



# **MOBILE COUNTY METRO JAIL**

## **INMATE HANDBOOK**

**Revised  
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# **INMATE HANDBOOK**

## **MOBILE COUNTY SHERIFF'S OFFICE**

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**SHERIFF**

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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:

**Security is of the highest priority** – any action on the part of one or more inmates jeopardizing or appearing to jeopardize security will not be tolerated and will be dealt with quickly and firmly.

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.

# INMATE RESPONSIBILITIES

## Inmate Movement / Movement Forms

- Inmate movement throughout the jail is controlled by Staff and monitored by cameras.
- All inmates are placed in restraints before exiting the housing areas.
- 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.
- 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.
- 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.
- Inmates will be provided a Wristband ID when they are booked into the Metro Jail.
- Intentionally removing, altering or damaging the Wristband ID will result in Administrative sanctions which include 1) No movement out of housing location 2) loss of visitation privileges 3) Loss of commissary privileges 4) Repeated violations will result in disciplinary action.
- The replacement cost for the Wristband is \$6.00.
- You must be wearing the Wristband ID in order to receive your commissary order, medical services in the Metro Jail Clinic or Triage rooms, barbershop, religious services, work details, hospital/clinic runs, court appearances, and at dress-out for release.
- The kiosks and tablets are located in the housing area for use by all inmates. The kiosks and tablets can be utilized to order commissary items and send message requests to various sections of the jail via the Inquiry and Grievances Messaging feature. Requests must be directed to the specific area pertaining to the request (i.e. Chaplain, Docket, Commissary...). Only one request per message will be recognized. The 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 kiosks and tablets 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/tablet 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.

### **Personal Cleanliness**

- Basic hygienic needs will be supplied. Other hygienic supplies for maintaining proper personal hygiene are available for purchase through the commissary.
- 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.
- 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.
- 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.
- 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!**

### **Jail Property**

- 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. You are responsible for all items assigned to you.
- 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	\$6.75
b.	Uniform Shirts	\$5.25
c.	Sandals (slides)	\$3.00
d.	Laundry Bag	\$3.50

e.	Suicide Smock	\$85.00
f.	Suicide Blanket	\$50.00
g.	Inmate Work Jackets	\$53.00
h.	Inmate Work Shoes	\$7.00
i.	In Cell property Bag	\$16.00
j.	Towel	\$3.00
k.	Blanket	\$9.75
l.	Sheet	\$5.00
m.	Mattress	\$55.00
n.	Glass Windows	(varies)
o.	Sprinkler Head	\$200.00
p.	Smoke Detector	(varies)
q.	Wristband ID	\$6.00
r.	Water Cooler	\$46.00
s.	Broom	\$11.68
t.	Mop on a Stick	\$6.15
u.	Mop Head w/Handle	\$21.53
v.	Copies per page	.25 cents
w.	Food Tray	Cost varies

\*Should prices change, you will be charged the most current cost of the damaged item.

- 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.
- Issued jail clothing altered by inmates will be confiscated and the inmate will be charged with destruction of jail property.
- If your account cannot cover the amount of the damages and you are released from Jail, whenever you return, part or all of the designated amount you left owing will be deducted from the amount of money on your person when you come to jail and part or all will be deducted from each subsequent deposit to your account until the debt is paid in full.
- Defacing or altering items purchased from the commissary will be deemed contraband and they will be destroyed.

### **Housekeeping**

- You are required to clean your cell and share in maintaining cleanliness throughout the Jail. Your cell will be thoroughly cleaned each day 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.

- All floors will be swept and mopped at the end of each shift and more frequently if needed.
- All trash containers will be emptied at the end of each shift and more often if needed.
- Commodes, lavatories, and showers will be cleaned daily.
- 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.
- 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.

### **Conduct**

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 that 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.

## **INMATE PRIVILEGES**

**(A PRIVILEGE IS NOT A RIGHT)**

### **Telephones**

During your stay, you have access to telephones which are located in each housing unit and are made available daily excluding meal times and lockdown status. To place a call from this facility you will be required to use a special PIN number assigned to you during the booking process and the last four digits of your social security number. This number is on your ID band and is the same used for your commissary orders. All calls are outgoing and collect calls. There will be a toll charge billed to the party accepting the call. All calls are subject to monitoring and recording. Telephone call time may be ordered via the commissary.

You should be respectful of others by keeping calls to fifteen minutes and staying at arm's length away from anyone using the telephone. Staff members will not transfer calls and will not take messages. If you damage the telephones in any manner, you will be subject to disciplinary action and/or criminal prosecution.

### **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. If you damage or destroy a television, you will be held responsible for the cost of replacement and subject to disciplinary action and/or prosecution.

### **Visitation**

- Visitation is a privilege, not a right.
- Visitation is conducted virtually (on demand).
- Virtual visits are billed at \$.25 per minute.
- Direct face-to-face visits are not allowed except in extraordinary circumstances with the approval of the Jail Administrator or Deputy Jail Administrator.
- You may list four (4) names on your visitation card at Docket Intake.

## **VISITATION HOURS**

### **Virtual Remote Schedule**

Monday – Friday

8:00 a.m. – 11:00 a.m.

2:00 p.m. – 5:00 p.m.

Saturday

8:00 a.m. – 2:00 p.m.

Sunday

8:00 a.m. – 2:00 p.m.

### **Professional Face to Face Visits**

Monday – Friday

8:00 a.m. – 11:00 p.m.

2:00 p.m. – 5:00p.m.

Saturday

8:00 a.m. – 11:00 a.m.

Sunday

CLOSED

### **VIDEO VISITATION RULES**

- All visitors must be registered.
- All visits must be scheduled at <https://mobilecountyal.gtlvisitme.com>
- Only Professional face-to-face visits are allowed. All others are video visits.
- You must schedule your own appointment.
- All visitors must be signed in 15 minutes prior to the scheduled visit start time.
- All onsite visitors are subject to search.
- All visits require a valid state issued Driver's License or ID.
- Only the approved visitor is granted visitation. Non-approved visitors using the scheduled visit of an approved visitor will result in the termination of the visit and permanent suspension of the approved visitor's account.
- All personal video visits are monitored and recorded.
- Visitors must be on the inmate's approved visitation list. No more than four visitors are allowed per inmate.

### **DENIAL / TERMINATION OF VISIT**

- The visitor appears under the influence of alcohol or drugs.
- The visitor fails to produce sufficient identification or falsifies identifying information.
- Reasonable suspicion exists that the security and order of the facility may be endangered by the visitor.
- Visitor or inmate using vulgar or profane language.
- Inappropriate attire to include: short shorts, halter tops, strapless tops, sleeveless tops, extremely tight fitting clothing, short/mini dresses or dresses with slits up the side, caps, bandannas.
- Unforeseen emergencies within the facility.
- Insufficient visiting space.
- Visitors/inmates found in violation of facility rules will be subject to temporary or permanent suspension of visitation privileges or other appropriate action.



### **SCHEDULE A VISIT**

- Register for a visit: Create an account at [www.GettingOut.com](http://www.GettingOut.com) or call 1-866-516-0115.
- Visitation is on demand.
- Remote internet visits are fee based. All major credit cards, check cards and Visa gift cards are accepted.
- Internet visitors must login to the website before the visit is scheduled to begin.
- All professional visits are free.

### **COMMISSARY**

- Commissary is a privilege, not a right.
- You are allowed to purchase snacks, hygiene items, writing materials, clothing, drinks and other items by placing a commissary order on the kiosk or tablet.
- Batteries are not permitted and are classified as contraband.
- If an inmate is released prior to the arrival and delivery of the commissary order, he/she has five (5) business working days (M-F) beginning with the day after delivery to pick up the order from the Money Clerk's Office during business hours. Only inmates transferring to another facility will receive credit for undelivered commissary purchases.
- Your order will be processed according to the available balance on your account.  
**Substitutions are not allowed and no refunds are made on purchases. Presentation of your jail issued id will be required to receive your order.**
- **CAREPACK** is a service provided by the commissary company. **CAREPACK** orders can be placed externally at [WWW.INMATECANTEEN.COM](http://WWW.INMATECANTEEN.COM) . 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 Kimble's Commissary Services at [support@kimblesfood.com](mailto:support@kimblesfood.com).
- **CAREPACK** totals are deducted from the inmate's weekly purchase limit, but are not deducted from the inmate's account balance.
- When receiving your order it is the inmate's responsibility to carefully check for receipt of all purchases. Any shortages are to be noted by the clerk. You should make sure the shortage is noted prior to signing the receipt. This applies to **CAREPACKS** as well. Once the commissary clerk leaves the wedge, no refunds will be made unless identified on the receipt.

- An inmate is considered indigent if he/she has a balance of \$1.00 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.
- Legal Indigent Packs are available as well for indigent inmates and must be ordered on the Commissary kiosk/tablet.

## INMATE PROGRAM / SERVICES

### Meals

- You will be served three meals a day M-F. Two meals are served on Saturday and Sunday inclusive of a brunch meal. At least one meal a day will be served hot unless exigent circumstances prohibit this. You are required to be properly dressed when receiving your tray and conduct yourself in an orderly manner. Any inmate caught taking more than one tray/meal will be subject to disciplinary action. After completion of each meal, you will be required to return your food tray. Any person who damages food service items will be subject to disciplinary action and any fees acquired for replacement of the damaged items. **Note:** The Barracks receives three meals on Saturday and Sunday.
- 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.

### Laundry

- 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. Socks, T-shirts, underwear
  - d. Sheet
- Whites and colored clothing are washed on separate days. It is your responsibility to send your laundry according to the wash schedule.
- The jail is not responsible for, nor will replace, any personal item(s) that are lost or damaged in the laundry.

### **Haircuts**

- Inmates must submit their requests for haircuts via the Messaging system located on the kiosk. Haircuts will be scheduled on the first available haircut date. Inmates are not allowed to choose a barber. Inmates are entitled to one haircut within a thirty day period. 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.
- 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.
- 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.

### **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.

### **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 Money Clerk's Office for processing.

### **Religious and Other Programs**

- 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.
- **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 submitting a request via the kiosk messaging system to the Chaplain's Office.
- **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.

- **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.

### **Inmate Accounts**

- All cash in your possession at time of booking will be placed on your inmate account. Coins will be placed into the inmate's personal property. Soiled cash may be rejected by the kiosk and placed in your personal 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.
- 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.
- Family and/or friends may add to your inmate account in the following ways:
  - Federal and State Tax refund checks will be accepted and deposited into the inmate's account after endorsement.
  - 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 may also be placed on an inmate's account utilizing the ATM Kiosk 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. The ATM Kiosk accepts cash, debit cards and credit cards. The ATM Kiosk Cashier eliminates the need to purchase money orders. Deposits made through the ATM Kiosk and the internet are immediately available for commissary purchases and are fee based.
  - 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%.
  - Money may also be placed on account by using the website [www.Team3.InmateCanteem.com](http://www.Team3.InmateCanteem.com).

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

**Phone Calls**

- 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.
- Non-compliant inmates or inmates who are disruptive with behavior and/or inappropriate language will be denied telephone calls.
- 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”.
- 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.

- Phone time can be purchased via the Commissary kiosk.

**Mail / Correspondence**

- NON-PRIVILEGED/INCOMING MAIL
  - All written incoming non-privileged inmate mail must be on a metered postcard (No postage stamps).
  - A metered postcard is defined as rectangular and no larger than “4X6” in dimensions. Postcards are available for purchase from the Commissary.
  - Mail received after the inmate is released from the Mobile County Metro Jail will be stamped “Return to Sender, No longer here” and will be returned.
  - The Mobile County Metro Jail is not obligated nor required to pay “Postage Due” on any incoming mail. Mail asking of this request will be rejected or declined.
  - Incoming mail must have a return address which includes a full name, street address, city, state, and zip code.

- Incoming mail must clearly be marked with the senders name and return address or it will not be delivered to the addressee.
- It is prohibited to use envelopes and stamps to send non-privileged mail.
- PRIVILEGED/ INCOMING LEGAL MAIL
  - The inmate(s) are permitted to communicate with counsel (attorney) of their choice and the courts.
  - Attorneys are prohibited from mailing written correspondence for their client incarcerated at the Mobile County Metro Jail or any other inmate in the Mobile County Metro Jail.
  - Written Correspondences (Mail) will only be treated as legal mail if the title and the office of the sender are plainly identified on the addressed envelope, concisely and clearly indicating that the written correspondence is privileged.
  - The inspection of legal mail shall be after the inmate opens his/her legal mail in the Officer's presence.
  - At no time will any Security/Detention Officer or Staff Member open, read, or copy any legal mail for any reason.
  - The inspection of the legal mail shall be limited to the purpose of detecting physical contraband and confirming that any enclosures qualify.
  - The Officer distributing the legal mail will receive the entire metered envelope and discard it after the inmate receives his/her legal mail.
  - Inmate(s) are prohibited from keeping their stamped legal envelope and/or metered legal envelope. The inmate may document for their personal records, the addressee's return address information for their records. The Officer shall allow the inmate to document all needed information from the metered legal envelope in the Officer's presence. The officer shall discard the stamped/ and or metered legal envelope.
  - Legal mail includes but is not limited to the following:
    - ✓ Any mail from private attorneys or legal representatives.
    - ✓ Any mail from government attorneys.
    - ✓ Any mail from the judge or his/her court.
    - ✓ Any mail from Embassies and consulates.

- ✓ Any mail from the President or Vice President of the United States.
- ✓ Any mail from any member of the U.S. Congress.
- ✓ Any mail from the Department of Justice (including INS and the Office of the Inspector General).
- ✓ Any mail from the U.S. Public Health Services.

- **NON-PRIVILEGED/OUTGOING MAIL**

- Acceptable outgoing mail shall be no larger than 4" x 6" metered postcard.
- All outgoing mail must have the inmate's full name, housing location and the correct return address of:

**Mobile County Metro Jail  
P. O. Box 104  
Mobile, AL. 36601**

- **PRIVILEGED/OUTGOING LEGAL MAIL**

- Inmates are permitted to purchase a stamped legal envelope, writing paper, and a pencil through the Metro Jail's Commissary/canteen for privileged outgoing mail.
- Acceptable privileged outgoing mail for legal may be the inmate's choice of a metered postcard no larger than 4X 6 or a stamped legal envelope with the limitations of only paper included.
- 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 homemade objects is prohibited.
- All privileged outgoing mail must have the inmate(s) 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 privileged outgoing mail must have the required postage. Stamped legal envelopes are available for purchase through the commissary for legal business.
- If the privileged outgoing business envelope outweighs the required postage, the inmate will be required to purchase as many postage stamps necessary to mail their written correspondence according to the postage guidelines and scale requirements. Envelopes not meeting the required postage will be returned to the inmate.

- 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 returned to the inmate or discarded if released from the facility.

- REJECTION OF POSTCARDS

- Any Postcard that does not meet the required size in dimensions or over-sized, defined in the procedure section of this policy.
- Any Postcards mailed with a stamp will be rejected.
- Postcards with labels or stickers, including address labels will be rejected.
- Materials that depicts, describes, or encourages activities that could lead to physical violence or group disruption including to materials dealing with subjects of self-defense or survival, disorder, weaponry, armaments, explosives, or incendiary devices.
- Information regarding escape plots, plans to commit illegal activities or to violate Mobile County Metro Jail's rules of facility guidelines.
- Information regarding the production of drugs or alcohol.
- Sexually explicit materials or drawings.
- Threats, extortion, obscenity, or gratuitous profanity.
- Anything of monetary value.
- Greeting Cards, Holiday Cards, and Birthday Cards.
- Postcards marked with paint, crayons, glitter, cloth, string, or magic markers.
- Postcards with glued or taped material.
- Postcards with watermarks or stains.
- Defaced or altered postcards including adding additional layers or backing, laminate, buttons, bows, glue, or ribbon.
- No plastic or wrappings on postcards.
- Any items attached to the Postcards such as, but not limited to: extra stamps, stickers, pictures, additional Postcards.



- Postcards with any biohazards; Items that are sprayed with cologne (scents), perfume, or any type of liquid substance or lipstick.
  - Postcards violating legal or postal regulations.
  - Any messages written in code or containing coded messages.
  - Gang affiliated materials.
  - Materials that advocate racial or religious hatred or creates a serious threat of violence.
  - Material that jeopardizes the security and safety of the inmates, staff, facility, or the general public.
  - Mail with a city and/or state postmark that is different from the return address.
  - Mail from other inmates from inside Mobile County Metro Jail or another Correctional Facility without the approval from the Warden.
- Photographs will not be accepted through the U.S. Postal Service in envelopes nor in person at the Mobile County Metro Jail. Postcard photographs will not be permitted if the subject(s) are nude, or partially nude, or where the photo depicts sexually suggestive acts. Postcards may be picture postcards: There are several online resources available such as Premiumpostcard.com. Photographs current inmates have in their possession are authorized to keep in their possession until their ATW/released from the custody of the Mobile County Metro Jail.
  - Inmates are allowed to receive two (2) magazine subscriptions, two (2) newspaper subscriptions, and three (3) new paperback books directly from the publisher or bookstore. Hardback books will be maintained for ten (10) days and then discarded.
  - Kiosk email messaging and photo attachments are subject to the same content standards as personal mail.

### **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.

- 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.
- 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).
- 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.
- Mental Health calls are free of charge.
- Chronic Care illnesses not charged include:
  - Asthma
  - Diabetes
  - Hepatitis C
  - High Blood Cholesterol
  - HIV
  - Hypertension
  - Seizure Disorder
  - Tuberculosis
- 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.
- Keep a copy of Charge Slips for verification.

- 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.

## **JAIL OPERATIONS**

### **Searches**

- Your cell, your bunk area, and your person will be subject to random searches for contraband.
- You may be subject to unclothed searches under the following conditions:
  - Contact with persons from outside the jail.
  - Re-entering secure areas of the jail.
  - Legitimate security concerns.
- If you refuse to submit to a pat or strip search disciplinary actions will be imposed.

### **Lockdowns / Roll Call / Head Counts**

- 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.
- Effective March 11, 2019 scheduled lockdown hours during daytime work hours are adjusted to allow inmates to remain in the dayrooms outside their cell. Movement through the jail is restricted to absolute necessity as determined by the Warden or Deputy Warden.
- This jail maintains complete security lockdown of all inmates daily during the following hours and are subject to change as needed:

1800 – 0400 (6PM – 4AM)

0600 – 0800 (6AM – 8AM)

- The jail may maintain security lockdown at other times as needed for special security reasons.
- The jail will conduct a roll call / head count multiple times as announced each day. You should be standing, fully dressed and prepared to say your name.
- 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.

- 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).
- 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.
- Inmates on Disciplinary/Security Lockdown will be allowed the following:
  - Access to medical treatment.
  - Participation in court appearances.
  - Participation in professional visits.
  - Access to books.
- 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. Failure to comply will result in sanctions or disciplinary action being taken.

### **Recreation Yard**

- The Recreation Yard privileges are provided for all inmates who wish to participate.
- Recreation yard access is based upon availability of adequate facility staffing.
- 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.
- You are allowed to wear tennis shoes during Recreation Yard.
  - Tennis shoes are available for purchase from the commissary.
  - Tennis shoes are not issued to you by the jail nor are they authorized to be brought to you from outside sources.
  - Tennis shoes are not issued free to indigent status inmates.

### **Personal Property**

- 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.
- 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.
- 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.
- 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.
- 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.
- Inmates may request a release of personal property by forwarding a request through the kiosk to Docket. If the property is not picked up within thirty days of the request, a new request must be completed via the kiosk.

### **Escape and Contraband**

- Any inmate who escapes, attempts to escape, assists another to escape will be prosecuted as stipulated by the law. There will be no exceptions!
- 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.
- 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.

- 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.

## **Sexual Misconduct Zero Tolerance**

The Mobile County Sheriff's Office has "Zero Tolerance" toward all forms of sexual harassment, sexual abuse, and custodial sexual misconduct towards all persons in the custody of this office.

- A. No inmate has the right to force or pressure another inmate, employee, contract service provider, visitor, volunteer, intern and/or individual who has business with or uses the resources of the sheriff's office/jail to engage in sexual acts or unwanted sexual behavior. Whether one is gay, lesbian, bisexual, transgender, gender non-conforming or intersex, has no bearing on the right to be free from unwanted sexual advances and acts.
- B. An inmate is subject to disciplinary action and/or sanctions, including possible criminal charges if he/she is found after an investigation to have engaged in sexual harassment or sexual abuse with another inmate, employee, contract service provider, visitor, volunteer, intern and/or individual who has business with or uses the resources of the sheriff's office/jail. Inmates found guilty of sexual misconduct will be housed in a designated sexual offender wedge and required to wear a pink jumpsuit while incarcerated at Metro Jail.
  - 1. Inmate-On-Staff - Sexual abuse of an employee, contract service provider, visitor, volunteer, intern and/or individual who has business with or uses the resources of the sheriff's office/jail by an inmate, includes any of the following acts, with or without consent of the employee, contract service provider, visitor, volunteer, intern and/or individual who has business with or uses the resources of the sheriff's office/jail.
    - a. Contact between the penis and the vulva, or, the penis and the anus, including penetration, however slight;
    - b. Contact between the mouth and the penis, vulva, or anus;

- c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties, or, where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- e. Any other intentional contact, either directly or through the clothing of/or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that has the intent to abuse, arouse, or gratify sexual desire;
- f. Any attempt, threat, or request by an inmate to engage in the activities described in paragraphs (a)-(e) of this section;
- g. **Any display by an inmate of his or her uncovered genitalia, buttocks, or breast in the presence of an employee, contract service provider, visitor, volunteer, intern and/or individual who has business with or uses the resources of the sheriff's office/jail that is not considered incidental display in accordance with jail policy.**

C. Sexual Harassment includes:

- 1. Inmate - Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, toward another inmate, staff member, volunteer, or visitor.

## DISCIPLINE

### Penalties for Violations

- 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.
- 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.

- 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.
- **SANCTIONS:** Inmate sanctions are immediate actions imposed upon inmates who are found to be in violation, prior to a disciplinary hearing being conducted. Sanctions may be implemented for up to seven (7) days. An inmate will be notified of the sanction and the inmate's signature shall be requested on the sanction form. The inmate signing the sanction acknowledges he/she was informed of the sanction. An inmate's failure to sign the sanction does not negate the action taken. Sanctions may be, but are not limited to:
  - Restriction to assigned cell.
  - Suspension of commissary privileges.
  - Restriction of telephone privileges.
  - Minimum seventy-two hour cell restriction.

### **Minor Violations**

- MI. 01 Acting insolent toward personnel.
- MI. 02 Lying or providing a false statement to staff.
- MI. 03 Using abusive language.
- MI. 04 Participating in an unauthorized gathering.
- MI. 05 Being in an unauthorized area, including another inmate's cell.
- MI. 06 Making, possessing, or using intoxicants.
- MI. 07 Gambling.
- MI. 08 Being unsanitary / untidy; failing to keep your person or quarters clean.
- MI. 09 Loaning property or anything of value for profit.
- MI. 10 Malingering or feigning an illness.
- MI. 11 Failure to be fully dressed anytime outside of cell.
- MI. 12 Wearing any material, in any way, on the head.
- MI. 13 Leaning on (or over) railings or sitting on stairs.
- MI. 14 Using any jail property for unintended purposes.
- MI. 15 Covering doors, air vents, or lights with paper or any other item.

### **Major Violations**

- MA. 01 Minor violations repeated 3 times.
- MA.02 Possessing unauthorized clothing.
- MA.03 Smoking or use of any tobacco product.
- MA. 04 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.).
- MA. 05 Writing on walls, furniture, clothing, or other minor damage to jail property of less than \$50.00.
- MA. 06 Failing to comply with an officer's lawful order.
- MA.07 Fighting.



- MA.08 Attempting to control other inmates, whether through coercion, force, or threat.
- MA. 09 Refusing to provide a urine or breath sample upon request.
- MA. 10 Giving or offering any official or staff member a bribe or anything of value.
- MA. 11 Destroying, altering, or damaging jail property or property of another person.
- MA. 12 Possessing unauthorized property belonging to another person or the government (stealing).
- MA. 13 Hoarding, selling, or transferring medication issued by the jail medical staff or from any source.
- MA. 14 Failing to stand for counts or interfering with a count.
- MA. 15 Violating rules or regulations.
- MA. 16 Disrupting or abusing commissary, visitation, telephone, library, classes, or yard call privileges.
- MA. 17 Disrupting or abusing religious, medical, or food services, or any other jail activity or program.
- MA. 18 Stoppage of or placement of foreign objects or matter into toilets, showers, sinks, or any other drains.
- MA. 19 Harassment (including verbal harassment)
- MA. 20 Encouraging other inmates to engage in a sex act.
- MA. 21 Unauthorized physical contact(non-consensual kissing or embracing).

### **Serious Violations**

- SR. 01 Major violations repeated three times.
- SR. 02 Murder.
- SR. 03 Starting any fire will be treated as arson.
- SR. 04 Indecent exposure (i.e. gunning, masturbation, intentional nudity) Further defined as when an inmate exposes their genitals with intent to arouse or gratify their sexual desire and likely to cause affront or alarm to a jail employee.
- SR. 05 Possessing or introducing a gun or other weapon into the facility.
- SR. 06 Rioting or encouraging others to riot.
- SR.07 Assault and battery on inmate and/or staff.
- SR. 08 Practicing extortion or blackmail, demanding or receiving anything of value in return in return for protection against others to avoid bodily harm or under threat of informing.
- SR. 09 Engaging in a sexual act.
- SR. 10 Making sexual proposals or threats.
- SR. 11 Acting in a manner that disrupts or interferes with the Security or the orderly running of the jail.
- SR. 12 Tampering with, blocking or popping locks.
- SR. 13 Stalking
- SR. 14 Lewdly touching one's genitals, buttocks or breast without exposure in a manner that demonstrates it for the purpose of sexual arousal, gratification or annoyance.

Inmates who are found guilty of committing sexual misconduct offenses, will be sanctioned in accordance with the following guidelines:

**For minor violations that include:**

- MI. 01 Acting insolent toward personnel.
- MI. 03 Using Abusive Language.
  - Sanctions include a verbal reprimand if it is the decision of the security staff that the reprimand should prevent the infraction from happening again. Restriction of privileges for a period up to forty-eight (4\*) hours for a minor violation.

**For Major violations that include:**

- MA. 01 Minor violations repeated three times.
- MA. 06 Failing to comply with an officer's lawful order.
- MA. 19 Harassment
  - Sanctions include a denial of all privileges for a period not to exceed 240 hours, or placement in disciplinary housing for ten (10) days.

**For Serious violations that include:**

- SR. 04 Indecent Exposure (which includes masturbation, gunning, and intentional nudity)
  - Sanctions are mandatory thirty (30) days disciplinary detention following a guilty finding by a disciplinary hearing officer for a violation of Indecent Exposure, dress out in a pink jail uniform, and an automatic referral to the Dedicated Sexual Offense Housing (DSOH) following the completion of the thirty (30) days of disciplinary detention.
  - Upon assignment to DSOH, inmates will be reassessed by three (3) consecutive thirty day reviews. If an inmate has not reoffended during the review period, the inmate may be appropriately rehoused to general population.
  - Upon a second conviction for SR. 04 Indecent Exposure, sanctions are mandatory (30) days disciplinary detention followed by permanent assignment to the DSOH.
- It is mandatory Inmates assigned pink uniforms following a disciplinary hearing conviction, will be assigned a pink uniform following any subsequent admission into MCMJ.
- Inmates convicted of (3) three misdemeanor offenses may be charged with a felony that results in sex offender registration.

**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:
  - You will be provided with a notice of disciplinary hearing, consisting of the violation.

- 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.
- If you deny you have committed the violation, a hearing will be scheduled within seven (7) days of the offense.
- You will be allowed to request the hearing officer interview up to three witnesses, but not be allowed to cross examine the witnesses.
- 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.
- 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
- The appeal officer will schedule a date and time for the appeal hearing within five days of the submission of the appeal.
- 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.
- You will be criminally and/or financially charged for any Jail Property you destroy.

### **Hearing/Review Rules of Conduct**

- You will be afforded the opportunity to be present for your Disciplinary Hearing for rule violations.
- 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. You will be allowed to request the hearing officer interview up to three witnesses, but not be allowed to cross examine the witnesses.
- d. 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.
- e. 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 BARRACK'S RULES**

### **INMATE MOVEMENT**

- Inmates shall use the stairwells when moving from floor to floor.  
**DO NOT ATTEMPT TO USE ELEVATOR!**
- Proper dress is required for all dorms, dayrooms, and also during recreation yard.
- You must be wearing your inmate id wristband.
- You must comply with orders/directives given by Metro Jail Staff at all times.

### **MEALS**

- All meals are prepared and served in the Barracks kitchen and shall be eaten in the dining hall.
- Food prepared by kitchen staff shall be eaten or discarded. Food is never to be taken from the dining hall to the dormitories.
- Food trays, cups, glasses, utensils, or any other item shall not be removed from the dining hall.
- Inmates assigned to outside work details or work release will be provided a sack lunch.

### **TELEPHONES**

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

### **SECURITY / COUNTS / INSPECTIONS**

- Inmates are required to be out of their bunk during head counts and roll call, and shall stand beside their bunks.
- 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.
- 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.
- Inmates **DO NOT** have the right to be present during inspections.
- Inmates shall not enter or attempt to enter unassigned Dorms.
- Inmates are not allowed to change bunks and/or lockers without staff permission.
- 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.

### **LAUNDRY**

- Tennis shoes are washed on weekends.
- Blankets are washed on the first and second week of each month, or as needed.
- Laundry schedules are posted in each dorm.
- Inmate Workers are provided Laundry services on a daily basis.

### **BARRACKS DORMITORY RULES**

- Inmates shall stay an arm's length away from the dorm windows and doors.
- 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.
- When visitors enter a Dorm, inmates must remain on their assigned bunk until the visitor exits the Dorm.
- 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.
- Inmate Workers shall make their bunk prior to reporting for work.
- Inmates must sleep in their assigned bunk. Do not remove mattresses from unassigned bunks.
- 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.
- Extra reading material, games, and puzzles are kept in the 3<sup>rd</sup> floor dayroom or 2<sup>nd</sup> floor inside the lockers.

### **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 prospective 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, Jail Administrator and Deputy Jail Administrator.

### **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 Corrections 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.

### **INMATE GRIEVANCE PROCEDURE**

- Inmates are allowed to submit a complaint via the kiosk.
- A response will be forwarded to the inmate as soon as possible or within three working days after the complaint is received.
- Inmates may file grievance without filing an initial complaint when they have been subjected to (a) a criminal act by another inmate, (b) a prohibited act by a staff member

(e.g., abuse, harassment or abridgement of civil rights) or (c) denial of privileges without just cause, without first submitting a complaint.

- Inmates must submit a complaint via the kiosk prior to filing a grievance.
- A staff member of the rank of Sergeant or above will review the complaint and attempt to resolve the issue.
- If the supervisor decides to interview the inmate he/she must do so within forty-eight (48) hours of having knowledge of the complaint.
- The supervisor will respond to the complaint via the kiosk.
- If the issue is not responded to in a timely manner or the inmate does not agree with the response received, the inmate may submit a grievance via the kiosk. Only one issue per grievance is accepted. Each individual issue requires a separate grievance.
- Inmates must file a grievance within five (5) working days after the occurrence of an alleged event or a response to the complaint is received. Failure to present a grievance within the allotted time frame will prove the complaint negative unless an exception is made by the Sheriff, Warden or Deputy Warden.
- Witnesses at a grievance hearing may include staff members or inmates designated by the aggrieved inmate.
- The Grievance Committee will consist of three (3) staff members designated by the Warden or Deputy Warden.
- Staff members and the aggrieved inmate will be notified of the hearing date, time, and location.
- After all information is received, the Grievance Committee will vote to determine whether or not the grievance is justified.
- A majority vote shall rule.
- A member of the Grievance Committee shall prepare a memorandum stating their decision within two (2) working days of the hearing.
- An officer serving on the Grievance Committee will deliver a copy of the memorandum to the inmate concerned, the Jail Administrator and the Deputy Jail Administrator. An officer serving on the Grievance Committee shall forward information pertaining to corrective actions to the Shift Commander. The Shift Commander will be responsible for ensuring that any corrective action deemed necessary is carried out.

### **INMATE APPEAL OF GRIEVANCE DECISION**

- The inmate may file a final grievance within two days of the Grievance Committee's decision explaining the reason for an appeal.
- Within two (2) working days of the inmate's appeal, the Jail Administrator or Deputy Jail Administrator will review (a) the original grievance, (b) the decision of the Grievance Committee, and (c) the inmate's appeal. The Jail Administrator or Deputy Jail Administrator will render a final judgment and will respond to the inmate's appeal. The Jail Administrator or Deputy Jail Administrators decision will be final.

### **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.

### **HANDBOOK SUMMARY**

- Nothing herein contained will prevent additional criminal and/or civil action against you.
- Any violation of rules of conduct may result in loss of privileges and other disciplinary actions.
- In an emergency, there may be temporary modification or suspension of the rules and regulations contained in this handbook.
- 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:**

#### **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

**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

**ViaPath – 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!**