



MOBILE COUNTY

METRO

JAIL

INMATE HANDBOOK

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INMATE HANDBOOK
MOBILE COUNTY SHERIFF'S OFFICE

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The Mobile County Metro Jail houses inmates awaiting trial and convicted inmates either serving county sentences, City of Mobile sentences, sentences of other approved jurisdictions, federal pre-trial or serving federal sentences, or serving state sentences and awaiting transfer to a state penitentiary.

This handbook is intended to inform you of the rules and regulations of the Mobile County Metro Jail and Metro Barracks to clearly define restrictions, privileges, programs, and services which will affect your stay here. It is your responsibility to read this handbook so that you may better understand how to conduct yourself.

It is necessary that you understand the basic principles which govern the management of both facilities:

1. **Security is of the highest priority** – any action on the part of one or more inmates which jeopardizes or appears to jeopardize security will not be tolerated and will be dealt with quickly and firmly.
2. The safety of all persons in the Mobile County Metro Jail / Metro Barracks including inmates, staff, and visitors is equally important to security. All regulations of this jail are

designed to promote efficiency and cooperation. Your attitude and conduct will play a major role in determining where you are housed and the programs and services available to you. Additionally, if you are transferred to the Alabama Department of Corrections, a record of your behavior and institutional violations will be forwarded with you. These reports may influence your classification status while you are in the penitentiary.

1. Inmate Responsibilities

A. Inmate Movement / Movement Forms

1. Inmate movement throughout the jail is controlled by Staff and monitored by cameras.
2. Inmates leaving their assigned housing unit for any purpose shall be fully dressed in jail provided clothing. No other clothing attire is permitted. This will include uniform shirt, pants, and shoes. Your T-shirt (worn under jail uniform shirt) shall be tucked into pants at all times.
3. When walking in the hallways, inmates will walk with their right shoulder to the wall at all times. Inmates shall proceed in an orderly manner directly to the appropriate destination after authorization from the Pod Control Officer or designated Staff Member.
4. At the Metro Jail, you will notice a RED LINE painted just inside the dayroom door. You are not to cross this line unless given permission to do so by the Officer / Staff Member.
5. Inmates will be provided an ID card when they are booked into the Metro Jail.
6. Anytime you are out of your housing assignment, you must have your ID card clipped to your uniform shirt pocket or carried in your hand until a clip can be obtained.
7. You must present your ID card in order to receive your commissary order, medical services in the Metro Jail

Clinic or Triage rooms, barber shop, religious services, work details, hospital/clinic runs, court appearances, and at dress-out for release.

8. *After receiving an inmate ID card, if you lose, misplace, alter, or destroy your ID Card you will be charged \$5.00 for a replacement card You will be charged \$1.00 for a lost or damaged clip.*
9. The kiosks are located in the housing area for use by all inmates. The kiosks can be utilized to order commissary items and send message requests to various sections of the jail via the ASK Messaging feature. The ASK system is not to be utilized for personal messaging between inmates. Jail Sections receive the emails and they do not go to any one specific person. Threatening, vulgar and other inappropriate messages are not tolerated. Abuse of the kiosk resulting in damages will be charged against an inmate's account and result in disciplinary action and may include criminal prosecution. Inappropriate use and/or abuse will result in loss of kiosk access except for sick call requests and grievances. Inmates are not to use the medical request icon for any other requests than medically related. **Inmates are not to share PIN numbers or their passwords.**

B. Personal Cleanliness

1. Basic hygienic needs will be supplied. Other hygienic supplies for maintaining proper personal hygiene are available for purchase through the commissary.
2. You should shower as often as necessary to keep your body clean and free from odors. The jail will provide you with soap and a towel for this purpose. If a fellow inmate complains about your body odor, or if an officer detects such odors, you will be required to shower. **If you refuse, you will be forcibly showered by officers of the same gender. In addition, you will be subject to disciplinary action and restrictions.**
3. Disposable razors will be provided by the jail for your use. Razors must be returned with blades intact to the Pod or Floor Officer in a timely manner.

4. You should be especially watchful for crab lice. The prevalence of vermin is much greater where groups of people live together, particularly when they come from all walks of life. You should examine yourself daily or each time you shower. Should you become infected, immediately notify an Officer.
5. You should wash your hands frequently to keep down staph infection known as MRSA. Frequent hand washing and cleanliness is known to protect you from this disease. You should examine yourself daily and should you observe a pimple-type sore that may appear to be a spider bite, notify staff of the problem and request sick call via the kiosk. **YOU SHOULD NEVER SHARE YOUR PERSONAL ITEMS WITH OTHER INMATES!**

C. Jail Property

1. Items issued to you by the Property Room Officer belong to the Metro Jail. You must return them in the same condition as received, or otherwise you may be required to pay for the damage or loss you have caused. Property assigned to you cannot be transferred to another inmate.
2. Inmates are liable for County issued clothing, linen, and other items provided by the jail. If these items are altered, damaged, or destroyed due to neglect or willful destruction, the inmate is charged as follows:

a. Uniform Pants	\$6.15
b. Uniform Shirts	\$5.00
c. Sandals (slides)	\$3.00
d. Towel	\$3.00
e. Face towel	\$1.00
f. Sheet	\$5.50
g. Derby Mattress	\$112.00
h. Other mattress	\$64.00
i. Laundry bag	\$4.00
j. Suicide Smock	\$90.00
k. Suicide Blanket	\$55.00
l. In-Cell Property Bag	\$15.50
m. Inmate Work Jacket	\$22.75
	(2s – 2x \$23.00, 3x-6x \$29.00)
n. Blanket	\$8.00

o.	Inmate Work Shoes	\$6.00
p.	ID Card	\$5.00
q.	ID Card Clip	\$1.00
r.	Water Cooler	\$35.00
s.	Broom	\$7.50
t.	Mop on a Stick	\$9.00
	Mop Head w/Handle	\$17.75
u.	Sprinkler Head	\$100.00
v.	Copies per page	.25 cents
w.	Movement Sheet	\$5.00
x.	Food Trays	Cost varies

Should prices change, you will be charged the most current cost of the damaged item!

3. Be careful not to damage plumbing or other equipment. REMEMBER, if you are found guilty of willful destruction or loss of county property, you may be disciplined and/or prosecuted, and may be required to pay for the damage or loss you have caused. Any debt incurred will remain on your account until paid in full.
4. Issued jail clothing altered by inmates will be confiscated and the inmate will be charged with destruction of jail property.
5. If your account cannot cover the amount of the damages and you are released from Jail, whenever you return the designated amount you left owing will be deducted from your account.

D. Housekeeping Activities

1. You are required to clean your cell and share in maintaining cleanliness throughout the Jail. Your cell will be thoroughly cleaned each morning or more frequently if necessary. All inmates should share equally in performing these tasks. Hiring or transferring responsibilities to other inmates is prohibited. If you refuse to clean your cell, or refuse to participate in required housekeeping activities, you will be subject to disciplinary action.
2. All floors will be swept and mopped at the end of each shift and more frequently if needed.

3. All trash containers will be emptied at the end of each shift and more often if needed.
4. Commodes, lavatories, and showers will be cleaned daily.
5. Walls will be washed as needed. No writing, drawing, or placing of pictures will be allowed on walls, floors, doors, etc. Covering of windows, lights, air vents, or cell doors is not permitted.
6. No trash or debris will be allowed to accumulate, nor is trash or debris to be swept or thrown behind doors, flushed down the toilet, under beds, into stairwells, or under inter-connect doors.

E. Conduct

1. Gambling and fighting are prohibited. You must obey all rules, regulations, and follow staff instructions. You must conduct yourself in an orderly manner with respect for the rights of the staff and other inmates. If you fail to do so, you may lose the privileges which are permitted to inmates in good standing, even to the point of being assigned to disciplinary segregation. You are prohibited from controlling or attempting to control the actions or behavior of staff or other inmates by bullying, threats, promise, fear, force, or any other means. You cannot ridicule, tease, harass, or molest staff or other inmates. If you violate, criminal charges and / or disciplinary actions will be rendered.

F. Requirements for Inmate Workers

1. You will make your bed daily, your cell will be cleaned daily, and you will be responsible for your own personal area.
2. You will be provided an under bunk storage bag or an in-cell organizer or locker. You are to keep all your property, including snacks in the storage bag or property organizer/locker at all times.
3. You will shower daily and wear clean clothes.

4. You will be clean-shaven and hair will be neatly trimmed.
5. You will be allowed to keep one (1) pair of tennis shoes in your possession. You may wear tennis shoes in your wedge or cell or when performing your assigned duties. **ONLY COUNTY ISSUED OR COUNTY AUTHORIZED TENNIS SHOES WITH VELCRO FASTENERS WILL BE ALLOWED! THEY MUST BE PURCHASED FROM THE COMMISSARY.** Inmate workers will be provided Velcro work shoes on availability. Inmate work shoes will be issued when assigned to a work crew and collected by Barracks staff on release or disciplinary return to the main jail.
6. You will not use obscene language, talk loudly, or conduct yourself in any way which will reflect discredit on you, the Metro Jail, or Sheriff's Office.
7. You will not visit or enter a Dorm, Pod or Cell housing area unless you are on a work detail. You will not do anything for any inmate unless it is a part of your job assignment. If you are found in a Dorm, Pod or cell, and are not on an assigned work detail, you will be subject to disciplinary action.
8. Inmate Workers may not be taken from the Metro Jail on a work detail unless accompanied by authorized personnel. You will not leave the Metro Jail except to perform assigned duties or to accompany and assist Officers in functions approved by the Sheriff, Chiefs, Warden, Deputy Warden, or Captains. You will remain in sight of the authorized personnel at all times.
9. You will not take items to a Work Detail or bring any items back from a Work Detail.
10. When you have completed your assigned duties, you will return to your assigned Pod or to an area as directed by your supervising staff member or officer.
11. Violation of any of the above rules may subject you to disciplinary action or the loss of your Inmate Worker status.
12. **Volunteer Worker**

To be considered a volunteer worker, you must be a pre-trial inmate incarcerated with non-violent charges and a low bond amount. Volunteer workers receive the same privileges as Inmate Workers. Requests to become an inmate worker should be sent via the kiosk messaging system to Records/Classification.

2. INMATE PRIVILEGES

A. Programs/Services

1. **Adult Basic Education (ABE) / General Educational Development (GED)**, when available, is offered on a voluntary basis. An Inmate's classification status will be taken into consideration upon acceptance into an educational program. Inmates desiring this program should apply by and submitting a request via the kiosk messaging system to the Chaplain's Office.
2. **Alcohol Anonymous and Narcotics Anonymous programs**, when available, are offered at the jail. Court referral inmates will have priority in attending. Other inmates may be allowed to attend on a space available basis. Inmates desiring this program should apply by submitting a request via the kiosk messaging system to the Mental Health Group.
3. **Other Programs:** Volunteers from the community provide some programs on a limited basis. Inmates will be advised of these programs and may request to attend. Admittance to these programs will be determined by staff and volunteer leaders.

B. Religious and Other Services

Religious services are offered by the Metro Jail Chaplaincy Department. Request for ministry services or programs should be requested thru via kiosk messaging system to the Chaplaincy Department.

C. INMATE ACCOUNTS

1. All cash, excluding coins, silver certificates or soiled cash in your possession at time of booking will be placed on your inmate account. Coins will not be counted and will be placed in your inmate property. The money placed on your account can be used to purchase commissary items such as personal hygiene products, clothing, snacks, haircuts, and medical services.
2. Inmates may also release funds from their inmate accounts to designated family or friends, court, or attorney by filling out an *Inmate Money Release Request* form. During the first 30 days of incarceration, an inmate may release at one time any amount of funds up to the amount placed on account when first arrested. Money can be released at any time to a bonding company, for court ordered costs, or your attorney. **Remaining funds will remain on account until released.** Inmates participating in the Work Release program may release funds as requested.
3. Family and/or friends may add to your inmate account in the following ways:
 - a) Money orders not to exceed \$50.00 may be brought to the Money Clerk's office Monday – Friday from 8:00am – 6:30pm. The money orders must have the inmate's full name and date of birth and the sender's name and address including zip code. The number of money orders sent/delivered to the Money Clerk's Office is not limited.
 - b) Money orders not to exceed \$50.00 may be mailed to the Money Clerk's office. The money orders must have the inmate's full name and date of birth and the sender's name and address including zip code. All money orders should be addressed in the following manner: (Inmate's Name, date of birth, Mobile Metro Jail, Money Clerk's Office, P. O. Box 104, Mobile, AL 36601.

*** Any inmate providing an alias name at the time of booking will have to inform anyone placing money on their account with their booking name and PIN #. Money Orders received in an alias name will not be posted to the inmate's account, but will be returned to the sender.**

- c) Money may also be placed on an inmate's account utilizing the Cashier located in the lobby of the Metro Jail Visitation Lobby Monday – Friday from 8:00am – 6:30pm, the Docket Lobby seven days a week, anytime day or night, and the Metro Barracks seven days a week, at any time of the day or night. The Cashier accepts cash, debit cards and credit cards. The Cashier eliminates the need to purchase money orders. **Deposits made through the Cashier, toll-free service, and internet are immediately available for commissary purchases and are fee based.**
- d) Funds received for an inmate are subject to a low percentage rate of collection for each debt owed to the jail by that inmate. Haircuts are collectible at 100%.
- e) Money may also be placed on account by phone by calling the toll free number at 1-866-394-0490, or by using the website www.mycarepack.com.

ALL DEPOSITS REQUIRE YOUR PIN NUMBER AND ALL DEPOSITS COST A FEE.

D. Commissary (Store)

1. You are allowed to purchase snacks, hygiene items, writing materials, clothing, drinks, and other items by placing a *Commissary Order on the Kiosk*.

2. The commissary offers radios and batteries for purchase. You may have no more than one (1) radio and two (2) batteries in your possession at any time. Radios must be purchased from the commissary, as this is the only type radio you are allowed to have. Replacement batteries are available for purchase from the commissary. You must give your old batteries to the commissary clerk when stores are delivered in order to receive the new ones.
3. If the inmate is released prior to the arrival and delivery of the Commissary Order, he/she has five (5) working days beginning with the day after delivery to pick up the package from the Money Clerk's office during normal business hours. Only inmates going to another facility will receive credit for undelivered commissary purchases.
4. Your order will be processed according to the available balance and any restrictions placed on your account. **Substitutions are not allowed and no refunds are made on purchases. Presentation of your ID card will be required to receive your order.**
5. **My Care Packs** are a service provided by the commissary company. Metro jail does not have access to see purchases or discuss any problems associated with their delivery. Inmates need to tell the purchaser to contact commissary services at (770)692-0186 or ascanteen@mycarepack.com.
6. My Care Pack totals are deducted from the inmate's purchasing weekly limit, but **ARE NOT** deducted from the inmate's account balance.
7. You are to check your order carefully for the receipt of all purchases. Any shortages are to be noted on the clerk's tablet. You should make sure the shortage is identified prior to signing the tablet. On MYCAREPACK orders, any shortages must be identified on the paper receipt prior to signing your name. Once the Commissary Clerk leaves the wedge, no refunds will be made unless identified on the tablet or paper receipt.

Indigent Packs

An inmate is considered indigent if he/she has a balance of .45 cents or less on account for 14 days or more and has not received funds from an outside source within one month.

If you wish to request an Indigent PACK, you must order one on the *Commissary Kiosk*. Indigent Packs are not free. The cost of each PACK will be charged to your account. The cost of Indigent Packs is collected at 100% until the balance is paid in full. Indigent Packs are voluntarily ordered by using the item code on the commissary menu and are non-refundable.

E. Recreation Yard

1. The Recreation Yard privileges are provided for all inmates who wish to participate.
2. An outdoor facility is provided for inmate activities, and you will be given an opportunity to participate. Your Classification Level and disciplinary status will also be considered prior to attending activities.
3. You are allowed to wear tennis shoes during Recreation Yard.
 - a. Tennis shoes are available for purchase from the commissary.
 - b. Tennis shoes are not issued to you by the jail nor are they authorized to be brought to you from outside sources.
 - c. Tennis shoes are not issued free to indigent status inmates.

F. Haircuts

1. Inmates must submit their request for haircut on the ASK Messaging System via the kiosk. Haircuts will be scheduled on the first available haircut date. Inmates are not allowed to choose the barber. Refusal after scheduling will result in a thirty day suspension of haircut request privilege. Repeated requests and refusals will result in

suspension of haircut privileges.

2. Inmates who leave their housing unit for a haircut and then refuse the scheduled service will lose commissary privileges for ten (10) days from the date of refusal.
3. Indigent inmates are entitled to one haircut within a thirty day period. The cost of indigent haircuts is collected at 100% until the balance is paid in full.

G. Phone Calls

1. At the time of processing into the Metro Jail you will be allowed to make phone calls while you are in the Docket Room. Local calls (251 area code) are free, but long distance calls are “**COLLECT ONLY**”. Telephone calls made in the Docket Area are limited to five minutes.
2. Non-compliant inmates or inmates who are disruptive with behavior and/or inappropriate language will be denied telephone calls.
3. Numbers requested by inmates may be blocked on request of receiving party, and may be blocked as part of the Mobile County Sheriff’s Office “DO NOT CALL” list.
4. Once you are in the Housing Area, all calls will be made collect to the receiving party. You must know the telephone numbers of the person you are calling. Directory assistance is not available. All calls are billed as collect calls and last for a duration of fifteen (15) minutes. *Rates are subject to change.

Long Distance calls will be billed at a higher rate.

Prepaid Phone Cards

5. Prepaid phone cards are available for purchase through the Commissary and are delivered with the regular commissary. Only \$20 cards are offered. Phone cards may be ordered on the kiosk for delivery on scheduled commissary delivery days.

6. Once purchased, the card can immediately be used to make calls. Charges begin when the party accepts the call, not when the phone rings and not when the answering machine picks up. The call recipient **MUST** press a button to accept the call. **Again, the recipient accepts the CALL, not the CHARGE.** Inmates can talk from 1-15 minutes on a local call for a flat rate. If they are almost at the end of the call, they will get a message telling them how much longer they can talk on that call.
7. Cards can be used as regular calling cards after the inmate is released. Inmates can transfer minutes from one card to another, but cannot transfer minutes from his/her card to another inmate's card. **WARNING! Due to the unreliability of cell phones, some calls made to cell phones may be dropped before the end of the time allowed.**

H. Mail / Correspondence

Inmates are encouraged to communicate with family and friends. **Writing paper, envelopes and stamps must be purchased from the commissary.** Any stamps or paper received through the mail will be rejected and "**will not**" be returned to the sender. It is the responsibility of each inmate to inform family and friends of acceptable mail. Acceptable mail includes letters, 10 individual pictures, and cards. **Musical cards are not allowed.** Cards must be no larger than what can fit in an 8x 10" envelope.

Contraband received through the mail, **if not a criminal offense**, will be held for 10 calendar days. The inmate will be notified to provide a stamped, addressed envelope within (10) days and the materials will be returned to the sender. After ten (10) days, it will be discarded or donated to the Jail Chaplaincy Program.

Outgoing Mail

1. All outgoing mail (excluding legal mail) is subject to being opened and inspected. All mail leaving the Mobile County Metro Jail will be stamped "Inmate, Mobile County Metro Jail." The use of profanity, threats, pornography, or diagrams on any part of this jail is strictly prohibited.
2. Acceptable outgoing mail is limited to paper and pictures that are flat and foldable. **HANDMADE ENVELOPES WILL NOT BE ACCEPTED OR MAILED. ART WORK ON ANY ENVELOPE IS NOT PERMITTED.** Adding articles to the mail such as candy or handmade objects is prohibited.
3. **OUTGOING MAIL MUST HAVE YOUR FULL NAME (THE NAME USED DURING BOOKING), HOUSING LOCATION, AND THE CORRECT RETURN ADDRESS OF MOBILE COUNTY METRO JAIL, P. O. BOX 104, MOBILE, AL 36601.** All outgoing mail must have sufficient postage affixed to the envelope. A large brown envelope typically takes two stamps to mail. **THE COMPLETE NAME AND ADDRESS OF THE INTENDED RECIPIENT MUST ALSO BE ON THE ENVELOPE. NO NICKNAMES, STREET NAMES, OR INCOMPLETE ADDRESSES WILL BE ACCEPTED. SUCH MAIL WILL BE DISCARDED.**

Incoming Mail

1. All mail that is not clearly identified as "legal mail" will be opened and inspected before delivered to the inmate. Padded envelopes will not be accepted.
2. Incoming mail will be opened and examined for unacceptable items. All monies other than money orders or cashier's checks and U. S. income tax refunds will be returned to the sender.
3. Mail received after you have been released, will be stamped "Return to Sender, No Longer Here" and will be returned. Mail which has been opened and inspected prior to release of the inmate will be held for three (3) working days after release. After that time, it will be discarded. Inmates' opened mail may be picked up

during regular business hours at the Money Clerk's Office.

4. The Mobile County Metro Jail is not required to pay "Postage Due" on any incoming mail. Mail received in this manner will be refused.
5. Incoming mail must have a return address which includes a full name, street address, city, state and zip code. It must be addressed to the inmate using full name, PIN # and date of birth, if known. Incoming mail not properly addressed will be destroyed.
6. Incoming mail will normally be delivered within 48 hours of receipt, excluding weekends and holidays.
7. Inmates are allowed to receive two (2) magazines subscriptions, two (2) newspapers subscription, and three (3) new paperback books **directly from the publisher or bookstore.** Hardback books will be maintained for ten (10) days and then discarded.

Legal Mail

1. You may communicate with counsel of your choice and the courts.
2. Legal mail is identified as mail received from your attorney or the court. If the mail is received in an envelope with a return address from an attorney or court and is found not to be legal correspondence, it will be treated as ordinary mail.
3. Incoming or outgoing legal mail may be opened in your presence and may be inspected for contraband.
4. Attorneys are prohibited from mailing correspondence for you or any other inmate in Metro Jail.

I. Reading Materials

1. You are allowed to keep the following reading materials in your possession at one time. You will not be allowed to have excess reading materials in your cell.
 - a. 3 – books
 - b. 2 – magazines
 - c. 2 – newspapers (subscription)
 - d. 1 – Bible or Koran
2. Once again, reading materials “**must**” be received directly from a publisher or bookstore. Books, magazines, or newspapers received from any other source will not be delivered.

J. Visitation

1. You may list four (4) names on your visitation card at Docket Intake. Names are not changeable. Inmates cannot receive visitors until after their first fifteen (15) days of incarceration.
2. Visitation times are determined by the inmate’s housing location and gender. Visitation is offered five (5) days a week, Monday through Friday at the Metro Jail and two (2) days a week Saturday and Sunday at the Metro Barracks. Visitation hours are:

Metro Jail

Monday-Friday 8:30 a.m. - 6:00 p.m.

Metro Barracks

Saturday / Sunday 9:00 a.m. – 6:00 p.m.

3. You have one (1) 30-minute visitation period each week. **All visits are non – contact, with the exception of attorney visits.** The people on your visitation card should call the jail (574-3388 or 574-4734) and make an appointment to visit you or they can come to the Jail and make an appointment.
5. Appointments must be made during the week of the visit 24 hours in advance except for Monday visits which must be made on the preceding Friday. Saturday and Sunday visits must be scheduled no later than Friday.

6. Children(ages 13-17) are allowed to visit the 3rd week of each month only. Children under the age of thirteen are not allowed to visit at any time.

3. JAIL OPERATIONS

A. **Personal Property**

1. At the time of booking, all property taken from you will be listed on the *Inmate Property Slip* and placed in the property bag. It is the responsibility of the inmate to check and make sure that all property taken was listed on the *Inmate Property Slip*. You will be required to sign your *Inmate Property Slip*.
2. Any “personal” property that is brought into the jail or purchased from the Commissary and is altered in any way such as tearing of sleeves, writing, hand painted or drawn pictures, etc. will be confiscated and discarded.
3. Personal property will be released Saturday, Sunday, Tuesday and Wednesday between the hours of 9:00 a.m. and 4:00 p.m. State inmate property may be released any day after the inmate has been transferred to another agency. Family or friends should come to the Docket window in the Docket lobby to request designated property. Property not picked up within ten (10) days will be discarded.
4. At the time of release, you should again review and sign your property slip fully acknowledging the fact that you have received back all the items listed on the *Inmate Property Slip*. *The Mobile County Metro Jail has a \$50.00 cap on its liability for any personal items. It is your responsibility to release any personal property assessed at over \$50.00 within seven (7) days of admittance by completing a Property Release Form. Claims for lost inmate property should be filed with Metro Jail staff upon release. Property not picked up within the seven (7) days will be discarded.*
5. Any property that is not returned to you upon release should be noted on the *Inmate Missing Property Form*. The Metro Jail will not be responsible for any property not listed on the property log at the time of booking.

6. Inmate Personal Property Release Forms will be maintained for a period of thirty (30) days from the date on the form. If the property is not picked up, the Personal Property Release Forms will be discarded afterwards and a new form will have to be submitted if you would like someone to receive your property.

C. **Escape and Contraband**

1. **Any inmate who escapes, attempts to escape, assists another to escape will be prosecuted as stipulated by the law. There will be no exceptions!**
2. Any inmate responsible for bringing into the jail any weapons, saws, tools, illegal narcotic drugs or substances, drug paraphernalia, alcohol, hallucinogenic substances, or any item not approved by the Metro Jail will be prosecuted as provided by law.
3. Any inmate who conspires with parties outside the jail to bring into the jail any weapons, saws, tools, narcotic drugs, alcohol, hallucinogenic substances, cell phones, electrical chargers, electronic devices, or any item not approved by the Metro Jail will be charged with a rule violation and/or have criminal charges placed against them. Disciplinary action will be taken against inmates found in possession of contraband and may be prosecuted as provided by law.
4. Contraband is defined as being in possession of any item not authorized by the jail administration. Any authorized item that has been modified in any way will be considered contraband and will be confiscated and destroyed. Cell phones are not allowed in the Metro Jail.

D. **Grievance**

You are entitled to voice any grievance to the Jail Administration. Grievances must be submitted via the kiosk messaging system. The grievance will be handled appropriately. All grievances must contain the case number from a previous request that was not satisfactorily fulfilled. Case numbers can be found at the top of the message.

E. **Food**

Your meals will be prepared by the Metro Jail food service staff. Hoarding of food, trays, cups, utensils, or other items provided by the Metro Jail is prohibited and may result in disciplinary action.

F. **Medical, Dental & Mental Health Services**

Health care services are available if the need arises for healthcare involvement. For routine non – emergency requests you may complete a **Sick Call Request via the Kiosk**. **Any** request for Medical or Dental treatment will result in an examination. If the examination is ruled not to be an emergency, the visit will result in a co-payment and education for routine medical requests will follow and treatment will not be conducted at that time. Refusal of any prescribed medical care must be in writing or on a **Release of Responsibility Form**.

Inmate Personal Medications

Arrestees with medication upon their arrival will surrender all medications to the designated medical personnel. The medications will be counted; documented on a medication form and stored in a locked container. Following release from the facility, the medications will be held for three business days and they will be destroyed after that time.

The arrestee can:

After release you may pick-up your medications between 8:00 am - 12:00 pm or 2:00 pm – 4:00 pm Monday through Friday. (He/she must present proper picture identification and/or a copy of the medication receipt form).

Medical Co-Payment Charges to Inmates

1. You will be charged a co-payment of \$10.00 for all self-initiated, non-emergency medical services plus \$3.00 per prescription. For all non – emergency requested medical exams (not involving segregation exams) will have a \$10.00 co-payment charge for routine medical

conditions. There will not be a co-payment charge for medically identified chronic conditions and medical follow-up visits, (these visits will be determined by the medical department). Each “**NEW**” medical condition reported and treated is subject to a co-payment. **Under no circumstances will indigent inmates be denied medical services.** Although, you will have access to medical services, if you are indigent, your account will be charged for services received and a percentage of money received on your account in the future will be applied to the outstanding debt. The debt will remain on your account until paid in full.

2. Mental Health calls are free of charge.
3. Chronic Care illnesses not charged include:
 - Asthma
 - Diabetes
 - Hepatitis C
 - High Blood Cholesterol
 - HIV
 - Hypertension
 - Seizure Disorder
 - Tuberculosis
4. If you are seen by the nurse or medical provider for any complaints **NOT RELATED** to your chronic care there is a co-payment charge of \$10.00. If medications are prescribed there is a charge of \$3.00. If the symptoms or complaint is unresolved and a different medication is ordered there is a charge of \$3.00.
5. **Keep a copy of Charge Slips for verification.**
6. Upon your release from jail, any unpaid medical fee balance will reflect a debit on your account from the date of release. If re-incarcerated, that debt will be deducted from any future funds deposited to your account.

G. **Searches**

1. Your cell, your bunk area, and your person will be subject to random searches for contraband.

2. You may be subject to unclothed searches under the following conditions:
 - a. Contact with persons from outside the jail.
 - b. Re-entering secure areas of the jail
 - c. Legitimate security concerns.
3. If you refuse to submit to a pat or strip search disciplinary actions will be imposed.

H. **Laundry**

1. Uniforms and linens are washed twice a week. Blankets are washed upon request. Colored clothes should not be mixed with white clothing and linens. The only items that should be placed in your laundry bag are:
 - a. Uniform (Colored)
 - b. Towel
 - c. Face Towel
 - d. Sheet
 - e. Socks, T-shirts, underwear
2. Whites and colored clothing are washed on separate days. It is your responsibility to send your laundry according to the wash schedule.
3. The jail is not responsible for, nor will replace, any personal item(s) that are lost in the laundry.

I. **Television**

Television is a privilege, not a right. Television privileges may be given to those in the wedges that have earned them through cooperation with jail personnel and by complying with the specified rules and regulations of the Mobile County Metro Jail. Wedges with good behavior may receive additional television privileges for the weekend. A majority vote from inmates in the wedge determines the channel. Channel changes will be done pending the availability of the officer.

J. **Voting**

If you are a registered voter, you may request an “application for Absentee Ballot” from the county in which you are a legally qualified voter. You will be responsible for completing the ballot and mailing it to the Absentee Election Manager by the U.S. Mail.

K. **Lockdowns / Roll Call / Head Counts**

1. When a lockdown is ordered, you should immediately go to your assigned cell and lock your cell door. You will remain in your cell until the lockdown is lifted.
2. This jail maintains complete security lockdown of all inmates daily during the following hours.

6:30 P.M. – 7:30 P.M.

9:30 P.M. – 7:30 A.M.

L. **Inmates are locked down during meal times.**

1. The jail may maintain security lockdown at other times as needed for special security reasons.
2. The jail will conduct a roll call / head count at 7:30 a.m. 7:30 p.m. and 9:30 p.m. each day. You should be standing, fully dressed and prepared to say your name.
3. Besides the routine inmate lockdown at shift changes, afternoons, and nights, there are times when security/emergency situations dictate additional needs for inmate lockdown. **Therefore, it is necessary that all inmates, at all times, immediately obey orders to lockdown. Further, during emergency lockdown, inmates will remain quiet with reduced movement in the cells until the security or emergency lockdown has been lifted.**
4. Inmates/cellblocks/dorms that refuse to lockdown immediately when ordered to do so, or create a disturbance with noise, will cause that inmate/cellblock/dorm to go on 24-hour **DISCIPLINARY LOCKDOWN** and will lose all inmate privileges (i.e., no television, no telephones, no visitation, no commissary, no recreation yard, no programs or religious services, and no dayroom).

5. Any inmate/cellblock/dorm that continues to be non-compliant during the 24 hour Disciplinary Lockdown will have the Disciplinary Lockdown (and loss of all inmate privileges) extended for an additional 24-hour period. Inmate/cellblock/dorms in this status may also be put on bagged meals. No inmates will be moved out of a cellblock/dorm while on **SECURITY LOCKDOWN** status except for security reasons. If relocated, the inmate(s) will remain on **24 – HOUR SECURITY LOCKDOWN** wherever he/she is housed.
6. Inmates on Disciplinary/Security Lockdown will be allowed to receive medical treatment if warranted. Inmates with court dates will be allowed to make their court appearances.
7. Roll call / head counts require inmates to stand by their assigned bunk in uniform. The inmate shall provide their name to the officer conducting the head count. Beds must be made. However, inmates will be allowed to lie on the made beds Monday through Friday from 8:00 a.m. until 5:00 p.m. Failure to comply will result in sanctions or disciplinary action being taken.

M. Inmates Sentenced to Department of Corrections

Inmates entering Kilby Receiving Center or Tutwiler Receiving Center will be allowed to take the following property:

- a. 1 plain gold/silver wedding band
- b. Legal materials/documents pertaining to current or pending case(s).
- c. 1 pair white tennis shoes
- d. 1 watch (valued at \$25.00 or less)
- e. 1 Bible or Koran

You should complete a Property Release Form in order to have the property that you cannot take with you picked up. Property not picked up within ten (10) days will be discarded.

N. Notary Services

Notary Services will be provided only for legal documents. Inmates needing notary services should

request the service via the kiosk messaging system to General request or Other.

O. **Copy Service**

Copy Service is available to inmates for legal documents. The cost of copies is .25¢ per page and will be deducted from the inmate's account "prior" to the copies being made. Inmates must fill out an Inmate Request Form requesting copies. The request will be forwarded to the appropriate office for handling.

4. **Violations, Penalties, Hearings**

A. **Minor Violations**

1. Acting insolent toward personnel.
2. Lying or providing a false statement to staff.
3. Using abusive language.
4. Participating in an unauthorized gathering.
5. Being in an unauthorized area, including another inmate's cell.
6. Making, possessing, or using intoxicants.
7. Gambling.
8. Being unsanitary / untidy; failing to keep your person or quarters clean.
9. Loaning property or anything of value for profit.
10. Malingering or feigning an illness.
11. Failure to be fully dressed anytime outside of cell.
12. Wearing any material, in any way, on the head.
13. Leaning on (or over) railings or sitting on stairs.
14. Using any jail property for unintended purposes.
15. Covering doors, air vents, or lights with paper or any other item

B. **Major Violations**

1. Minor violations repeated 3 times.
2. Possessing unauthorized clothing.
3. Smoking or use of any tobacco product
4. Possessing any items not on the approved list of items allowed to inmates (i.e. contraband such as money, jewelry, tobacco products, lighters, matches, etc.).
5. Writing on walls, furniture, clothing, or other minor damage to jail property of less than \$50.00.
6. Failing to comply with an officer's lawful order.

7. Fighting.
8. Attempting to control other inmates, whether through coercion, force, or threat.
9. Refusing to provide a urine or breath sample upon request.
10. Giving or offering any official or staff member a bribe or anything of value.
11. Destroying, altering, or damaging jail property or property of another person.
12. Possessing unauthorized property belonging to another person or the government (stealing).
13. Hoarding, selling, or transferring medication issued by the jail medical staff or from any source.
14. Failing to stand for counts or interfering with a count.
15. Violating rules or regulations.
16. Disrupting or abusing commissary, visitation, telephone, library, classes, or yard call privileges.
17. Disrupting or abusing religious, medical, or food services, or any other jail activity or program.
18. Stoppage of, or placement of foreign objects or matter into toilets, showers, sinks, or any other drains.
19. Harassment

C. **Serious Violations**

1. Major violations repeated 3 times.
2. Murder.
3. Starting any fire may be considered arson and you will be charged accordingly.
4. Indecent exposure.
5. Possessing or introducing a gun or other weapon into the facility.
6. Rioting or encouraging others to riot.
7. Assault and battery on inmate and/or staff.
8. Practicing extortion or blackmail, demanding or receiving anything of value in return for protection against others, to avoid bodily harm or under threat of informing.
9. Engaging in a sexual act.
10. Making sexual proposals or threats.
11. Tampering with or blocking any locking device.
12. Possessing or introducing an explosive, or any object modified to be a weapon, chemical agent, or any type of ammunition, in the facility.
13. Possessing, selling, using or introducing into the facility any narcotics, narcotic paraphernalia, drugs, or

intoxicants not prescribed for the individual by medical personnel.

14. Violating a condition of any conditional or temporary release (i.e., funeral, work, etc.).
15. Leaving the jail without permission.
16. Violating any municipal, county, state, or federal law.
17. Counterfeiting, forging, or reproducing without proper authority, any document, article of identification, money, security items, or official paper.
18. Acting in a way that disrupts or interferes with security or orderly running of the jail (i.e. failure to lockdown/return to bunk, or not returning issued razors).
19. Encouraging, facilitating, or otherwise conspiring with others to commit any prohibited act.
20. Escaping, attempting to escape, or planning to escape, including failing to return from an approved work release program or community activity at a designated time.
21. Damaging jail property.
22. Attempting to intimidate or actually intimidating or controlling personnel or other individuals whether through coercion, force, or threat.
23. Interfering with security operations or devices such as fire alarms, smoke detectors, security strips, locks, cell doors, cameras, fire sprinklers, etc..

D. Penalties for Violations

1. For minor violations, you may be verbally reprimanded if it is the decision of the security staff that the reprimand should prevent the infraction from happening again. Restriction of privileges may be imposed for a period up to forty-eight (48) hours (two days) for a minor violation.
2. For a major violation, you may be denied any and all privileges for a period of time not to exceed 240 hours or ten (10) days and/or be placed in disciplinary housing.
3. For any serious violation, you may be denied any or all privileges for a period not to exceed 720 hours or thirty (30) days, placed in disciplinary housing, and receive criminal charges if applicable.

E. Disciplinary Procedures

When staff finds it necessary to charge you with a minor, major, or serious violation of the rules of conduct, you are entitled to a hearing on the charges. The following guidelines are provided for your hearing and appeal.

1. You will be advised of your right to a hearing.
2. If you acknowledge that you have committed the violation as charged, the Disciplinary Officer may proceed to impose the applicable penalty. If you refuse to sign your Notice of Disciplinary Hearing paperwork, and or talk to the Disciplinary Hearing Officer, you give up the right to a Hearing and therefore, your determination will be made by the Disciplinary Hearing Officer.
4. If you deny you have committed the violation, a hearing will be scheduled within seven (7) days of the offense.
5. You will be notified of the time and place of the hearing at least 24 hours in advance. This will give you time to prepare for your defense.
6. You may appeal the decision of the Disciplinary Hearing Officer within seven (7) days of decision notification based upon the following:
 - a. Procedural error
 - b. Submission of new evidence
 - c. Lack of sufficient evidence that proves you did not commit the prohibited act
 - d. Prejudice or other appropriate grounds
7. If you are accused of violating a serious or major infraction, you may be confined to your cell or placed in disciplinary segregation, pending the hearing and subsequent outcome of the hearing.
8. You will be charged for any Jail Property you destroy.

F. Hearing/Review Rules of Conduct

1. You will be afforded the opportunity to be present for your Disciplinary Hearing for rule violations.

2. A Disciplinary Hearing Officer will conduct the hearing. You are expected to conduct yourself in an appropriate manner at all times during the hearing process. The following “Rules of Conduct” must be adhered to during the hearing proceedings:
 - a. The inmate will appear in a proper jail issued uniform.
 - b. Reasonable and civilized behavior is expected during the hearing.
 - c. Using abusive language (profanity) is a violation of jail rules. If you use abusive language at the hearing, you will be removed and the hearing will continue in your absence. Further, you may receive additional rule violation charges for your actions.
 - d. If you attempt to intimidate, or actually intimidate, the Disciplinary Hearing Officer and/or witnesses, you will be removed and the hearing will continue in your absence. You will receive an additional rule violation charge(s), you may be placed in disciplinary segregation, and you may receive additional criminal charges.

MCMJ BARRACKS RULES

A. INMATE MOVEMENT

1. Inmates shall use the stairwells when moving from floor to floor. **DO NOT ATTEMPT TO USE ELEVATOR!**
4. Proper dress is required for all dorms, dayrooms, and also during recreation yard.
3. Your ID card must be clipped to your uniform shirt pocket prior to exiting your housing unit.

B. MEALS

1. All meals are prepared and served in the Barracks kitchen and shall be eaten in the dining hall.
2. Food prepared by kitchen staff shall be eaten or discarded. Food is never to be taken from the dining hall to the dormitories.

3. Food trays, cups, glasses, utensils, or any other item shall not be removed from the dining hall.
4. Inmates assigned to outside work details or work release will be provided a sack lunch.

C. TELEPHONES:

1. Telephones are located in dorms on the second floor and in the dayrooms on the third floor of the Barracks.
2. Dorm telephones are turned on at 7:30 a.m. each day and turned off at 9:30 p.m. each night.

D. SECURITY / COUNTS / INSPECTIONS

1. Inmates are required to be out of their bunk during head counts and roll call, and shall stand beside their bunks.
2. Daily inspections will be conducted by staff and all inmates are required to have their bunk made. Shoes are to be under the bottom bunk in a line and the floor clean around your bunk and locker.
3. Any contraband found will be confiscated. Disciplinary actions will be imposed accordingly to the designated individual(s) according to the Mobile County Metro Jail Rules and Regulations.
4. Inmates “DO NOT” have the right to be present during inspections.
5. Inmates shall not enter or attempt to enter unassigned Dorms.
6. Inmates are not allowed to change bunks and/or lockers without staff permission.
7. Bunks shall remain made from 8:30 a.m. until 5:00 p.m. Monday – Friday. Inmates may lie on top of the covers during this time.

E. LAUNDRY:

1. Tennis shoes are washed on weekends.

2. Blankets are washed on the first and second week of each month, or as needed.
3. Laundry schedules are posted in each dorm.

LAUNDRY SCHEDULE:

- a. Second (2nd) Floor – Inmate Workers are provided Laundry services on a daily basis.
- b. Third (3rd) Floor

Monday – No clothes	Tuesday – Whites
Wednesday – Colors	Thursday – Whites
Friday – Dorms C&D - Whites and Colors	
Saturday – No Clothes Washing	
Sunday – Dorms A & B – Whites and Colors	

F. INMATE PROPERTY:

1. Inmates are allowed five (5) T-shirts and five (5) sets of underwear.
2. Inmates are allowed one (1) radio and two (2) batteries.
The radios and batteries must be purchased from the Commissary. Replacement batteries are available for purchase from the commissary. You must give your old batteries to the commissary clerk when stores are delivered in order to receive the new ones.
5. All radios must be used with ear buds or earphones.

G. BARRACKS DORM RULES:

1. Inmates shall stay an arms length away from the dorm windows and doors.
2. Monday – Friday bunks are made by 8:30 a.m. and remain made until 5:00 p.m., except Inmate Workers who are assigned to the night shift.
3. When visitors enter a Dorm, inmates must remain on their assigned bunk until the visitor exits the Dorm.
4. Sunday – Thursday TV's are turned off at 11:00 p.m., Friday- Saturday TV's are turned off at 1:00 a.m. Once

TV's are off, the dayroom shall be locked. Dayrooms shall be unlocked on the day shift after headcount.

5. Inmate Workers shall make their bunk prior to reporting for work.
6. Inmates must sleep in their assigned bunk. Do not remove mattresses from unassigned bunks.
7. Damp washcloths and towels may be hung on the bathroom handicap rail in the shower to dry. NEVER hang items on your bunk. Do not wash clothing items in the bathroom or dorm.
8. Extra reading material, games, and puzzles are kept in the 3rd floor dayroom or 2nd floor inside the lockers.
9. No items are to be placed in the windows, i.e. books, paper, or clothing.
10. Sit in one chair at a time. Do not sit in stacked chairs.
11. Do not place items under your mattress, i.e. clothing, books, shoes.
12. Do not sit on lockers.

H. DORM / BUNK ASSIGNMENTS

1. Inmates are assigned to a dorm, bunk, and locker upon entry to the MCMB. Inmates are not allowed to move from their assigned dorm, bunk, or change locker without an Officers approval. All inmates share in the cleaning of the dorms, dayrooms, and bathrooms.

I. VISITATION (Barracks)

1. Male inmates visit on Sunday only.
2. Female inmates visit on Saturday.
3. Appointments are made on Friday by calling **574-4734** or **574-3388** between the hours of 08:00 a.m. and 4:00 p.m.
4. Visitation hours are between 9:00 a.m. – 6:00 p.m.
5. Inmates are allowed thirty (30) minutes – Non-Contact
6. All visitors must be on the visitor card.
7. The third week of each month is family day and two (2) of the inmates children (ages 13-17) may visit when accompanied by an adult on the visitor list. However, children under the age of thirteen (13) are not allowed to visit at any time.

8. **Attorney visits** are conducted in the attorney visitation rooms on the first floor.

J. SUMMARY:

- A. Nothing herein contained will prevent additional criminal and/or civil action against you.
- B. Any violation of rules of conduct may result in loss of privileges and other disciplinary actions.
- C. In an emergency, there may be temporary modification or suspension of the rules and regulations contained in this handbook.
- D. Changes, deletions, additions, or cancellations to these rules and regulations may be made as determined by the Administration of the Mobile County Metro Jail.

INMATE WORK RELEASE PROGRAM

This program is open to individuals who were previously employed and meet the criteria mandated by the courts to continue to work while incarcerated. In addition, unemployed inmates who are willing to work and be trained by a perspective employer may be selected for participation in the program after classification and evaluation. Work Release Inmates are subject to the same jail Rules and Regulations while away from the facility. Violations will result in removal from the program, disciplinary sanctions and possible criminal prosecution. The program will be administered by the Work Release Coordinator under the supervision of the Sheriff, Warden and Deputy Warden.

Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) set national standards to prevent, detect and respond to sexual abuse in confinement facilities. The Mobile County Metro Jail has a zero tolerance policy in regards to sexual abuse by inmates, staff or contract personnel. All reports of sexual abuse will be thoroughly investigated and appropriate actions taken. Retaliation for

reporting in any form will not be tolerated and necessary disciplinary actions taken. Inmates may report sexual abuse thru any of the following suggested channels:

- Kiosk - use the PREA icon to report directly to detectives assigned to the Mobile County Sheriff's Office.
- Floor officers, POD Officers or any Correction's Officer.
- Call 574-TALK (8255)
- Medical or Mental Health Staff.
- Rape Crisis Center (251) 473-7273 or 1-800-718-7273.
- Outside contacts via phone or mail who may then report to the Sheriff's Office or Metro Jail Administration.

ADDRESSES:

ALABAMA BOARD OF PARDONS AND PAROLES

(Reconsideration Info)

P.O. BOX 302405

Montgomery, AL 36130-2405

ALABAMA BOARD OF PARDONS AND PAROLES

(Parole Officers)

1514 South Broad Street

Montgomery, AL 36130

UNITED STATES DISTRICT COURT (FEDERAL COURT)

113 St. Joseph Street

Mobile, AL 36602

MOBILE COUNTY CIRCUIT COURT

205 Government Street, North Tower, Room 913

Mobile, AL 36644

MOBILE COUNTY DISTRICT COURT

205 Government Street, North Tower 338

Mobile, AL 36644

CIRCUIT AND DISTRICT COURT CLERK

205 Government Street, North Tower, Room 338
Mobile, AL 36644

MUNICIPAL COURT, CITY OF MOBILE

P.O. Box 2446
Mobile, AL 36652

MOBILE COUNTY PROBATE COURT

P.O. Box 7
Mobile, AL 36601

BAY HAAS BUILDING

Investigation and Recovery
(Child Support)
1150 Government Street, Room 206
Mobile, AL 36604

COMMUNITY CORRECTIONS

111 Canal Street
Mobile, AL 36603

**ALABAMA DEPARTMENT OF CORRECTIONS –
CENTRAL RECORDS**

P.O. Box 301501
Montgomery, AL 36130-1501
OR
301 South Ripley Street
Montgomery, AL 36104

GTL – Inmate Telephone Provider - 1-877-650-4249

GET PAID FOR PROVIDING INFORMATION ABOUT A CRIME!!!!

574 – TALK (8255)

FREE CALL

**GET PAID FOR PROVIDING CONFIDENTIAL INFORMATION ON
CRIMES COMMITTED.**

ALL CALLS ARE CONFIDENTIAL!

BOND FILING FEE

The Alabama Legislature passed ACT 2012-535 referred to as (HB688). This is regarding paying a “Filing Fee” in addition to “Bond Amounts” for those individuals booked into a Jail. A Filing Fee of thirty-five dollars (\$35.00) will be assessed to each individual charge of the arrestee/inmate. Once you are released from Jail, your monies can be made payable to the Court Clerks. If the designated “Filing Fees” are not paid within two (2) days, the Court Clerks will notify the District Attorney’s Office.