

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.23	PAGES: 1 of 3
	RELATED ORDERS: P&P 11.16, 17.01	
	ISSUED DATE: April 30, 1999	
	REVIEW DATE: October 8, 2015	
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CHAPTER: Inmate Services	SUBJECT: Inmate MP3 Players	

- I. **PURPOSE:** To establish guidelines to assist staff with their responsibilities related to court ordered MP3 players issued to inmates.

- II. **POLICY:** Inmate Services staff will coordinate receiving, monitoring, and distributing MP3 players in accordance with an inmate's court order. *This policy is effective immediately for newly issued MP3 players. MP3 players issued before August 18, 2015 must be replaced by January 1, 2016.*

- III. **PROCEDURE:**
 - A. **ACCOUNTABILITY:**
 1. A court order granting an inmate possession of an MP3 player will be filed in the inmate's custody jail jacket, and copies will be forwarded to Inmate Services and Classification.
 - a. The order will state who is to provide an MP3 player to the inmate (i.e. court, inmate's attorney, public defender, or investigator). It is their responsibility to transfer the discovery information onto the MP3 player due to legal reasons, i.e. "Chain of Custody."
 - b. MP3 players are received at CP-11 at the Santa Rita Jail (SRJ) and the lobby of the Glenn E. Dyer Detention Facility (GEDDF). Inmate Services is notified, collects the MP3 player, confirms the inmate has a court order on file, and screens the MP3 player to ensure it does not contain music, contraband, and unauthorized materials. The MP3 player is delivered to the inmate.
 2. Inmate Services will maintain a record of all inmates in the facility that possess court ordered MP3 players.
 - a. Bi-monthly, Inmate Services shall verify that all inmates in possession of an MP3 player are still involved in legal proceedings and authorized to have the device.
 - b. Inmate Services will inform the respective housing units and Classification Unit of inmates authorized to possess MP3 players.

B. AUTHORIZED MP3 PLAYERS:

1. Devices shall have playing capability with headset or ear buds.
2. Players will not possess recording capabilities, nor will it be equipped with a radio receiver.
3. Players will not possess music of any type, or any other recorded material that is not pertinent to their case.
4. Unauthorized players and devices will be confiscated. Confiscated inmate property will be stored in the property room in compliance with Detention and Corrections' Policy and Procedure 11.16 "Inmate Property – Handling and Storage."
5. Devices are to be utilized solely by the authorized inmate and only in their cell, unless moved to another location for legal research.
6. If an unauthorized inmate is seen using another inmate's device, the incident shall be documented in a memorandum and forwarded to the Classification sergeant via the appropriate chain of command. The judge authorizing the order will then be notified of the incident.
7. ***Players will be powered by an internal rechargeable battery.***
8. Recordings will only be material related to the inmate's case.

C. MP3 PROCEDURE:

1. MP3 players received through the mail and marked "legal mail" will be opened and inspected in the presence of the inmate by the housing staff. All players found in "legal mail" shall be forwarded to Inmate Services for screening.
2. MP3 players given to an inmate while he/she is in court will be sent to Inmate Services for screening.
3. Inmate Services can periodically screen MP3 players to ensure that the devices do not possess music.

D. ***MP3 CHARGING PROCEDURE:***

1. ***When the inmate's MP3 player needs charging, the inmate shall make the request via inmate message request form to Inmate Services.***
2. ***The Inmate Services deputy shall retrieve the MP3 player from the inmate and charge it in the Inmate Services office. The Inmate Services deputy shall return the MP3 player to the inmate when it is charged.***