour participants to operate or use any jail facility keys or equipment; and

- E. Detention personnel shall advise tour participants of acceptable dress code attire prior to the scheduled tour. The dress code attire shall be enforced prior to and throughout the jail facility tour. Questions concerning appropriate dress attire shall be referred to a supervisor to determine whether the tour participant will be permitted to participate. Dress code violations include, but are not limited to, the following:
 - 1. Wearing swimming attire;
 - 2. Wearing clothing, which is above mid-thigh, to include cutoffs, shorts, dresses, and skirts;
 - 3. Wearing see-through clothing, including, but not limited to, sheer blouses or any other clothing considered to be revealing;
 - 4. Wearing clothing, such as a tube top, tank top, or halter top which exposes excessive cleavage, the midriff, or the shoulders;
 - 5. Wearing or displaying clothing or paraphernalia which identifies a specific gang by name or logo;
 - 6. Wearing or displaying clothing or logos that may be considered offensive;
 - 7. Not wearing a shirt or having bare feet;
 - 8. Wearing open toe shoes or sandals; and
 - 9. Any visible gang related or offensive tattoos.

- 4. **Conducting the Tour:** Responsibilities of detention personnel conducting a tour include, but are not limited to, the following:
 - A. Explaining the jail facility operations to the tour participants;
 - B. Instructing the tour participants to adhere to all instructions and orders issued by jail facility personnel throughout the tour in the event of an emergency or dangerous situation, such as a fire, inmate fight, or escape;
 - C. Immediately reporting uncooperative or disruptive tour participants to the jail facility shift supervisor; and
 - D. Announcing the impending arrival of tour participants in all inmate housing areas, allowing the inmates sufficient time to become fully clothed and avoid embarrassing or compromising situations.

- 5. **Jail Facility Tours for Employees:**
 - A. Employees may request a tour of a jail facility with the approval of their supervisor;
 - B. The employee shall contact the respective jail facility commander or designee, for approval and scheduling;
 - C. Employees approved for a tour of a jail facility shall dress in appropriate business casual attire, or in uniform, as specified in Office Policies GC-19, *Dress and Appearance* and GC-20, *Uniform Specifications*. Non-uniformed personnel shall visibly display their Office issued badge or

Identification (ID) card on their clothing while in a secured facility, as specified in Office Policy DH-1, *Office Jail Access*; and

- D. Employees shall adhere to all instructions and orders issued by jail facility personnel throughout the tour. Failure to do so may result in termination of the facility tour.
6. **Refusal, Suspension, or Termination of a Jail Facility Tour:** The jail facility commander or designee may refuse, suspend, or terminate any individual or facility tour for various reasons, which include, but are not limited to the following:
- A. Threats to the security, order, or safety of the jail facility;
 - B. Threats to employees, inmates, or members of the public;
 - C. Inappropriate behavior by tour participants;
 - D. Inappropriate clothing worn by tour participants; and
 - E. Failure to adhere to all instructions and orders issued by jail facility personnel throughout the tour.