

ALABAMA

DEPARTMENT OF CORRECTIONS



FEMALE INMATE HANDBOOK

*Published by Research and Planning
8/1/2013*

INMATE HANDBOOK INDEX

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NUMBER 001: INTRODUCTION

This handbook is designed to serve you as a guide for institutional living by setting forth the major rules, regulations, and policies of the Alabama Department of Corrections. There are rules, such as the laws of the United States or the State of Alabama, which apply to everyone. There are rules for people where they work, and rules for members of the family in which they live. It is important to follow these rules so that we can live and work together without problems and without unnecessary friction. There are rules and regulations for inmates committed to the custody of the Alabama Department of Corrections. They are designed to help the inmate population live together as safely and as comfortable as possible.

These rules apply to all inmates regardless of the institution to which assigned. Each institution, however, will have additional specific rules and policies that apply only to that institution. You will be made aware of those rules during orientation shortly after your arrival at the institution. You are required to follow the rules in this handbook and the rules of the institution. You can expect that any violation of the rules will result in disciplinary action.

Also included in this handbook is information about various programs and services that are available to inmates while incarcerated. Sections cover such topics as education / training, religion, volunteer programs, and re-entry services for those inmates preparing for release from incarceration.

We hope that you will find this handbook a useful source of information concerning the conditions of your incarceration. If you have a question that is not answered in this handbook, you may request an explanation from your Classification Specialist or, through the chain of command, from the Warden or Assistant Warden.

NUMBER 002: RECEPTION PROCESS

Upon arriving at your admitting institution, you will be photographed and finger-printed. You will receive a complete physical and dental examination by medical and dental professionals. Psychological testing and interviews will also be conducted. You will then be interviewed by Classification Specialists who will make the initial custody and placement recommendations based on all information gathered through the interviews and from their research. You will be asked about your criminal history, prior drug or alcohol abuse, education, employment program needs, and other areas. It is important that you respond truthfully and completely in order to ensure that your needs can be met. Any information given by you will be checked for accuracy.

Your custody, assignment to an institution and the programs you will be required to participate in will be determined by the Central Classification Division, commonly called CRB, or Central Review Board. The reception and classification process will generally be completed within two weeks after your arrival. Shortly after the initial classification process you should receive a "Time Sheet".

NUMBER 003: INSTITUTIONAL CLASSIFICATION UNIT

The Institutional Classification Unit is responsible for all classification recommendations after the initial classification is complete. Classification includes determining the proper custody, security level, institutional job and program plan, and may include a plan for educational or vocational training and substance abuse treatment. Upon arrival at one of the institutions, you will be assigned to a Classification Specialist that will make sure you are properly classified and assigned to the programs that you will need. You may contact your Classification Specialist by request slip or by signing up for their Open House meetings.

You will receive a classification review at least once a year. Your file will also be reviewed every six months to determine if you are eligible for changes in custody and placement. Other special reviews may be done based on a change in your status such as completion of drug treatment or the removal of detainers.

A Job Placement Board will assign you to an institutional job as your regular work assignment.

NUMBER 004: INSTITUTIONAL CORRECTIONS & SOCIAL SERVICE STAFF

The Warden is in charge of and manages the operation of the institution. Decisions and actions are based on the policies and procedures set by the Department of Corrections and the Wardens best judgment. If you still feel the need for advice and assistance after all other sources have been exhausted, you may request an interview with the Warden. It is necessary, however, that you first take advantage of the assistance available to you in the chain of command.

The Assistant Warden is the Wardens chief assistant. He directs staff planning, discipline and security. You may request an interview with the Assistant Warden by completing an Inmate Request Form.

The Captain of security is the supervisor of the correctional staff. He/she is available for answering your questions, advising you, and is interested in your progress, adjustment and welfare.

The Shift Commander supervises institutional activities during his/her shift. The Commander is mainly concerned with security of institutional quarters and the operation of their respective shifts. He/she is also available for answering any questions you may have.

Correctional Officers work under the direct supervision of the Shift Commander. Their job is to maintain a safe and secure institutional environment. The Business Manager handles all inmate money and is responsible for all inmate monies on deposit. Deposit or withdrawal of funds from your account is made through the Business Manager. Also, if it is necessary for you to have legal papers notarized, you may submit a request to the Business office for this service.

Questions about your security level, custody, institutional assignment, time sheet or program should be directed first to the Classification Specialist. For more information on “time sheets” see Administrative Regulation 400 in the law library.

The Classification Specialist is familiar with all of the institutions in the Department and can answer questions about the program offered at each of the facilities. Questions about Work Release and the Supervised Re-Entry Program (SRP) should also be directed to the Classification Specialist.

Mental health staff is available to assist inmates with emotional and behavioral problems. Mental health staff provides counseling, groups, and workshops to improve personal and social adjustment. Mental health staff administers psychological tests to make recommendations for your classification, job assignments, and counseling needs.

The ADOC Chaplain assigned to a main institution, or a free-world volunteer clergyman, will be available to discuss your religious life while you are in an ADOC institution. Representatives of recognized religions/faiths are permitted to visit the institution after proper coordination with the Chaplain.

Re-entry Coordinators serve to facilitate an ADOC Re-entry Program that is available for inmates during their incarceration. “Re-entry” is a program designed to help you transition back to the community when your time of incarceration is completed. Each institution has been assigned a Re-entry Coordinator to assist you through this process.

NUMBER 005: CUSTODY CLASSIFICATIONS

It is important that you are placed in the correct custody status. The goal of classification is to place inmates in the least restrictive custody that they are eligible for while providing for public safety and the safety of all staff and inmates.

You will be classified into one of three custody classifications according to the Classification Manual based on your crime(s), time to serve, overall criminal history, documented behavior, psychological reports and other information gathered during classification interviews. The custody classifications are:

1. **Close Custody** - Close custody is the most restrictive custody level and generally indicates that an inmate may be prone to violent behavior, is an escape risk or refuses to follow the rules and regulations. Close custody inmates are housed in a single cell and are allowed to leave the cell only for exercise and showering.
2. **Medium Custody** - Medium custody is less secure than Close custody and is for inmates who are considered appropriate for placement in general population. These inmates are in need of additional observation but are suitable for dormitory living and participation in treatment programs and work assignments. When outside the institution, an inmate in Medium custody must be under the supervision of an armed Correctional Officer.
3. **Minimum Custody** - Minimum custody is the least restrictive custody level and is for inmates who have adjusted to institutional rules.

Minimum Custody includes the following:

- **Minimum-In** - Minimum-In custody is for inmates who are not seen as a risk to themselves or others. Work assignments must be on-property but can be under the supervision of non-security staff. Work assignments that are off ADOC property require Correctional Officer supervision.
- **Minimum-Out** - Minimum-Out custody is for inmates that are not seen as risk to themselves or others and can be assigned to work assignments away from ADOC property without supervision by Correctional Officers. Most Minimum-Out custody inmates are housed at Community Work Centers.
- **Minimum-Community Custody** - Minimum-Community is for inmates that are not seen as risk to themselves or others. Minimum-Community custody inmates are allowed to work in the community and are housed in community based facilities when they are not working.

During classification, you will also be given a score on a risk assessment instrument to determine the security level of the institution you may be assigned. The institutional security levels are described below.

- **Level I** is the security level for Minimum-Community custody inmates at community based centers and for those on the Supervised Re-Entry Program.
- **Level II** is the security level for community work centers and is where most inmates in Minimum-Out custody are housed.

- **Level IV** is the security level for the major institutions and houses inmates in Medium and Minimum custody levels.
- **Level V/VI** is the security level for housing Close custody inmates, LWOP inmates as well as Medium custody inmates that require more security. Small numbers of Minimum custody inmates may also be housed here.
- **Level VII** is the security level for Death Row housing.

Your placement at a specific facility will also depend on your educational and treatment needs and medical/mental health requirements.

NUMBER 100: INSTITUTIONAL LIVING

You have certain responsibilities while in the institution to other inmates and to yourself. You have the responsibility to carry out the program or jobs selected for you. You are expected to obey the rules and avoid getting involved in conflicts or fights with anyone. Your willingness to follow institutional regulations, to get along with other inmates and staff, and to satisfactorily perform your assigned duties are ways to show your readiness to return to society.

You are expected to keep your dormitory or cell neat and clean by sweeping the floor, dusting the furniture and bars, and cleaning the walls. Your cell or bed space in the dormitory must also be neatly arranged and your bed made in accordance with the institutional standards.

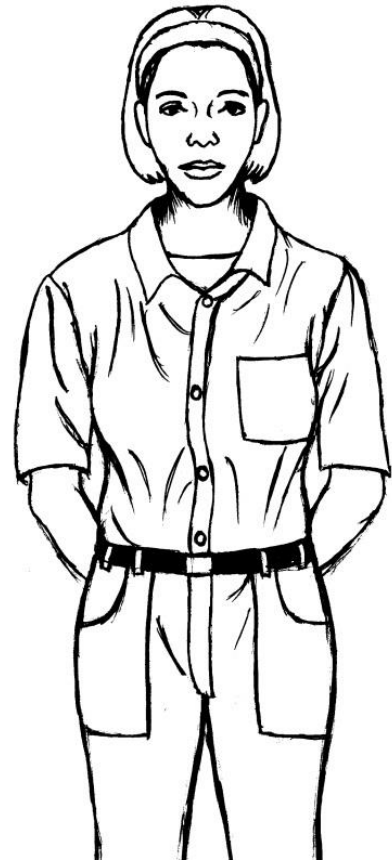
Your personal items must be neatly arranged in the storage space provided, and your assigned storage space should be kept secured. The toilet bowl and wash basin must be kept very clean. Since you are living with a large number of people in a small area, you are expected to refrain from making loud noises or talking in a loud voice. Your cell or dormitory will be inspected for cleanliness and general housekeeping. Any unauthorized items found in your possession will be considered contraband, and you will be held responsible for anything in your assigned living area.

NUMBER 101: PERSONAL APPEARANCE / CLOTHING

You are expected to maintain a good personal appearance. Female inmates are expected to be clean and neat. Dreads and Twist hair styles are not permitted. Inmate's hair must be well-groomed. Hair must be worn in proper style for health, identification, and security reasons.

Hair length must not reach beyond the collar of uniform shirt. You are not allowed to change your hair color except to let it return to its natural color. Inmates are not allowed to shave their heads.

Necessary toilet articles will be supplied at institutions or you can purchase items from the canteen so that you can maintain a neat and clean appearance.



Your outer clothing will be exchanged on a regular basis as established in each institution. Clean shirts and trousers will be issued in exchange for your dirty ones. When your shoes need replacing, make your request to the supervisor on duty. All clothing is marked with indelible markings. When your job makes it necessary for you to wear special types of additional clothing, it will be marked and assigned to you.

Care and caution are necessary in the wearing and use of clothing issued to you by the institution. You cannot mutilate, mark or disfigure state-issued clothing, nor make any alterations to these clothes. Careless or malicious destruction of clothing will not be permitted. You are not permitted to receive or wear any article of clothing not issued to you by The Department of Corrections except in the work release program. The only exceptions to this rule are items

received in approved packages and items purchased through the canteen.

You are permitted to have in your possession and/or wear only the jewelry listed as long as their dollar value does not exceed the imposed limit. Descriptions of the items of jewelry and their value must be recorded in your institutional record.

1. A watch not to exceed \$25.00 value.
2. A wedding band, not to exceed \$50.00 value.
3. A religious item, restricted to a necklaces only, not to exceed \$25.00 value.
4. Two pair of earrings, females inmates only, not to exceed total value of \$25.00.

For more information regarding allowable clothing items, see Administrative Regulation 338 in the Law Library.

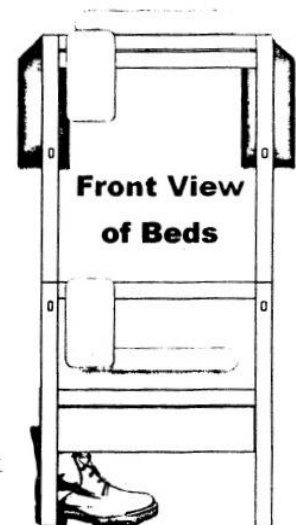
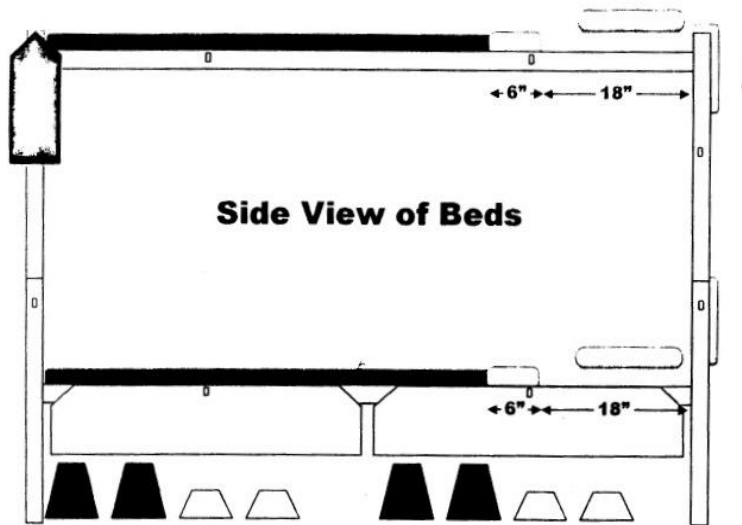
NUMBER 102: PROPERTY

Upon arrival at an institution, each inmate shall have all personal property inventoried by the security staff. All inmate items will be documented on ADOC Form 338-A. For information on inmate funds, see Inmate Handbook number 108 regarding “Inmate Banking / Canteen”.

Unauthorized items confiscated from new intake inmates will be documented on ADOC Form 338-C, Inmate Property and Contraband Disposal and stored in an adequately sealed container in the institutional property room. The inmate must send the item(s) to a location of their choice, donate the item(s) to charity, or this property will be destroyed after thirty (30) days.

The ADOC shall permit an inmate to have religious property in accordance with the Religious Program Services regulation. After the initial issue, each time a personal property item is received, ADOC Form 338-A, Inmate Property Sheet – Institution or ADOC Form 338-B, Inmate Property Sheet – Work Release, shall be updated to reflect the current issued items. Inmates are responsible for maintaining the established quantities of the approved items. Excess items will be considered contraband and will be disposed of in accordance with AR 306, Contraband and Evidence Management.

An inmate will be permitted to acquire authorized personal property. The ADOC shall permit an inmate to have authorized medical items in accordance with Medical Services regulations. In order to show proof of ownership, you are required to keep receipts for all property purchased for as long as you maintain the property item. The inmate is required to keep all personal property in his assigned locker or issued laundry bag. Only one (1) laundry bag shall be displayed at a time.



1. All items off floor and placed on bed.
2. Shoes are to be placed on end of bed.
▲ During Clean-UP ▲
3. All clothes/misc. material placed in box.
4. No items under mattress, pillow, or bed linen.
5. No boxes are to be lined against walls.
6. Beds will be made with 6" military collar.
7. Coats may be neatly laid across end of bed.
8. All shoes must be neatly placed under your box.
▲ After Clean-UP ▲
9. Only one pair of shower shoes, boots, and shoes.
10. No cardboard boxes are to be stored under beds.

DOC Regulation Bed Display

NUMBER 103: DINING HALL

You are expected to conduct yourself in an orderly fashion in the dining hall. You are also expected to dress in accordance to ADOC appearance standards, as well as maintain required grooming standards when coming to meals. The ADOC serves the same meal at all institutions. You will be served a diet approved by a registered dietician. ADOC facilities serve three meals per day, Monday through Saturday and two meals on Sundays and holidays. The dining hall meal schedule is posted on the bulletin board in your living area and at the entrance to the dining hall.

NUMBER 104: VISITATION

Visitation is a privilege and all prescribed rules, regulations, and procedures of that facility must be followed by you and your visitors. If any of the rules, regulations, or procedures is violated, your visit and your visitation privileges shall be terminated.

Upon initial intake into the ADOC, you shall list all immediate family members on the ADOC Form 303-F, Inmate Immediate Family Members form. You shall complete ADOC Form 303-A, Inmate Visitation Form for visitors to be considered to be placed on your active visitation list. You will not be allowed a visit during the first sixty (60) days after intake without the permission of the Warden.

Visitation hours and days shall be scheduled by the Warden based upon the number of visitors, size of the visitation area, and the institutional security considerations.

Visitors may include your immediate family such as mother, father, stepparents, foster parents, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law. If you are married, you may not have a friend of the opposite sex. If you are unmarried, you may have one friend of the opposite sex and one friend of the same sex.

	Spouse	Same Sex Friend	Opposite Sex Friend
Married	1	1	
Unmarried		1	1

You are permitted to have eight adults and eight minor children on your visitation list and this list must be approved by the Warden. For your children or grandchildren under the age of nineteen (19) to visit, you must complete a Request for Minor Children to Visit. Not more than four adults are permitted to visit you on each occasion. Not more than four children are permitted to visit you on each occasion. Children must be accompanied by an approved immediate family member who is on your active visitation list. You may change your visitation list once every six months. Each visitor must submit to a proper search of his or her person and belongings. Upon entering the facility property, visitors and their vehicles are subject to being searched.

You may submit an Inmate Request Form for a special visit to be approved or disapproved by the Warden. The request should be limited to an immediate family member who is not on the active visitation list but lives in excess of 500 miles away. Other special circumstances may / will be considered. You may be eligible to receive one (1) special visit every six (6) months.

**NUMBER 105: CORRESPONDENCE / INMATE
TELEPHONE SYSTEM**

The Department's policy of examining mail and packages is in compliance with established law while giving as much privacy as can be given to you as an incarcerated individual. You shall be permitted to send and receive correspondence unless there is reasonable suspicion that such correspondence may present a threat to the safety and security of the facility, staff, public, or inmates.

In all of the facilities, there are two mail boxes: one is for U.S. mail requiring postage, and the other is for Inmate Request Forms/correspondence to officials within the facility, which does not require postage. There is no limit to the number of letters that you can send or receive, but there are restrictions to the number of letters/items that you may have in your possession at one time. Both outgoing and incoming mail may be inspected for contraband and/or for abuse of mail privileges. When abuses are found, the Warden may prohibit further correspondence between you and the person to whom the offending material was directed. All incoming mail must have a complete return address. All incoming and outgoing mail must be addressed with your name, AIS number, institutional name and housing and bed assignment. You shall follow this format listed below:

- Your Name
- AIS#123456
- Institutional Name
- Housing Unit/Bed Assignment
- Institutional Address

“Legal Mail” is considered to be any mail to and from attorneys, courts, judges, clerks, and other officials of the courts and government agencies and it must be verified. Legal mail shall be opened in your presence and will be inspected for contraband. You shall be provided two (2) free stamps per week for legal mail only.

You are not allowed to write to or receive correspondence from other state, county, city, or federal inmates or former inmates and/or probationers or parolees under ADOC supervision unless prior written approval has been received from the Wardens/Directors who have custody/supervision of the inmate.

INMATE TELEPHONE SYSTEM

To utilize the telephone system, you must use the Inmate Telephone System located at your assigned facilities. You can either make a collect/pre-paid call or debit call. To make a collect/pre-paid call, you must enter your AIS number and PIN number followed by the pound sign (#), select 0 to place a collect call, and then enter the area code and telephone number to call. To make a debit call, you enter your AIS number and PIN number followed by the pound sign (#), select option 1 to place a debit call, and enter area code and telephone number to call.

You can request the funds to be deducted from your personal financial account, commonly called the “Prisoner Money on Deposit” account or “PMOD” account, or an immediate family member or friend can place funds on your account with a credit card or money order through the ADOC contracted Telephone Company.

YOU ARE NOT ALLOWED TO HAVE IN YOUR POSSESSION A CELLULAR TELEPHONE, SIM CARD, BATTERY CHARGER, OR OTHER MOBILE COMMUNICATIONS EQUIPMENT; OR PARTICIPATE IN ANY FORM OF SOCIAL MEDIA (TWITTER, FACEBOOK, ETC) WHILE INCARCERATED IN ANY ADOC FACILITY.

POSSESSION OF CELL PHONES / OTHER MOBILE COMMUNICATIONS EQUIPMENT, OR PARTICIPATION IN ANY FORM OF SOCIAL MEDIA IS CONSIDERED A CLASS C FELONY AND PUNISHABLE UP TO TEN (10) YEARS INPRISONMENT.

NUMBER 106: INCENTIVE & FOOTWEAR PACKAGES

The only packages you will be permitted to receive will be a holiday incentive package, three (3) seasonal incentive packages and approved footwear packages.

Holiday and Seasonal Incentive Packages

The holiday incentive package consists of food and snack items approved by the Alabama Department of Corrections (ADOC). The seasonal incentive packages consist primarily of hygiene products, clothing, and electronics. The criteria for an inmate to receive incentive packages are as follows:

1. Inmates must have a six (6) month clear record prior to the designated month of each particular incentive package – no disciplinaries nor behavior citations.
2. An inmate found guilty of rules violations for indecent exposure / exhibitionism, unauthorized possession of a phone(s) / accessories, assaults on staff, or other acts of violence of a serious nature shall be restricted from receiving packages for one (1) year from the incident.
3. An inmate in segregation shall not receive nor be eligible to receive incentive packages.

Friends and family can order these packages for you online, by phone, by mail or by faxing an order form directly to the supplier. Minimum orders for both the holiday and seasonal incentive packages are \$15 with a \$150 maximum dollar value. Friends and family can find additional ordering information by visiting the ADOC public website at <http://www.doc.alabama.gov>.

You may also order a package for yourself. However, you will not be permitted to order a package for yourself and receive a package from a friend or family member too. To order a package, you should fill out an order form, located in the shift office at your facility. Submit the completed order form to your business office for processing. The business office staff will verify the payment amount, deduct the amount of the payment from your PMOD account and send the order to the vendor for processing.

Inmate Footwear Program

The footwear program is an ongoing program with no ordering time or dollar value restrictions. You are allowed to have three (3) pairs of shoes at once; one(1) pair of brogans or work boots, one (1) pair of tennis shoes and one (1) pair of slides OR two (2) pair of tennis shoes and one (1) pair of slides. Family and friends can order shoes for you by internet, phone, fax and mail. They can find additional information on the inmate footwear program by visiting the ADOC public website at <http://www.doc.alabama.gov>. You may also order shoes for yourself by filling out an order form, located in your facility's shift office, and submitting the completed order form to your business office for processing. The business office staff will verify the payment amount, deduct the amount of the payment from your PMOD account and send the order to the approved vendor for processing. Purchases by family and friends OR by you are subject to review and approval by the ADOC.

NUMBER 107: PREVENTION OF SEXUAL VIOLENCE

Sexual Assault, Sexual Solicitation, Sexual Coercion, and Sexual Misconduct

What you need to know while in prison:

During your Orientation about time in prison, you are given verbal and written information about preventing and reporting sexual abuse. This information applies to all inmates at your institution of admission AND at ALL other correctional institutions.

A federal law (Prison Rape Elimination Act), state law (Ala. Code §14-11-30 through §14-11-32), and Alabama Department of Corrections Administrative Regulations #318 and #454 help protect people in prisons and jails from sexual assault and other types of sexual victimization. You cannot legally consent to sexual contact while incarcerated.

You are not permitted to have sexual contact with other inmates, ADOC staff, volunteers, or anyone else. It is never appropriate for any ADOC staff, volunteer, or anyone else to make sexual advances or comments, or to engage in sexual contact with you or any other inmate.

Sexual Misconduct includes:

- Sexual contact as defined by Ala. Code §13A-6-60 through §13A-6-70 (1975)
- Masturbating in front of another person or in an area where you can be observed
- Making obscene or sexual advances, gestures or comments
- Exposing genitalia, buttocks or female breasts
- Touching of self in a sexually provocative way
- Initiating or making promises in exchange for sexual favors (i.e. promising safety, food, store items, privacy, housing, or privileges)
- Threats, intimidation or retaliation for any of these

Facts about Sexual Abuse:

- Anyone could be sexually assaulted or abused.
- A person who is sexually assaulted or abused is not at fault.
- NOBODY asks or deserves to be raped or victimized.
- Many survivors experience feelings of fear, sadness, anger, shame and helplessness.
- No one has the right to pressure any person to engage in sexual acts.

Use These Safety Guidelines:

- Trust your instincts. If you sense a situation is dangerous, it probably is.
- Always sleep in pajamas, which include pants and a top.
- Do not accept gifts, favors or loans from others. Most gifts come with strings attached, meaning they may expect sexual favors in return.
- Choose your associates wisely. Look for people involved in positive groups and activities.
- Be Alert! Contraband substances such as drugs & alcohol will weaken your ability to stay alert & stay safe.
- Avoid high-risk places. These are places where it is difficult for others to see. Learn these places and avoid them.
- It is never too late to seek Medical attention or help from staff.

If you are sexually assaulted:

- Do not shower, brush your teeth, use the toilet, or change your clothes - Evidence may be destroyed by mistake.
- Verbally request immediate medical attention - You may have an injury that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases (i.e. STD's)
- Report the assault immediately to a staff member - Delayed reporting makes it hard to get all the evidence for an investigation.

All reports are investigated and are confidential – the ADOC and its staff want to keep you safe!

To report sexual misconduct:

- Report the incident to any trusted staff member (e.g. counselor, nurse, officer)
- Contact a family member or friend, who can in turn report the incident via the Administrative Investigations link on the Department’s public internet web site address <http://www.doc.alabama.gov>
- Report by using the PREA Hotline
- Report to the PREA Coordinator who is responsible for education, training, investigation, and victim’s advocacy
- Report to ADOC Investigations by Request Slip
- Contact the I & I Director by confidential I & I Envelope
- Contact the I & I Director by telephone at 334-353-3883
- Contact the I & I Director by mailing a letter to:

Director

Investigations & Intelligence Division

Alabama Department of Corrections

P.O. Box 301501

Montgomery, Al. 36130-1501

NUMBER 108: INMATE BANKING / CANTEEN

Inmate Banking

The ADOC will hold and administer funds belonging to you during your term of incarceration. Such funds are accounted for through the Prisoner's Money on Deposit Fund (PMOD). Inmates, except those inmates in work release status, are not allowed to have money in their possession. An inmate found with money in their possession will receive disciplinary action for possession of contraband, or for violating institutional rules.

Upon your initial admission to an Alabama Department of Corrections (ADOC) institution, all funds (cash, money orders and/or checks) will be collected from you, accounted for, and submitted to the business office for placement on your PMOD account. You will be allowed to send any unauthorized money orders and personal checks to individuals of your choice within thirty (30) days of entering the ADOC system.

After your initial admission to the ADOC, family and friends may send additional funds to you through a company contracted by the ADOC to provide depository services for its inmates. Using this service, family and friends have four (4) options to deposit funds to your PMOD account... (1) on-line (internet), (2) by phone, (3) at walk-up locations and (4) by money order. Family and friends can find complete information for each of these options by visiting the Department's web site <http://www.doc.alabama.gov>. The Business Manager at your facility will be glad to help you when you have a question about receiving money. If a court has entered an order directing restitution to victims or to pay court cost, you must comply with court order. Unless you are in a work release program, any funds remaining in your PMOD account at the time of your release will be given to you.

If you are in a Work Release Program at the time of your release OR at the time you are transferred to another facility, the Warden is specifically authorized to hold up to \$200 of your funds for sixty (60) days to ensure that all financial obligations incurred by you while participating in the program are satisfied. At the end of the sixty (60) days, or as soon as all financial obligations have been satisfied, any remaining funds will be forwarded to either the facility you are currently assigned to or, if you have been released, to a forwarding address. If the funds are to be sent to a forwarding address, you must provide the business office with the forwarding address using a self-addressed stamped envelope.

YOU ARE NOT ALLOWED TO POSSESS A CREDIT CARD, DEBIT CARD OR PREPAID CARD. YOU ARE NOT ALLOWED TO TRANSFER OR DIRECT THE TRANSFER OF FUNDS TO OTHER INMATES. FUNDS OUTSIDE YOUR PMOD MUST BE ADMINISTERED BY SOMEONE OUTSIDE THE INSTITUTION THAT YOU HAVE GIVEN POWER OF ATTORNEY.

YOU ARE NOT ALLOWED TO ENTER INTO CONTRACTS, BUSINESS AGREEMENTS OR PARTICIPATE IN ANY BUSINESS ACTIVITY WHILE YOU ARE AN INMATE AT AN ADOC INSTITUTION.

Canteen and Sandwich Line Operations

Each institution has a canteen and a sandwich line where you may purchase selected authorized canteen/sandwich line items. Sales of canteen/sandwich line items will be limited to a reasonable quantity. Prices of each item will be posted. You may visit the canteen and sandwich line only at the times designated. You can only purchase items when you have money in your PMOD account. The amount of your purchases will be subtracted from your PMOD balance. You will be provided with a copy of the transaction. Any abuse of canteen and or/sandwich line privileges may result in disciplinary action and/or in the loss of privileges.

NUMBER 109: TRADING, GAMBLING & BARTERING

You are not allowed to trade, barter, sell or exchange personal property. To become involved in such activity will subject you to disciplinary action. Additionally, borrowing items from other inmates may result in excessive repayment demands and / or pressure for sexual favors. Gambling is prohibited and constitutes a rule violation under ADOC administrative regulation 403. You may take only those items with you upon your release for which there is proof of ownership on record.

NUMBER 110: RECREATION

The Recreation Officer is responsible for providing a recreation program which is available to all who want to participate and who are not otherwise restricted. You are encouraged to participate in physical fitness. Most facilities will offer recreational activities which may include softball, flag football, volleyball, horseshoes, basketball, weight lifting and walking programs. The activities are designed as a means of recreation and physical fitness. At the Warden's discretion, and under certain conditions, outside teams are permitted to visit the facilities and compete in activities.

The facility to which you are assigned may have a hobby craft program which is normally administered by the Recreation Officer. Hobby craft generally consists of wood work and leather crafts. The hobby craft program is incentive based and you must have good behavior to participate. The hobby craft program is a form of recreation and should not be treated as a business.

NUMBER 111: LAW LIBRARY

The Law Library is for your use. You will be provided reasonable access to the library during the posted hours of operation. It is open at least 20 hours per week. A person familiar with the library will be on duty to help you find material you need.

General population inmates are permitted access to the library in their free time, consistent with the library's schedule. Inmates in segregation will have access to legal materials but may be restricted by time and number of materials permitted. You will be charged with a disciplinary if you damage, lose, or steal equipment in the library or legal material.

NUMBER 112: RELIGION

The ADOC Chaplain assigned to a main institution, or a free-world volunteer clergyman, will be available to discuss your religious life while you are in an ADOC institution. Representatives of recognized religions/faiths are permitted to visit the institution after proper coordination with the Chaplain. You are encouraged to participate in the religious activities of your institution.

In each institution, there will be a chapel calendar posted monthly detailing all religious activities for that month. In addition to these religious services, the Chaplain is available to assist you with your spiritual needs.

Major institutions have a Faith Character Based Residential Housing Unit. This is a voluntary housing assignment where there are additional requirements for maintaining residency, but also additional benefits. The most important benefit is an environment that is more conducive to developing our own spiritual life or personal character. Requests to live in the Faith Character Based Residential Housing Unit are made in the chapel.

NUMBER 113: HEALTH SERVICES

All inmates have access to health care services to meet their serious medical, dental, and mental health needs. Health services (medical, dental, and mental health), is considered to be a joint effort conducted between you and qualified health professionals on staff.

Access to emergency care is obtained by notifying any ADOC officer who will notify the assigned health care staff. Any emergency or injury must be reported immediately. All emergencies or injuries will be screened for priority of treatment by health care staff and then will be examined or treated accordingly.

Upon new arrival to the ADOC reception institution, you will receive an initial medical and mental health intake screening assessment of which is conducted by qualified health care professionals on staff. Any prosthetic or equipment utilized to accomplish your activities of daily living (ADL) will be evaluated by a qualified health care professional. The evaluation and/or need for such a device will be presented to the Warden of your institution and evaluated for any security risks.

Within fourteen (14) days of your new arrival to the reception institution, you will be scheduled for a complete health examination. This examination may include; laboratory/diagnostic studies, hearing and vision screening, sexually transmitted infection testing/screening, tuberculosis testing/screening, a pregnancy test (females), health history, and an age / gender appropriate physical examination.

Dental screening will be conducted during the initial new arrival fourteen (14) day time period. A dental examination with a written treatment plan will be completed within thirty (30) days of your arrival into the ADOC system.

The ADOC provides the following mental health services: assessment and treatment of mental illness, referral to a psychiatrist (if necessary) for medication, on-going psychiatric treatment, group and individual counseling, assistance in

dealing with stressful problems (adjustment to prison, grief and loss, family problems), crisis intervention, and residential mental health treatment when prescribed by a mental health professional. Your participation in mental health services is voluntary except in emergency situations or when you have been provided due process through administrative review.

If you wish to speak with mental health staff about routine matters such as scheduling for group or individual counseling, complete an Inmate Request form or Sick Call Request form for mental health services. This form can be dropped into any slotted locked box labeled “Sick Call”, or given directly to a member of the health care staff. In emergency situations, or if you have concerns that need to be addressed immediately, contact any correctional officer so that you may be referred for mental health assistance as soon as possible.

During the new arrival medical, dental, and mental health intake process at the ADOC reception institution, you will be provided an ADOC Health Services Inmate Handbook which will address inmate medical, dental, and mental health services in greater detail. Items such; as how to file a health services grievance or grievance appeal form if necessary, how to request routine sick call services, chronic care clinics conducted, periodic physical examinations completed, etc.

If you transfer from the ADOC reception institution to another ADOC institution, you will be provided further written instruction, “Access to Care”, by the health services staff assigned to your new ADOC institution. Generally, this written instruction is more specific to schedules for that institution’s health services activities such as; sick call clinic hours, established pill call times, periodic physical examinations to be conducted, the keep on person (KOP) and over the counter (OTC) medication programs, etc.

Health appointments, which include medical, dental, mental health, and other health services activities, are routinely posted in the daily institution newsletter – on the day before a scheduled appointment. It is your

responsibility to check the newsletter for appointments daily and to attend all scheduled appointments.

ADOC Administrative Regulation 703 establishes the responsibilities, policies, and procedures for the subsequent charge of a co-payment (co-pay) fee to an inmate's money account, for a qualifying health service. It is the policy of the ADOC for all inmates to have access to healthcare regardless of their ability to pay. No inmate shall be denied care because of a record of non-payment or current inability to pay for health services. (*No inmate co-pay fee is charged for new arrival intake institution medical, dental, or mental health services. No inmate co-pay fee is charged for required transfer screening as conducted by health services staff upon your arrival to another ADOC institution for assigned housing.)

NUMBER 114: EDUCATIONAL & VOCATIONAL TRAINING

While incarcerated under ADOC custody, you will have an opportunity to improve yourself by developing vocational skills and/or furthering your education. Educational and vocational training programs are provided by the Alabama Department of Education at or near most institutions. If you decide to use this opportunity, see your Classification Specialist for more details.

Adult Basic Education is offered, as well as training for many vocational skills (depending on the Institution). You should check with your Re-entry Coordinator to determine when and if you may enroll. It is possible to start work for GED, learn trades and be certified in a trade while incarcerated. This accomplishment will benefit you personally and increase your opportunities for improving your life.

NUMBER 200: INMATE EMERGENCY VISIT, PASS & LEAVE PROGRAM

Participation in the “Emergency Visit, Pass and Leave Program” is a privilege that is earned by complying with the guidelines established in Administrative Regulation 405. Participation is a privilege, not a right. The types of leaves may include emergency visits either escorted or unescorted.

An escorted emergency visit is an escort under circumstances where physical custody and contact is maintained by ADOC correctional officers or sheriff department officials for a prescribed purpose of visitation to specific locations, such as nursing homes, hospitals, and funeral homes. Visits to the funeral home shall be concluded prior to the beginning of the funeral service. Escorted visits are normally one (1) hour in duration. Cost of providing escort officers and transportation shall be borne by the inmate as set forth in Annex D, “Emergency Escorted Visit Cost Instructions” of Administrative Regulation 405.

Unescorted emergency visits are for minimum-community custody inmates only. An unescorted emergency visit is for the purpose of visiting an immediate family member in the hospital, nursing homes, or to attend a funeral service, normally lasting from four (4) hours up to no more than five (5) days.

Only immediate family members are allowed to pick up approved inmates for pass and leave. Immediate family member is a mother, father, husband, wife, children, brother, sister, grandparent, grandchildren, and half sibling. Stepparents in loco parentis (absence of the parents) may be considered as the basis for an emergency escorted visit, but only when it has been verified that this individual as a result of death, divorce, desertion, or other absences of a parent reared the inmate. Relationships must be verified from your institutional file or other documentation deemed acceptable by the Warden.

The types of passes available for minimum-community custody inmates are four (4), eight (8), thirty-six (36), forty-eight (48), and seventy-two (72) hour. To qualify for passes, you must have exhibited exceptional behavior, work, characteristics, and attitude and currently employed in the community. You must not have any disciplinary action in the preceding six (6) months. If you have been convicted, currently or previously, of any crime in which there was serious physical injury to a victim, you may not be granted a pass until you are within twenty-four (24) months of your release date or parole consideration date. If you have a history of escape, or any escape with force, or while on escape committed a crime against a person, or a new crime, then you may not be granted a pass, leave, or furloughs. Sociological and/or psychological data will be considered in determining the degree of public risk in granting passes and leaves/furloughs.

NUMBER 300: WORK RELEASE PROGRAM

“Work Release” is a program of the ADOC in which selected inmates are allowed gainful employment in the community and will be supervised in a community based facility when not working. The program is designed to assist you in preparing for release and to aid you in making the transition from a structured institutional environment and reintegrate back into the community. Your Classification Specialist will explain to you how you can qualify for the Work Release Program.

From your earned wages, a percentage of your gross salary will be deducted and paid to the ADOC to help defray the cost of maintaining you in the work release program. Inmates that participate in the Work Release program agree to pay a fee to cover the cost of transportation to and from your work site. If you are ordered by the courts, you will pay restitution, court cost, and child support. You will be charged a medical co-pay fee for specific medical services rendered. You will be charged a drug testing fee if you test positive for any illegal substances. You will be charged a laundry fee for laundry service on your free-world clothing.

State and federal income taxes and Social Security taxes will also be deducted from your gross pay check. The remainder of your wages will be deposited in your PMOD account. In some circumstances, depending on your PMOD balance, you may be allowed to send money home.

When you first arrive at a work release facility, you may be given a job assignment working at the facility. In the event that a public protest is received (victim, Judge or District Attorney) in regards to your participation in the Work Release Program, and if the protest is honored by the ADOC, you may be returned to a more restrictive facility, or you may remain at the work release facility and not allowed to work in the community. You will not be considered a participant in the program until you are approved and placed in a paying job in the community.

NUMBER 301: SUPERVISED RE-ENTRY PROGRAM

The purpose of the Supervised Re-Entry Program (SRP) is to place selected inmates in a residential environment, under supervision of their sponsors and ADOC SRP Supervisors, where they may obtain employment, education, and / or training and pay court-ordered restitution. Rehabilitation, re-socialization, and reintegration of an offender are the SRP's primary goals and allows for offenders to re-enter society in a structured manner.

Process

The institution's Classification staff is responsible for initiating the application for SRP, if the inmate is eligible. Sponsor information is gathered from the inmate during this process. The Warden or Assistant Warden must also review the application, prior to submitting it to the SRP Review Board for consideration and further review.

Sponsors will only be considered for review that fit into one of these three (3) categories:

1. Immediate Family - Immediate family includes: mother, father, step-parent, foster parent, spouse, child, step-child, grandchild, brother, sister, grandparent, half-sibling, daughter-in-law, son-in-law, mother-in-law, father-in-law, brother-in-law, and sister-in-law as documented in your institutional file, or whose relationship can otherwise be verified. When recommended by the SRP District Supervisor and approved by the SRP Review Board, an aunt or uncle may be considered immediate family.

2. Clergy
3. Transitional Facility or Half-Way house which has been deemed appropriate for SRP participation by the SRP Division staff. You are responsible for paying room and board as required by the individual transitional facility.

The application is then submitted to the SRP Division where it will be reviewed. Agency needs and priorities determine which applications are reviewed first.

Writing a letter or having a family member place a call to Montgomery SRP Division will not speed up the review, nor will a status of a particular application be given. You may write a request slip to your Classification Specialists (or to whomever the Warden designates if Classification Specialists are not assigned to your facility).

If approved, the application is then sent to the SRP District Supervisor in the area where the home plan exists. The SRP District Supervisor will complete a background investigation on the potential sponsor, and meet with them at the proposed home plan site. A working land-line telephone is required at that residence, for purposes of curfew call-ins, which occur each night. Federal housing units are not allowed as your home plan because their rules prohibit felons from living on that property.

You are required to work, perform community service, or attend an educational or vocational school (full time for any of the three (3) options). Restitution, child support, and/or any court-ordered payments are to be paid during SRP participation.

For more information concerning criteria of eligibility, see Administrative Regulation # 452, Supervised Re-Entry Program.

NUMBER 400: GOOD TIME DEDUCTIONS FROM SENTENCE

The Correctional Incentive Time (CIT) law allows certain inmates to earn “good time” deductions from the length of their sentences. If you were convicted of a felony on or after May 19, 1980, and depending upon your good behavior, the length of your sentence, and your good time earning status, you may be able to earn as much as 75 days credit for each 30 days actually served.

Four Classes of CIT good time are established:

Class IV: First 30 days – no good time is earned.

Class III: Next 3 months - may earn 20 days for every 30 days served.

Class II: Next 6 months - may earn 40 days for every 30 days served.

Class I: Remainder of sentence - may earn 75 days for every 30 days served.

Good time is not given for Class A felonies, sentences over 15 years, Life sentences or split-sentences. If you are convicted of Trafficking on or after 11-12-1987 you are not eligible to earn good time on your minimum mandatory imposed portion of your sentence. Persons convicted of a criminal sex offense involving a child under the age of 12 or any offense involving child pornography are not eligible to earn good time. No person may be placed in Class I if he or she has been convicted of a crime involving the perpetration of a sexual crime upon the person of a child under the age of 17 years to 12 years old at the time of the offense.

You will not earn good time for days served in the county jail (jail credit). However, Jail credit is used to determine what class of “good time” you are eligible to start in. If there is any discrepancy with your jail credit, you must contact your Circuit Clerk. Central Records will only enter the jail credit that comes to them on a certified court transcript received directly from the Circuit Clerk.

A time sheet will be issued to you by the Central Records Division. If you are eligible to earn good time, a “Minimum Release Date” is shown. This release date is shown to project a date of release if you follow all rules and don’t do anything to lose good time. The “Long Date” shows what you would serve if you were not earning good time. Unless you lose good time for disciplinary actions or you are sentenced on additional cases, your minimum release date will not change from the one shown on your original time sheet. It is important that you retain your original time sheet. It is possible for good time lost through disciplinary action to be restored depending on good behavior and compliance with all rules and regulations.

Contact your Classification Specialist to learn whether or not you can earn good time and how it is awarded or restored.

NUMBER 401: PAROLE

Inmates who are eligible for parole will be considered on an individual basis as calculated according to the Parole Board's guidelines. Prior to a parole hearing, an agent of the Parole Board will conduct an interview with you to obtain a home and job plan. This plan will be part of a report submitted to the Parole Board summarizing your conduct while incarcerated, program participation, mental and physical health, and any other significant information. The Parole Board will also review an investigation report which outlines the offense(s) for which you are serving time, your prior criminal history, as well as your personal and social history. The Parole Board will also review any reports from the Alabama Department of Corrections such as the warden's report, psychological reports, and disciplinary reports when making a paroling decision. In addition, the law requires the Parole Board to notify certain officials such as the Attorney General, Judges, District Attorneys, Police Chiefs and victim(s) of certain crimes prior to a hearing. All hearings require thirty (30) days prior notice. The notified individuals are entitled to come to your hearing and give their opinion. All parties notified also have the option of submitting their opinion in written correspondence if they are unable or choose not to attend. It is up to you to notify family members or representatives to attend the hearing on your behalf. You are not allowed to attend your parole hearing while you are under ADOC supervision. The Parole Board considers testimony and documented correspondence before making a decision.

If your parole is denied, the Parole Board can give a maximum set off of five years or to the end of your sentence if your sentence is within five years. If parole is granted, the Parole Board will notify you of your release date. Release may take longer if your home plan is in another state or if parole has been ordered to a half-way house or transition center. When released on parole, you should report immediately to the assigned parole officer.

NUMBER 500: CONDUCT REPORTS

All correctional officers and support staff to include contract employees are responsible for maintaining inmate discipline. All staff have a responsibility to report any inmate seen committing an infraction contained in this handbook. In the event you do commit an infraction, you will receive a disciplinary report or a behavior citation depending on the seriousness of the violation and if you are in good time earning status.

In the case of a behavior citation, you will appear before the shift commander or assistant shift commander to discuss the infraction and present your side of the story. If the infraction stands, the shift commander will advise you of your loss of privileges. If you receive a disciplinary you will be served a disciplinary report, have the opportunity to request witnesses and will appear before a hearing officer, appointed by the Warden, to present your defense.

Most members of the Department's staff are not generally interested in looking for reasons to give you a disciplinary. You are expected to act in ways that do not require a disciplinary. Contrary to what some inmates will tell you, it is a fact that the majority of all inmates will leave prison without having had a disciplinary report. You too, can do this.

The rules are simple, clear and easy to understand. The same rules also apply to your successful reintegration into the free-world. In the event your behavior justifies you receiving a disciplinary for a serious rule violation, or several behavior citations, it is suggested you evaluate yourself before looking to blame others. You should consider the beliefs, attitudes, and behaviors that you have which are causing you difficulty in adjusting. While trying to figure out why you are having difficulty, you may want to seek counseling from the psychological associate or one of the mental health professionals assigned to the facility. Assistance from the staff, along with your personal desire to improve, can prevent many difficulties from happening again.

Regardless of where you are or what you are doing, be certain that you obey any and all orders given to you by an officer or an employee, even though it may differ from a previously given order. Always follow the last order given to you. Do not question the order, and do not try to explain the contradiction in orders.

Counselor / Work Reports

When you are obeying the rules and displaying good work ethic you may receive a Counselor/Work Report. These reports maybe issued by a correctional officer, support staff member and/or work supervisor who has the opportunity to observe you on a regular basis.

Work supervisors are encouraged to document your work performance in ninety (90) day intervals.

If you are attending Adult Basic Education classes or Trade School the instructors are also encouraged to document your performance on a “Work Supervisor / Correctional Officer Report” form.

The form will be sent to your classification specialist and placed in your institutional file.

NUMBER 501: SCHEDULE OF RULE VIOLATIONS

Rule violations are separated in three categories, High Level, Medium Level, which will result in a disciplinary report and Low Level, which will be issued in the form of a behavior citation. Rule violations and definitions are listed below.

RULE VIOLATIONS DEFINITIONS AND EXAMPLES

HIGH LEVEL VIOLATIONS 1

HOMICIDE – The death of a human being caused by another person’s actions. [A person that intentionally, knowingly, recklessly, or with criminal negligence causes the death of another person. REF: The Code of Alabama 1975, Section 13A-6-1]

ASSAULT ON A PERSON(S) ASSOCIATED WITH THE ADOC – Any willful attempt or threat to inflict injury upon an employee or person associated with the ADOC giving the victim reason to fear or expect immediate bodily harm.

ASSAULT WITH A WEAPON ON A PERSON(S) ASSOCIATED WITH THE ADOC – Any willful attempt or threat to inflict injury upon an employee or person associated with the ADOC, with a weapon, giving the victim reason to fear or expect immediate bodily harm.

ASSAULT ON A PERSON(S) NOT ASSOCIATED WITH THE ADOC – Any willful attempt or threat to inflict injury upon an employee or person not associated with the ADOC giving the victim reason to fear or expect immediate bodily harm.

ASSAULT WITH A WEAPON ON A PERSON(S) NOT ASSOCIATED WITH THE ADOC – Any willful attempt or threat to inflict injury upon an employee or person not associated with the ADOC, with a weapon, giving the victim reason to fear or expect immediate bodily harm.

ASSAULT ON AN INMATE – Any willful attempt or threat to inflict injury upon an inmate giving the victim reason to fear or expect immediate bodily harm.

ASSAULT WITH A WEAPON ON AN INMATE – Any willful attempt or threat to inflict injury upon an inmate, with a weapon, giving the victim reason to fear or expect immediate bodily harm.

SEIZING OR HOLDING HOSTAGE(S) IN ANY MANNER – Detaining an individual with the threat to harm that individual unless specific demands are met.

UNLAWFULLY DETAINING A PERSON – Holding a person against his / her will.

UNAUTHORIZED POSSESSION OF ESCAPE DEVICE – Having in one’s possession any device that could be used to attempt or effect an escape such as, but not limited to, a key(s), disguise(s), map(s), replica of a human being, an instrument to pick a lock, and cell phone (if the cell phone was used in the commission of an escape).

INCITING A RIOT OR RIOTING – Soliciting or encouraging other persons by speech or actions and / or engaging in conduct that would create a substantial risk to institutional security or public safety.

UNAUTHORIZED POSSESSION OF A WEAPON OR DEVICE THAT COULD BE USED AS A WEAPON – Any instrument used or designed to be used to cause injury or death such as, but not limited to, a device with a pointed and / or sharpened end, a tool, a club, that the inmate is not authorized to have.

THREAT – A communicated intent to inflict harm to another individual or group of individuals by verbal or written expression.

INDECENT EXPOSURE / EXHIBITIONISM / LEWD CONDUCT – Public exposure of the private parts of the body in a lewd or obscene manner. Lewd conduct consists of any act of a sexual nature or gesture directed at another person.

ENCOURAGING OR CAUSING OTHERS TO STOP WORK – Self-explanatory.

FAILURE TO OBEY A DIRECT ORDER OF AN ADOC EMPLOYEE – Refusing to comply with an order issued by an ADOC employee in the performance of duty.

ARSON – The malicious burning of state property or items belonging to an inmate or another person.

POSSESSION OF UNAUTHORIZED DRUGS, INTOXICANTS, OR PARAPHERNALIA – Having in one's possession any unauthorized drugs, substance(s), or item(s) used in the administration of drugs or for the manufacture of drugs.

USE OF / UNDER THE INFLUENCE OF ALCOHOL, NARCOTICS, OR OTHER INTOXICANTS – The use of unauthorized substance(s) or intoxicant(s).

EXTORTION OR BLACKMAIL – Unlawfully demanding, soliciting, or receiving money or anything of value in return for protection from others in order to avoid bodily harm or under threat of any kind.

FORGERY – The making, altering, possession, or transfer of a written instrument or document with the intent to defraud or deceive.

BRIBERY OR ATTEMPTED BRIBERY – Conspiring and / or offering an individual(s) anything of value with the intent to affect or influence action, or receiving anything of value for such a purpose.

FIGHTING WITHOUT A WEAPON RESULTING IN SERIOUS INJURY – Two or more individuals engaging in mutual combat with no weapon(s), resulting in serious injury, and where the principal aggressor is not determined.

BEING ARRESTED OR CONVICTED OF A FELONY – Self-explanatory.

POSSESSION OF CONTRABAND – Any item **NOT** issued to an inmate by the ADOC or retained in its present form, location, or intended use, sold in the canteen / snack line, or authorized by the Warden. To include, but not be limited to, weapons (i.e. firearms, knives, clubs, tools, etc.) ammunition, intoxicant, currency, escape device(s).

ABSCONDING FROM SUPERVISION – Absent without permission.

VIOLATION OF STATE OR FEDERAL STATUTES - Self-explanatory.

MEDIUM LEVEL VIOLATIONS 2

FIGHTING WITHOUT A WEAPON – Two or more individuals engaging in mutual combat with no weapon(s), no serious injury, and where the principal aggressor is not determined.

BEING FIRED FROM JOB – Being terminated from employment or assigned job for cause. (Second offense in a 12 month period).

BEING IN AN UNAUTHORIZED AREA – Presence in an area without permission. (Second offense in a 12 month period).

DISRUPTING THE COUNT - Action / inaction of an inmate that affects the staff member(s) ability to conduct the institutional count.

INTENTIONALLY CREATING A SECURITY, SAFETY, OR HEALTH HAZARD – Creating a situation that could cause serious impairment to the operation of the institution, harm to self or individuals, or destruction of property.

DISORDERLY CONDUCT – Disruptive behavior that would create risk to institutional security or to the routine operation of the facility. (Second offense in a 12 month period).

POSSESSION OF ANY SECURITY THREAT GROUP (STG) PARAPHERNALIA, DRAWINGS, OR GRAFFITI, TO INCLUDE THE UTILIZATION OF ANY KNOWN STG SYMBOLS / SIGNS - Self-explanatory.

DESTROYING, STEALING, DISPOSING, ALTERING, DAMAGING, OR SELLING STATE / ANOTHER PERSON'S PROPERTY – Self-explanatory.

UNAUTHORIZED POSSESSION OF STATE AND/OR ANOTHER PERSON'S PROPERTY – Self-explanatory.

CONSPIRACY TO COMMIT A VIOLATION OF RULE(S) – Two or more persons collaborating to violate a rule(s). (Second offense in a 12 month period).

AIDING AND ABETTING ANOTHER PERSON TO COMMIT A VIOLATION OF RULE(S) – To encourage or support another person to violate a rule(s). (Second offense in a 12 month period).

LYING – Giving false testimony or making a false charge to an employee with the intent to deceive the employee or to prejudice another person. (Second offense in a 12 month period).

HARASSMENT – To badger, bait, torment, pursue, or intimidate another person.

COUNTERFEITING – To imitate, without authority, in order to deceive or defraud by passing a copy as the original; for example, altering postage stamps, money orders, or other documents.

FAILURE TO COMPLY WITH THE AGREEMENT AND CONDITIONS OF LEAVE OR PASS – Self-explanatory, to include, but not limited to, travel arrangements of the leave or pass plan.

POSSESSION OF CONTRABAND – Any item **NOT** issued to an inmate by the ADOC or retained in its present form, location, or intended use, sold in the canteen / snack line, or authorized by the Warden. To include, but not be limited to, currency, pornography, the possession of any item(s) exceeding authorized limits, item(s) bartered, or item(s) without proof of purchase. (Second offense in a 12 month period).

INSUBORDINATION – Any act, gesture, remark, or statement that reflects disrespect to authority.

REFUSING TO WORK / FAILING TO CHECK OUT FOR WORK – Self-explanatory.

DELAYING, HINDERING, OR INTERFERING WITH AN EMPLOYEE IN PERFORMANCE OF HIS / HER DUTY – Self-explanatory.

FAILURE TO PAY FEES (SUPERVISION, COURT COSTS, RESTITUTION, OR ANY OTHER COURT ORDERED FEE(S)) – Self-explanatory.

CHANGING SPONSOR, RESIDENCE, OR EMPLOYMENT WITHOUT SUPERVISOR'S APPROVAL – Self-explanatory.

UNAUTHORIZED ASSOCIATION / COMMUNICATION WITH EX-FELONS – Self-explanatory.

CURFEW VIOLATION – Self-explanatory.

VIOLATION OF SUPERVISED RE-ENTRY PROGRAM POLICIES AND PROCEDURS – Self-explanatory.

VIOLATION OF STATE OR FEDERAL STATUTES – Self-explanatory.

USE OF ALCOHOLIC BEVERAGE / PATRONIZING ESTABLISHMENTS WHERE ALCOHOLIC BEVERAGES ARE PRIMARILY SERVED – Self-explanatory.

VIOLATION OF INSTITUTIONAL RULES - Failure to comply with institutional standard operating procedures or Warden's directive. (Second offense in a 12 month period).

UNAUTHORIZED POSSESSION OF A PHONE(S) / ACCESSORY(S) – Any communication device(s), or accessory(s), **NOT** issued to an inmate by the ADOC. To include, but not be limited to, cell phones, cell phone chargers, SIM cards, land-line phones, link phones, and walkie-talkies.

LOW LEVEL VIOLATIONS 3

GAMBLING – Staking or wagering of money or other items of value on a game of chance or on an uncertain event.

VIOLATION OF INSTITUTIONAL MAIL RULES – Any unauthorized correspondence such as, but not be limited to, kiting, smuggling, extortion, coercion, writings that contain threats, obscene language, escape plots; writings that contain language purported to solicit, claim, or demand money, goods, or services.

VIOLATION OF VISITING PRIVILEGES – Inappropriate action(s) / behavior(s) that fail to comply with AR 303, *Visitation*.

UNAUTHORIZED OPERATION OF A VEHICLE / EQUIPMENT – Self-explanatory.

UNAUTHORIZED USE OF INSTITUTIONAL RESOURCES – Using resources without permission to include, but not be limited to, food, carbon paper, supplies, linens, computers, and telephones.

MALINGERING / FEIGNING ILLNESS – To make up or fabricate being ill in an attempt to avoid an obligation.

MARRYING WITHOUT PERMISSION – Self-explanatory.

CHARGING OR ACCEPTING ANY COMPENSATION FOR LEGAL ASSISTANCE – Self-explanatory.

VIOLATION OF INSTITUTIONAL RULES - Failure to comply with institutional standard operating procedures.

TRADING, BARTERING, AND SELLING – An unauthorized exchange of personal items, goods, or services.

POSSESSION OF CONTRABAND - Any item **NOT** issued to an inmate by the ADOC or retained in its present form, location, or intended use, sold in the canteen / snack line, or authorized by the Warden. To include, but not be limited to, sneakers, altered documents, altered clothing, altered radios, food items in small amounts.

INSUBORDINATION - Any act, gesture, remark, or statement of a minor nature that reflects disrespect to authority.

LYING - Giving false statement or making a false charge of a minor nature to an employee with the intent to deceive the employee or to prejudice another person.

DISORDERLY CONDUCT – Disruptive behavior that would create risk of a minor nature, such as horseplaying.

BEING IN AN UNAUTHORIZED AREA - Presence in an area without permission.

SMOKING OR USE OF TOBACCO PRODUCTS IN AN UNAUTHORIZED AREA – Self-explanatory.

CONSPIRACY TO COMMIT A RULE VIOLATION - Two or more persons collaborating to violate a rule(s) of a minor nature.

AIDING AND ABETTING ANOTHER PERSON TO COMMIT RULE VIOLATION - To encourage or support another person to violate a rule(s) of a minor nature.

BEING FIRED FROM A JOB – Being terminated from employment or assigned job for cause.

NUMBER 502: INSTITUTIONAL DISCIPLINARY PROCEDURE

Each facility will have a number of disciplinary hearing officers appointed by the Warden. If you receive a major infraction a Disciplinary Hearing Officer will chair a hearing based on the violation of the institutional rules and regulations occurred for which penalties will be imposed. The Disciplinary Hearing Officer will ensure that each disciplinary hearing complies with due process requirements.

In the event you are charged with an infraction, you will be given at least twenty-four (24) hours advance written notice of the charges being brought against you. You will have the opportunity to request up to three (3) witnesses and to present evidence in your behalf. If you are unable to read, or unable to understand the charges against you an on – duty staff member may be assigned to help you. Prior to the hearing you will be allowed to prepare a written statement and questions to be asked by the Disciplinary Hearing Officer of the arresting officer and your witnesses. The hearing officer will not permit you to confront or cross-examine witnesses, nor will you be allowed an attorney to represent you.

Disciplinary hearings will be held within ten working days after you have been served with the notice of hearing unless you are served with a notice of an extension.

After the disciplinary hearing has been completed, the Warden or his/her designee must approve or disapprove the recommended action by the Disciplinary Hearing Officer within ten calendar days, unless extended by the Warden for further investigation. When this occurs, you will be notified in writing. The Warden may approve a lesser authorized punishment than that recommended, but in no case may the punishment be increased over what was recommended. The Warden/Director will not over rule a NOT GUILTY finding by the Disciplinary Hearing Officer.

Minor violations will be administered in the form of a Behavior Citation. If you are earning good time each infraction must result in a formal disciplinary and the loss of at least one day of good time.

For additional information see Administrative Regulation 403.

Rule Violations Authorized Sanctions

HIGH LEVEL RULE VIOLATION SANCTIONS 4

- 1 Loss of a portion of, or all, good time the inmate has earned. (Mandatory loss of one (1) day good time is required).
- 2 Confinement to Disciplinary Segregation for up to 45 days.
- 3 Recommend custody review.
- 4 Loss of any and all privileges / incentives for up to 60 days.
- 5 Extra duty for up to 60 days.
- 6 Recommend job change.
- 7 Financial compensation for property damage.
- 8 Possession of a cellular telephone shall result in the loss of six (6) months of visitation privileges and a \$25.00 processing fee per offense. The fee shall increase by \$25.00 per offense.

MEDIUM LEVEL RULE VIOLATION SANCTIONS 5

- 1 Loss of a portion of good time the inmate has earned, not to exceed two (2) years. (Mandatory loss of one (1) day good time is required).
- 2 Confinement to Disciplinary Segregation for up to 30 days.
- 3 Recommend custody review.
- 4 Loss of any and all privileges / incentives for up to 45 days.
- 5 Extra duty for up to 45 days.
- 6 Recommend job change.
- 7 Financial compensation for property damage.

LOW LEVEL RULE VIOLATION SANCTIONS 6

- 1 Loss of a portion of good time the inmate has earned, not to exceed three (3) months. (Mandatory loss of one (1) day good time is required).
- 2 Loss of any and all privileges / incentives for up to 30 days (Privileges include but are not limited to: Canteen, Telephone, Visiting, and Outside (i.e. shopping, recreation, etc.)).
- 3 Recommend job change
- 4 Extra duty for up to 30 days
- 5 Counseling / Warning
- 6 Removal from Hobby Craft
- 7 Loss of Incentive Package
- 8 Draw cut to _____ (Community Based Institutions Only)
- 8 Restriction / Inmate Uniform for ____ days (Community Based Institutions Only)
- 9 Loss of Passes for six (6) months (Community Based Institutions Only)
- 10 Return to Inmate Staff for ____ days (Community Based Institutions Only)

4 For an inmate who has earned good time, a minimum of one (1) day shall be revoked.

5 For an inmate who has earned good time, a minimum of one (1) day shall be revoked.

6 Citations shall only be used when an inmate **is not** in good time earning status.

NUMBER 503: SEGREGATION REVIEW BOARD

Inmates in segregation will be reviewed at least weekly by the Institutional Segregation Review Board (ISRB). At least three (3) members of the ISRB will be present at each meeting. The ISRB will visit the inmate personally as well as review the inmate's file. The ISRB has the authority to release the inmate back to population as long as it is in line with the disciplinary sentence, the guidelines of the Classification Manual and the safe and secure operation of the institution.

NUMBER 600: VOLUNTEER PROGRAMS AND SERVICES

There are many volunteers with connections to the Alabama Department of Corrections. The volunteer program is relative to two areas of concentration: Religious and Re-entry.

The volunteers have received training and have been cleared by ADOC. Their roles are clearly defined according to their assigned area of expertise. They assist plans and programs and religious activities.

Re-entry volunteers will usually present in the re-entry programs to let you know how they may be successful upon release. Religious volunteers assist various faiths and presentations allowed by the Chaplaincy program.

Other volunteers may be present as various organizations in the state may have special projects.

Aid to Inmate Mothers (AIM) Inc., was founded in 1987 by Church Women United, The Alabama Prison Project, The Alabama Department of Corrections and a group of committed volunteers who discovered that there were many women in prison who never saw their children either because the guardians were unwilling or unable to transport them to the prison. They created a network of churches that provided vans and volunteer drivers to drive children from across the state for a 3-hour monthly visit with their mothers in the prison chapel. The visits continue to be held each month, and over 100 children are active in the program.

The AIMS program offers rehabilitative and educational classes such as Parenting Education, Domestic Violence Education, Rape Survivors Groups, Life Skills, Job Readiness, Anger Management, HIV Prevention Education and Women's Health Education.

The Storybook Project is a program that allows you the chance to record yourself reading a bedtime story for your children to be mailed out to them.

They provide Project Reconnect (Re-Entry Program) to assist you once you leave the prison with hygiene articles, clothes, and assist with job search and other social services to help you adjust to life in the community.

They have opened a group home, the AIM Service Center, which can house ten women and provides them with structured living and case management as they transition to the community.

NUMBER 700: INMATE RE-ENTRY PROGRAM

A Re-entry program will be available for you during your incarceration. Each institution has been assigned a Re-entry Coordinator to see you through this process. Re-entry is a program designed to help you prepare to leave your facility for the outside world. The purpose for this program is to provide you with the tools you will need for survival when you are released.

The following areas will be addressed:

1. Addiction and Recovery
2. Job, Career, Communication and Financial Skills
3. Faith & Character Building Skills
4. Health Education, Screenings & Referrals
5. Family Re-Integration
6. Law Enforcement
7. Education

If you have questions, you should locate your Re-entry Coordinator as soon as possible and inquire about the issue.

NUMBER 701: DISCHARGE / RELEASE PROCEDURE

Upon the completion of your sentence, you must be discharged from the penitentiary. In the event you do not have suitable free-world clothing available at the time of your discharge, you will be furnished clothes. You will also be evaluated for transportation needs. When you do not have transportation available, you will be provided with the least expensive kind of public transportation back to or nearest to the point of sentencing, or if paroled, to the point to which you will have to report for parole supervision. In the event you are charged with the commission of any other criminal offenses resulting in a hold or detainer, you must be delivered to the proper sheriff or officer to answer to such charges.

Work Release inmates are specifically excluded from eligibility for discharge allowances including the clothing and travel expenses transportation allowances. Such inmates are presumed to be employed and therefore without the need of any discharge allowances clothing and transportation allowances as provided under Sections 14-10-1 and 14-10-2 of the 1975 Code of Alabama. However, exceptions are allowed in the event that a work release inmate has not held a job, and is without sufficient financial resources to obtain the necessary clothing and transportation at the time of his or her release. If a work release inmate is indigent, (has less than \$50 in personal funds at the time of his or her discharge date) clothing and transportation discharge allowances will be provided.

Additionally, if your sentence did not exceed five years, you may be eligible for a ten dollar (\$10.00) in cash discharge allowance. Eligibility for the cash discharge allowance is based on your needs at the time of your release. The 1975 Code of Alabama (Sections 14-10-1 and 14-10-2) has delegated to the Department of Corrections the responsibility for the determination of such needs. The Department has interpreted the discharge payment cash discharge allowance to be an allowance for incidental travel expenses, i.e., phone calls and meals. Therefore, if another agency picks you up at the time of your release, they are

assuming responsibility for your well-being and the cash discharge allowance would not be required since no incidental expenses would be incurred. The same would hold true if the ADOC transports you to another agency. No incidental expenses would be incurred since the ADOC is responsible for your well-being during the transfer process. If you are eligible for the cash discharge allowance, and your term exceeded five years, you will be paid the ten dollars (\$10.00) plus two dollars (\$2.00) for each year (or fractional part of year not less than six months) served over the five years. The cash discharge allowance is authorized only one time for an offense. For discharge purposes only, an offense includes all of the cases under which you were incarcerated. If you are re-incarcerated as a result of a parole violation after having received this cash discharge allowance, you will not be eligible for the same allowances upon your next release. Any or all of the allowances described above may be waived if you so desire.

Please remember, State law requires each inmate released to register with the sheriff's office and/or police department in the county to which he/she returns. More information on your responsibility to report to law enforcement agencies will be available during Pre-Release or Re-Entry programs.