

# FREE INFORMATION

for Families of the Incarcerated

PROVIDED BY: *THE SHERIFF'S RELIGIOUS ADVISORY COUNCIL* Revised 02/12/2008

**1. PROPERTY/MONEY RELEASES:** Inmates must release all personal property when requesting a property release. The inmate can release his/her property to anyone they choose including their attorney, public defender, probation officer or caseworker. The location of the property to be picked-up is provided by the inmate.

The person picking up the property will need to provide a valid government issued picture identification card (ID), such as a Department of Motor Vehicles (DMV) identification card/driver's license, that is current and valid. An Immigration card (work visa card, or resident alien card) presented with a DMV card is acceptable. Picture ID's made at swap meets, or store ID cards like Sam's Club are not valid ID's.

Any inmate sentenced to DOC must release all their clothing/property before they are transferred to DOC. If their items are not released, they will be taken to Property and Evidence to be stored for 90 days and then disposed of. The inmate is given a copy of the 90-day notice and they must send that to anyone they choose so that the items can be picked up from Property and Evidence, they will not release the items without the copy.

Inmates can release any amount of money in their account without approval up to 72 hours after booking. Requests for a money release after 72 hours in custody must be approved by the Jail Commander or his designee.

**2. HOW TO PUT MONEY ON THE BOOKS OF AN INMATE:** Money mailed into inmates may be in an envelope addressed to the jail and must state the inmates name and booking number. "FOR DEPOSIT ONLY" must be clearly marked on the outside of the envelope.

MONEY may be placed on an inmate's "money account" by mailing to the jail a Cashiers Check (official check), or U.S. Postal or Western Union money order with the inmates' name and booking number. Checks from government agencies or privately run jails or prisons payable in U.S. funds. Do NOT mail cash. Be sure to include the "Return Address" on the mailing envelope.

A person may put money on an inmate's "money account" books by presenting U.S. Currency, Cashiers Check (official check), or a U.S. Postal or Western Union money order with the inmates' name and booking number to the visitation officer during the regular visiting hours. The person needs proper and current identification. Inmate funds are accepted at any Sheriff's Office jail for deposit. Wet, soiled, or altered forms of money will be rejected.

**3. MEDICATION QUESTIONS:** Individuals who are arrested, currently under a Doctor's care, and are taking prescribed medication need to advise the medical staff upon initial booking, of the types and dosages of medication, such as insulin, diabetic, and blood pressure medication, and so on. Medication from home or purchased outside of the jail will not be accepted in the facility for the inmate to consume.

It is extremely important the inmate inform the medical staff of all medication that is taken on a daily basis to insure that required medication is ordered from our medical pharmacy, and dispensed accordingly.

**4. MARRIAGE IN JAIL:** Jail policy does not permit marriages for inmates during their incarceration, while awaiting trial, or serving a sentence, or waiting to be transferred to prison.

**5. INTAKE/RELEASE PROCEDURES:** The Office processes "police custody bookings" of a person at the Fourth Avenue Jail, located at Madison Street and Fourth Avenue in downtown Phoenix. Questions regarding initial arrest of an inmate should be directed to the arresting agency. Inmates are given access to a telephone to place collect calls as needed. All court-ordered "self-surrenders" are process at the Lower Buckeye Jail, located at 3250 West Lower Buckeye Road, at the east end of the building.

**RELEASE PROCESS:** Inmates are released at the Fourth Avenue Jail or at the Lower Buckeye Jail (east end). Inmates have access to place a collect call to notify of release location and approximate time.

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**6. FOOD STAMPS:** If you are receiving *food stamps* under the name of your incarcerated loved one, you must apply for them yourself in order to continue receiving them. For information, call the DES customer service number for Food Stamps: 602-542-9935. DES is Department of Economic Security. You will hear a menu: Option 2 will provide general information. Option 5 will give you the location of the office nearest where you live, where you must apply in order to receive food stamps.

**7. EYE GLASSES:** Inmates who are booked without their prescription eyeglasses may need to submit an Inmate Request Form requesting permission from the Jail Commander or Medical Staff to have them brought in from home. Check with jail visitation staff for detailed Jail Commander instructions. Glasses with broken frames or broken glass will not be accepted. Inmates may purchase Reading Glasses from the Canteen.

**8. CLERGY:** The public may contact 602-876-1000, the Sheriff's information number, and then ask to be transferred to the Jail's Chaplain's Office for information on clergy visitation.

**9. CAR IMPOUNDS:** If the vehicle that the individual (inmate) was driving was impounded (taken to a storage lot) you must contact the arresting agency for information as to where the vehicle is located. Unless the Sheriff's Office arrested the subject, we do not have this information on file.

**10. BONDS:** The Sheriff's Office accepts Bonds only on cases or charges within the Maricopa County judicial jurisdiction. Bonds may be paid at the Lower Buckeye or Fourth Avenue Sheriff's Office jail. After Bond is paid, it may take up to 48 hours for an inmate's release to be processed. Please note: If an inmate has an Immigration hold or any other law enforcement agency hold, paying the bond will not release the inmate. If you have questions, you may call Sheriff's Information Management Services (SIMS), at 602-876-0322, prior to paying a bond. SIMS requires the person's full name, date of birth, and if possible *booking number*.

**11. VISITATION AT MCSO JAILS:** In order for you to visit a person in jail, you must possess a valid form of identification to enter a jail. The following is some of the information needed for visiting an inmate while incarcerated in the MCSO jail system. Visitation times and days vary at every jail. A dress code is strictly enforced at each MCSO jail and is posted in the jail. In general, dress conservatively.

**VALID IDENTIFICATION:** You will need to provide a valid government issued picture identification card (ID), such as a Department of Motor Vehicles (DMV) identification card/driver's license, that is current and valid. Or an Immigration card (work visa card, resident alien card with a DMV card), Picture ID's made at swap meets, or store ID cards like Sam's Club are not considered valid ID's.

**UNDERAGE VISITATION:** Anyone under the age of 18 must be accompanied by an adult/parent. If the visitor is under 18 and claims to be the spouse of the inmate, a valid marriage certificate needs to be presented, along with valid ID, in order to have a visit without the presence of an adult/parent. Children ages 14 through 17 need to provide a current and valid ID card, such as school issued ID, DMV ID card or a driver's license. Children under 14 do not need proof of ID.

**VISITATION PROCEDURES:** You are required to fill out a visitation form, provided in the lobbies of each jail. You must have the name, first and last, and booking number if known, of the person that you are visiting. No 'gang' or slang names. Typically, an inmate is allowed three thirty-minute visits in a seven-day period. Visitors are limited to 2 or 3 persons at once, depending on the age of the third visitor.

**VISITATION LOCKERS:** You will not be allowed to enter the visitation room with any personal items, including jewelry, sunglasses, cell phone, wallets, purses, books, etc. These items must be secured in a locker (fee

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required) located in the visitation lobby. Bring spare change to use the locker.

**VISITATION HOURS/DAYS:** Visitation hours are different for each jail; please contact Sheriff's Information Management Services (SIMS), at 602-876-0322, for information (you need name and date of birth of person). In general, visits are allowed 6:30am – 2:30pm with check in no later than 1:30pm for visitation.

**12. INMATE MAIL:** All incoming mail, *with the exception of legal mail*, must be standard postcards. This is to ensure the safety and security of jail facilities, inmates, and staff.

## ACCEPTABLE STANDARD POSTCARDS

- Metered or Stamps are acceptable for postage.
- Minimum size requirements are 3.5 by 4.25 inches
- Maximum Allowable Postcard Size: 4.25 x 6 inches
- Written in blue or black ink only.
- homemade postcards are not accepted.

## UNACCEPTABLE POSTCARDS

- Defaced or altered postcards
- No plastics or wrappings on postcard
- Postcards marked with paint, crayon or marker; or ink (only black or blue ink is accepted)
- Postcards with labels or stickers
- Postcards with watermarks or stains
- Postcards with any biohazards, including perfumes or lipstick
- Postcards depicting nudity, weapons, or gang references
- Oversized Postcards

**NEWSPAPERS AND MAGAZINES** Subscription publications must be purchased directly through a publisher. Publications that may pose a threat to the security or safety of the jail or are pornographic are not allowed.

**PHOTOGRAPHS** Up to five photographs may be mailed to the jail (or dropped off in the visitation lobby) provided the envelope is clearly marked "PHOTOGRAPHS." Photographs may not be larger than four inches by six inches. The inmate name & booking number must be written on the back of each photograph. Nothing else is to be written on the photographs. Photographs must be unaltered, and may not contain any adhesives such as stickers or labels.

## 13. CHILD CUSTODY AND C.P.S. INVOLVEMENT

When a person/parent/guardian is arrested, the arresting officer (police) will attempt to locate a natural parent or relative, where the child/children can be taken. When no relative is located, Child Protective Services (CPS) will be contacted. Child Protective Service Hotline: is available 24 hours a day, every day of the year, at 1-888-767-2445. If a family member contacts this number looking for Child/Children in custody of CPS, the CPS representative on the phone will take their information. Someone from a CPS office will contact the relative/relatives and meet with them as soon as possible.

**14. THE COMMUNITY INFORMATION & REFERRAL (CIR)** 602-263-8856 or (in area codes: 520 or 928) 1-800-352-3792. The Community Information & Referral (CIR) makes available information about vital community resources. The CIR 24-Hour Help Hotline is available 24 hours a day, seven days a week to provide free services to residents of ten Arizona counties, including Maricopa County. CIR has a computerized database of over 2,200 federal, state, county, city, and tribal governmental social services, private non-profit organizations, self-help support groups, civic clubs and professional associations.

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[www.AZ211.gov](http://www.AZ211.gov) Easily find resources from childcare, jobs, health care, and insurance - to State and local emergency bulletins and alerts that are vital in times of disaster or emergency.

**SHELTER BILINGUAL HOTLINE:** 602-263-8900 24 Hours a day- Seven days a week. For help in locating an emergency, homeless or domestic violence shelter in Maricopa County.

## U.S. BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES

(Immigration Services and Benefits) 2035 N. Central Ave., Phoenix, AZ. 85004

Open 7:00 a.m. to 1:30 p.m. only 800-375-5283 National Customer Service Call Center

## UTILITY ASSISTANCE:

Department of Economic Security (DES), 602-542-6600

### 15. MEALS:

Andre House

*Dinner Mon.-Thurs at 5:30 p.m.*

213 S. 11th Ave. Phoenix, AZ. 85001

602-252-9023

Phoenix Rescue Mission *Meals daily*

1801 South 35th Ave., Phoenix, AZ 85009

602-233-3000

Paz De Cristo *Dinner 5:30 – 6:45pm*

424 W. Broadway Rd. Mesa, AZ. 85210

480-464-2370

St. Vincent De Paul

*8:30-9:30 a.m. daily-* 10th Ave. & Hatcher; Sunnyslope,

*5:00- 6:00 p.m. Mon. – Fri.* 420 W. Watkins, Phx

### 16. FOOD BOXES:

Arizona D.E.S. Family Assistance; 8-5 pm

1717 W. Jefferson; Phoenix, AZ. 85007

phone for distribution sites 602-542-9935

Lutheran Social Ministries, *Call for appointment*

4830 E. Main Suite 1, Mesa, AZ 85205

480-654-4539 or 480-332-5589

Community Action Network; *call for qualifications, locations, & times of distribution*

480-833-9200

Interfaith Co-Op Ministries, *Mon–Fri. 9-12 p.m*

501 S. 9th Ave; Phoenix, AZ 85002

602-254-7450

Paz de Christo Community Center

*Food boxes: Tues., Thurs, & Sat.*

*1<sup>st</sup> 170 people until noon* 480-464-2370

424 W. Broadway Rd. Mesa, AZ. 85210

Family Service Center

*8 a.m. – 5:30 p.m., Mon-Fri.*

*ask for location closest to you*

602-534-1250

Salvation Army, Phoenix *24 hours daily*

2707 E. Van Buren; Phoenix, AZ. 85008

602-267-4130 (Mesa-480-962-0013)

Valley Cathedral

*Mon – Thurs. 9- 11:30 a.m.*

6225 N. Central Ave. Phx. 602-265-6225

Sunnyslope Family Service Center

602-495-5229