



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 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 this jail:

1. **Security is of the highest priority** – any action on the part of one or more inmates that 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, “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 the quality and/or length of your stay, as well as 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 and affect the quality of your stay while 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 designated destination after authorization from the Pod Control Officer or designated staff.
4. 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 Pod Control Officer / staff.
5. When available, 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 are to have your ID card clipped to your uniform pocket.
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.

B. Personal Cleanliness

1. 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 fill out a sick call slip. **YOU SHOULD NEVER SHARE YOUR PERSONAL ITEMS WITH OTHER INMATES!**

C. Jail Property

1. Bedding, towels, uniforms, and other 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	\$5.00
b. Uniform Shirts	\$6.00
c. Sandals (slides)	\$2.00
d. Towel	\$3.00
e. Face towel	\$1.00
f. Sheet	\$4.00
g. Blanket	\$8.00
h. Derby Mattress	\$98.00
i. Other mattress	\$36.00
j. Laundry bag	\$4.00
k. Suicide Smock	\$95.00
l. Suicide Blanket	\$87.00
m. In-Cell Property Bag	\$15.50
n. Inmate Work Jacket	\$21.75
o. Cotton Blend Blanket	\$6.00
p. Wool Blend Blanket	\$10.00
q. Inmate Work Shoes	\$6.00
r. ID Card	\$5.00
s. ID Card Clip	\$1.00
t. Water Cooler	\$35.00
u. Broom	\$6.50

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.

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, 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 disciplinary segregation. You are prohibited from controlling or attempting to control the actions or behavior of staff or other inmates by threat, promise, fear, force, or any other means. You cannot ridicule, tease, harass, or molest staff or other inmates.

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 in-cell organizer or locker. You are to keep all your property, including snacks in the 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 cell or when performing your assigned duties. **ONLY 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 Pod / 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. If you are found in a Pod or cell, and are not on an assigned work detail, you will be subject to disciplinary action.
8. You 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 Captain (Chief of Security). You will remain in sight of the authorized personnel at all times.
9. 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.

10. Violation of any of the above rules may subject you to disciplinary action or the loss of your Inmate Worker status.

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. If you are interested in becoming a volunteer worker, you should submit an *Inmate Request Form* to the Barracks Classification Officer.

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 on acceptance into an educational program. Inmates desiring this program should apply by submitting an *Inmate Request Form*.
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 an *Inmate Request Form*.
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 addressed to the Chaplaincy Department.

C. **INMATE ACCOUNTS**

1. All cash, excluding coins, 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/shaves, 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 an attorney. **Remaining funds will remain on account until release.**
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. 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.

- c) Money may also be placed on an inmate's account utilizing the Cashier located in the lobby of 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, GPS, toll-free service, and internet are immediately available for commissary purchases.**
- d) Funds received for an inmate are subject to a low percentage rate of collection for debts owed to the jail by that inmate.
- e) Money may also be placed on account by phone by calling the toll free number at 1-888-277-2535, using the website www.GovPayNOW.com, or using the Western Union service. **ALL DEPOSITS REQUIRE YOUR PIN NUMBER.**

D. Commissary (Store)

1. You are allowed to purchase snacks, hygiene items, writing materials, clothing, drinks, and other items by completing a *Commissary Order Scan Sheet*. Directions for completing the scan sheets are posted in each wedge.
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. Scan sheets are distributed AND collected on Sunday and Wednesday nights. 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.
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. When Inmate ID cards become available, presentation of your ID card will be required to receive your order.**

Indigent Paks

An inmate is considered indigent if he/she has a balance of 45 cents or less on account for 7 days or more and has not received funds from an outside source.

If you wish to request an Indigent PAK, you must complete a *Commissary Scan Sheet* and turn it in to the Pod Officer. The scan sheet must include your name, PIN number and signature ONLY. Indigent Pak's are not free. The cost of each PAK will be charged to your account. A percentage of any money received on account will be deducted from the outstanding balance until all charges are paid. **If you submit a commissary order form and have less than a 45 cent balance, you will automatically be issued an indigent PAK. When funds become available on your account, a percentage will automatically be collected until the total cost of the indigent PAK is paid.**

E. Yard Call

1. The Mobile County Metro Jail provides yard call 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 as scheduled.
3. You are allowed to wear tennis shoes during yard call.
 - 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. Haircut services are available. Haircuts, shaves and beard trims are provided by a licensed barber and/or beautician and their students. The costs of these services are deducted from the inmate's commissary account. Inmates must have money in their account prior to the haircut and/or shave. Haircuts are basic cut only. No specialty cuts or custom cuts allowed. Inmates must submit a pink *Request for Haircut* request which may be obtained from and returned to the Pod Officer. Haircuts and shaves are offered once per month per inmate.
2. Inmates who leave their housing unit for a haircut/shave and then refuse the scheduled services will lose commissary privileges for ten (10) days from the date of refusal.
3. Indigent haircuts are scheduled during the last week

G. Phone Calls

1. At the time of processing into the Metro Jail you will be allowed to make phone calls in order to contact family or friends. Local calls are free, but long distance calls are "**COLLECT ONLY**".
2. Non-compliant inmates or inmates who are disruptive with behavior and/or language will be denied telephone services.

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. All calls, with the exception of the initial call allowed when you enter the jail, 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 money clerk's office. Only \$20 cards are offered. Phone cards may be ordered on Sunday and Wednesday evenings for delivery on Mondays and Thursdays. Commissary orders are processed prior to phone cards. If, after commissary orders are processed, the inmate does not have the funds to purchase a phone card, he/she will receive a notice and reason for rejection.
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.**

8. Phone Cards purchased by an inmate that cannot be delivered prior to the inmate being released on a state or federal chain will be released to the person designated on the inmate property release form. Phone cards must be picked up in person at the Money Clerk's window, and the recipient must present a photo identification.

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 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 14 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.**

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 delivery to the inmate.
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 returned.

6. Incoming mail will normally be delivered within 48 hours of receipt, excluding weekends and holidays.
7. Inmates are allowed to receive magazines, newspapers, and new paperback books **directly from the publisher or bookstore.**

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
 - d. 1 – Bible or Koran
2. Reading materials “**must**” be received direct from a publisher or bookstore. Books, magazines, or newspapers received from any other source will not be delivered.

J. Visitation

1. You may list three (3) names on your visitation card. You may change the names the last Thursday of each month.
2. Visitation is offered five days a week, Monday through Friday at the Metro Jail and Saturday and Sunday at the Metro Barracks. Visitation hours are:

Metro Jail:

Monday-Friday	9:00 a.m. – 11:00 a.m. 2:20 p.m. – 8:00 p.m.
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Metro Barracks:

Saturday/Sunday	8:30 a.m. – 10:00 a.m. 1:00 p.m. – 2:00 p.m. 5:30 p.m. – 6:30 p.m.
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3. You have one (1) 30-minute visitation period each week. **All visitation, with the exception of attorney visits, is non-contact.** The people on your visitation card should call the jail (574-3388 or 574-4734) and make an appointment to visit you.
4. All appointments must be made one day (24 hours) in advance.

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 Sunday, Tuesday, Wednesday, and Thursday 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 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 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. The Inmate Personal Property Release form will be maintained for a period of thirty (30) days from the date on the form. It 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 provided by 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. You are encouraged to put the grievance in writing on the *Inmate Grievance Form* and forward it to the Pod Officer or Floor Officer. The grievance will be handled appropriately.

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 Services**

Medical services are available including limited dental treatment. You have an opportunity to report illnesses daily by completing a *Sick Slip Form*. Prescribed medical care must be refused in writing.

Inmate Personal Medications

Arrestees with medication upon arrival will surrender all medications. The medications will be counted; documented on a medication form and stored in a locked box in the medical unit. **The medication will be held for a period of ten (10) days only.**

The arrestee can:

- After release pick-up medication between 8:00 am and 4:00 pm Monday through Friday. (He/she must present proper picture identification and/or medication receipt form.
- Have designee pick-up medication (Designee must have picture identification.

All options are limited to ten (10) days. After that time all medications will be destroyed. **No exceptions!**

Medical Charges to Inmates

1. You will be charged a co-payment of \$10.00 for all self-initiated, non-emergency medical services. There will not be a charge for follow-up visits for long term medical conditions; however 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 small percentage of the 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. 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 debit 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.

H. **Laundry**

1. Uniforms and linens are washed weekly. Blankets are washed once per month. 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 a separate day. 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 prescribed 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.

K. **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.

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

1. When a lockdown is ordered, you should immediately go to your assigned cell. 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.

1:30 P.M. – 3:30 P.M.

9:30 P.M. – 7:30 A.M.

Inmates are locked down during meal times.

3. The jail may maintain security lockdown at other times as needed for special security reasons.
4. The jail will conduct a roll call / head count at 7:30 a.m. and 9:30 p.m. each day. You should remain quiet and stand in place during the roll call count.
5. 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 be remain quiet with reduced movement in the cells until the security or emergency lockdown has been lifted.**
6. Inmates/cellblocks/dorms that refuse to lockdown immediately upon order 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 yard call, no programs or religious services, and no dayroom).

7. 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, that inmate(s) will remain on **24 – HOUR SECURITY LOCKDOWN** wherever he/she is housed.
8. Inmates on Disciplinary/Security Lockdown will be allowed to receive medical treatment if warranted. The inmate will be placed in restraints and escorted to the clinic or triage area. Inmates with court dates will be allowed to make their court appearances.
9. Roll call / head counts require inmates to stand by their 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 by filling out an *Inmate Request Form*.

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.

P. **Copy Service Procedure**

Copy service is available to inmates for the copying of legal documents only. Once an inmate submits a request for copy service, the Administrative Corporal will get the document(s) from the inmate, count the number of pages to be copied, write the number of copies on a Property Charge Sheet form and forward the property sheet only to the Money Clerks' Office for processing. The Administrative Corporal will retain the documents to be copied at all times.

If the Money Clerks' office determines there are sufficient funds to purchase copies, she will charge the appropriate amount to the inmate's account, attach the "Resident" copy of the receipt to a copy of the property sheet form and forward this back to the Administrative Corporal. The facility copy of the receipt and the Property Charge Sheet will be retained in the daily folder in the Money Clerks' Office.

If the Money Clerks' office determines there are insufficient funds to pay for the copies, she will write "Denied" on the Property Charge Sheet and return it to the Administrative Corporal.

Once the Administrative Corporal receives the charge sheet and receipt from the Money Clerk, he/she will

copy the document and deliver the original document, copies, and “Resident” receipt to the inmate.

No refunds will be made after the inmate’s account has been charged.

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 is prohibited.

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.
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.

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 continued 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), may be placed in disciplinary segregation, and 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!**
2. Proper dress is required for all dorms, dayrooms, and during yard call.

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 will be provided a sack lunch.

C. TELEPHONES:

1. Telephones are located in dorms and in the dayrooms on the first floor of the Barracks.
2. Dorm telephones are turned on at 7:30 a.m. each day and turned off at 10:00 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
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. 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.
3. 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 at approximately 7:30 a.m. or 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

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 8:00 a.m. – 4:00 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) children may visit when accompanied by an adult on the visitor list.

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

5. 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.

ADDRESSES:

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
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

DEPARTMENT OF CORRECTIONS – CENTRAL RECORDS

P.O. Box 301501

Montgomery, AL 36130-1501

ALABAMA BOARD OF PARDONS AND PAROLES

P.O. BOX 302405

Montgomery, AL 36130-2405

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!