

SHELBY COUNTY JAIL



Shelby County Jail
Columbiana Alabama
Early 20th Century

INMATE HANDBOOK *"RIGHTS AND RESPONSIBILITIES"*



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INTRODUCTION

This handbook contains your rights and responsibilities. It also describes acts prohibited in the Shelby County Jail and types of disciplinary action that may be taken if you commit any of the prohibited acts. Read them carefully so that you fully understand what is expected of you and what you can expect in return. If you do not follow these rules, administrative, disciplinary and/or legal action could be taken against you. This handbook also contains information you will need to make your stay here as beneficial to you as possible.

While you are at this jail, you are expected to take advantage of any opportunity provided here to assist you. In any community, it is necessary to respect the rights, privileges and responsibilities of others. This is needed to an even greater degree in an institution of this type.

It is important that you read and know the contents of this handbook. It is your responsibility to seek help from correctional officers on anything contained in this handbook you do not understand.

RIGHTS

1. You have the right to be treated respectfully, impartially and fairly by all correctional officers.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of this facility.
3. You have the right to receive: nutritious meals, proper bedding, clean clothing and a laundry schedule for cleanliness, an opportunity to shower regularly, certain toiletry articles and accessible medical treatment.
4. You have the right to correspond by mail with family members and friends who are not incarcerated in the Shelby County Jail or any other federal, state, county or city correctional facility.
5. You have the right to unrestricted and confidential access to the court by written correspondence.
6. You have the right to legal counsel and the right to have private attorney/client visits.
7. You have the right to receive reading materials from publishers and distributors.
8. You have the right to participate in educational programs and work assignments as far as resources are available. The custody level of the inmate will determine eligibility.
9. You have the right to a reasonable amount of exercise. Exercise can be held either in the large dayroom area or on the rec yards as determined by staff. Occasionally, extreme weather conditions or other exigent circumstances may prevent access to the outdoor exercise area. The health and safety of inmates in our custody is of primary importance.
10. You have the right to attend non-denominational religious services as provided by volunteer clergy.

RESPONSIBILITIES

1. It is your responsibility to treat others, both correctional officers and inmates in the same manner you would like to be treated by recognizing and respecting the rights of others.
2. It is your responsibility to not waste food, to follow laundry and shower schedules, to maintain neat and clean living quarters, and to seek medical care if needed.
3. It is your responsibility to honestly and fairly present your petitions, questions and problems to the court, and use the services of an attorney.
4. It is your responsibility to take advantage of activities which may help you live a successful and law-abiding life within the Shelby County Jail and in our community. You will be expected to abide by the regulations governing the use of such activities.

ADMISSION PROCESS

All persons received into the Shelby County Jail are initially processed in the Booking Office. During this procedure you will be fingerprinted, photographed, issued jail clothing, and given your resident number. Personal possessions will be collected, inventoried and bagged for storage at this point. Your money will be inventoried and placed in your inmate account. You will have an opportunity to make one free local call during the booking process. Any other calls will be collect or prepaid through the inmate phone provider for the Shelby County Jail.

You will be advised of the charge(s) against you and you will be provided with information relative to your bond status. You also will receive a preliminary medical screening.

INMATE CLASSIFICATION

Classification Officers will review your current charges, prior history, medical and psychological needs. Facility assignments are then made according to classification level and available space.

This classification process continues throughout your confinement and may result in the reassessment of your custody level. Additional charges, change in needs and behavior/interactions with staff and other inmates are reasons for a change in classification. Some of these changes are handled routinely and do not require a cell change. Inmate worker positions are assigned according to facility needs as well as current classification and custody level.

Any inmate may request a classification review in order to have their classification reassessed. All requests for classification reviews should be submitted on the dorm kiosk under "Classification & Housing" request or written on an inmate request form if the kiosk isn't available, your request should include the specific reason for the request.

BONDING PROCEDURES

An inmate's bond is set by the courts and not the Shelby County Jail. Bond amounts are set by warrant or court order. No officer can change a bond amount or type of bond. If you are a city inmate, a Judge or Magistrate of that city sets your bond.

There are three (3) ways to post a bond for a county pre-trial inmate, provided the bond is not a "Cash Only" bond:

1. **CASH BOND:** Cash in the amount of the total bond. This must be in the form of a money order or cashier's check made out to Mary Harris, Clerk of Court.

GovPayNet: Citizens who wish to make cash bail payments may do so using GovPayNetSM. GovPayNet accepts major credit and debit cards for cash bail twenty-four hours a day, seven days a week on-site, online (www.govpaynow.com) or by phone (1-877-EZBAIL5). Cardholders can make payments on their own behalf or on behalf of friends or family. They need only know some basic information about the arrestee and the bail amount, information that the Shelby County Jail can provide prior to the cardholder contacting GovPayNet. For convenience, GovPayNet's dedicated, bilingual *Bail Specialists* are available around the clock should cardholders require additional help. **ONLY** Circuit Court, District Court and Traffic cases can bond out using GovPayNet.

Juvenile, Child Support, Domestic Relation cases MUST use another means of making bond.

2. **PROPERTY BOND:** If the property is in Shelby County, we can approve the bond here. If the property is located in another county, someone will have to go to that county's Sheriff's Office to have the bond approved. Upon approval bring the bond papers to the Shelby County Jail. Out of county property bonds will be required to meet that particular county's requirement for bonds.

Only one property is needed to make a property bond as long as the property is valued at or above the amount of the bond. Multiple bonds can be made using the same property so long as the total amount of the bonds does NOT exceed the property value. For example, if the property is valued at \$10,000.00; one \$10,000 bond OR two \$5,000 bonds can be made with this piece of property.

If the property is in the name of more than one person, all people listed on the property must be present to sign the bond. The name of the incarcerated person may not appear on any property used for bail.

If the property is a commercial property, you must be able to show authorization from the company to sign the bond. All commercial property must be approved by the Sheriff or his designee.

Bonds will be approved on an individual basis and not a cumulative basis.

Unless emergency or exigent circumstances exists, bonds which cannot be approved by on-duty Sheriff's Office personnel will not be approved during the hours of 2200 - 0600 hours.

3. **Bonding Company:** There are several professional bondsmen who are approved by the Shelby County Courts to post bonds in this facility. A list is provided in the booking area and on the dorm kiosks which contains all of the current bonding companies. Bondsmen generally charge a fee for their services and usually have additional requirements. These negotiations must be worked out between you, or your family, and the bondsman. Employees at the Shelby County Jail cannot, **and will not**, get involved in these negotiations, nor will we recommend any bonding company to you. You, or your family, must decide which bondsman to call.

Before an inmate can be released from this facility, his/her bond must be approved by an officer authorized to do so.

REQUIRMENTS TO OBTAIN INMATE WORKER STATUS (OUTSIDE WORK)

For an inmate to be considered for assignment to worker positions outside the Shelby County Jail, all of the requirements stated in the following section (inside work status) will be followed with the following additions.

1. Inmates must be sentenced on all charges to serve time at Shelby County or Alabama DOC.
2. Sentenced inmates must have at least thirty (30) days remaining on their sentence. Approvals for inmates with less than 30 days will only be considered according to the needs of the jail as deemed necessary by the Corrections Officer assigned to the inmate worker program.
3. Inmates must have been sentenced to 10 years or less of incarceration at ADOC.
4. Inmates may not be considered for work assignments if they have holds in other jurisdictions outside of Shelby County or if they have any pending charges with Shelby County. Sentenced inmates with only misdemeanor holds within the county will only be considered according to facility need as deemed by the Corrections Officer assigned to the inmate workers and/or after contact with the wanting agency.
5. Municipalities may also sentence a city inmate to work for the benefit of Shelby County or for the benefit of local municipalities within Shelby County.

6. Inmates with outstanding child support under \$5,000.00 may work outside.
7. Inmates who are non-sentenced Probation Violators may be eligible for outside work.
8. Inmates who are charged with Motion to Set Aside Suspended Sentences may be eligible for outside work.

REQUIREMENTS TO OBTAIN INMATE WORKER STATUS (INSIDE WORK)

The following criteria must be met by an inmate to be eligible for inside inmate worker status in the Shelby County Jail.

1. Inmates must have a Minimum Security Classification. Minimum Security inmates with Manufacturing or Trafficking charges or Escape charges will only be considered according to facility needs as deemed by the Corrections Officer assigned to the inmate workers.
2. All new arrivals must wait 15 days before being eligible for worker status.
3. All inmates must be cleared by the medical staff prior to working in the kitchen. Inmates may be denied participation in any part of the worker program by the medical staff based on medical issues.
4. Inmates who have received a disciplinary action cannot be an inmate worker for thirty (30) days after re-entering general population from their disciplinary action.
5. Inmates who have committed two (2) or more contraband offenses involving drugs or weapons within the past five years will be ineligible for work. Inmates who have committed contraband offenses involving tobacco will only be eligible according to the need of the jail deemed by the Corrections Officer assigned to the inmate workers.
6. Inmates can be denied inmate worker status based on continuous behavioral problems even if no disciplinary reports are issued, provided the inmate's file contains those reports of unacceptable behavior.
7. Federal inmates are prohibited from participating in work details outside their assigned housing unit.
8. To the degree jobs are available, qualified inmates may be assigned to a work detail. Discrimination based on the inmate's *race, religion, national origin, sex or disability* is strictly prohibited.
9. Inmates who are charged with Sex Offense charges will be ineligible for inside and outside work.

CONDUCT AND WORK PERFORMANCE BY INMATE WORKERS (INSIDE AND OUTSIDE)

1. Inmates must shower daily and have hair within required limits. Inmates must also shave regularly on the appropriate days.
2. Inmates must not consume any alcoholic beverage, use any type of tobacco product, or narcotics when outside. **Nothing** is to be brought back into the jail.
3. No items will be accepted into the Jail, i.e. coffee, creamer, sugar etc.
4. Inmates are to have no direct contact with civilians unless instructed to do so by the Work Supervisor and then only to accomplish the job at hand. No visiting is allowed.
5. Inmates will not use obscene language, talk loudly, or conduct themselves in any way which will reflect poorly on the facility or the Shelby County Sheriff's Office.
6. Inside inmate workers will not visit or loiter in any area of the jail. Inmates will not pass messages or other items between inmates or cellblocks. When an inmate's job is completed, he/she must return to their cellblock or any area designated by the supervisor.
7. Under no circumstances will an inmate worker be in possession of unauthorized keys.

8. Male and female workers may not interact with one another. Under no circumstances will male and female workers stand in close physical proximity to each other, touch each other, exchange physical objects or remain in the same room/area without direct supervision.

HOUSING RULES AND REGULATIONS

1. GENERAL HOUSEKEEPING:

Each dorm, or cell, and the surrounding area must remain neat and clean at all times. Each inmate is responsible for his/her day room/cell and the surrounding area. Nothing is to be posted or glued on walls, mirrors, bars, or windows. No writing or drawing on walls or ceilings is permitted.

2. DAY ROOM AND CELL AREA:

It will be the responsibility of inmates using the day room and lavatory areas to keep these facilities neat and clean at all times. The following rules will be adhered to by all inmates in the general population housing areas:

- a. No beating on the dorm glass or cell doors.
- b. No clotheslines or hanging of laundry.
- c. No sitting or standing on the day room furniture.
- d. No writing on the day room glass, windows or doors.
- e. Inmates must be fully dressed (jail uniform) and clothing must be worn appropriately while in the day room.
- f. Cell doors, lights, cell windows, and/or air vents will be free of clutter.
- g. Nothing is allowed to be draped from bunks or hand rails.
- h. Mattresses will be positioned horizontally on the bed, and no more than one (1) mattress will be used by any inmate at any one time, unless otherwise prescribed by the medical staff. Mattresses will not be used on the floor for any reason and will not be rolled or folded.
- i. No wearing of any type of headgear in the dayroom (head rags, etc.).
- j. No wearing of any altered clothing items (false sleeves, home-made belts, etc.).
- k. Inmates will not cross the "Red Line" unless directed by an officer or in case of emergency.
- l. Inmates may only possess one facility issued toothbrush or utensil either on their person or in their cell.

3. PERSONAL ITEMS:

Personal items will be stored in the property space provided in your cell. Nothing is to be posted or glued on walls, mirrors, ceilings, etc. (i.e. pictures, drawings, etc.) No writing or drawing on walls or ceilings is permitted. All consumable store items must be stored in an inmate's storage bag. Excess storage of these items in the cell will not be allowed.

4. FIRE AND VENTILATION REGULATIONS:

Light fixtures, doorways, ventilators, sprinkler heads and windows are to remain unobstructed. Sheets or blankets shall not be used as rugs, drapes, hammocks or tenting. No fires are permitted. You are responsible for any damage to your immediate housing area.

5. CELL ASSIGNMENTS:

You will not be permitted to relocate from one housing area to another, unless ordered by the Classification Section. You are expected to relocate when so ordered. Failure to comply can result in disciplinary action. The shift supervisor may place an inmate into administrative

confinement if the inmate's behavior causes serious safety or security problems. This is not a disciplinary measure.

6. BEHAVIOR:

No arm wrestling or general "horseplay" (pushing, kicking, hitting, wrestling or similar activity) will be tolerated throughout the jail. You are not to enter another inmate's cell, nor are other inmates permitted in your cell. Jail equipment, i.e. stools, tables, etc. will not be used for workout equipment.

Summary punishment may be utilized by a shift supervisor on a specific cell or dormitory to maintain security of the facility.

7. SMOKING:

Smoking, the use of, or the possession of any type of tobacco product or other smoking paraphernalia is prohibited at the Shelby County Jail.

8. CONTRABAND:

Contraband is generally defined as *any item that was not issued to you, or determined allowable for inmate use.* Contraband is never to be in the possession of, or in the area of an inmate. Being in the area of, having the control over, or being in the proximity of contraband is a punishable offense.

9. ACCIDENT OR INJURY:

If, at any time, you are injured, either in or out of your cell, you are to immediately notify an on-duty correctional officer or other staff member.

10. TRASH RECEPTACLES:

All trash will be placed in trash receptacles, not in toilets. Any type of trash, clothing, or improper item placed into the toilet (including feminine hygiene products) will result in disciplinary action and possible criminal charges.

11. SANITATION:

The jail shall be kept in the highest degree of sanitation at all times. Television and phones will remain off until cleaning is complete. The following procedures shall apply:

1. Housing Units:

- a. Each Inmate shall be responsible for the cleanliness and order of their immediate area. All inmates shall be responsible for the cleanliness of the day room area of the housing unit.
- b. Floors shall be swept and mopped daily.
- c. Toilets, sinks and showers will be cleaned daily.
- d. Trash receptacles will be emptied and cleaned daily.
- e. Litter will not be permitted to accumulate on the floors or in an inmate's cell.
- f. The placing of pictures or other items on the walls is strictly prohibited.
- g. The placing of items in windows, on window sills, on grill bars, or hung from lighting, sprinkler heads or ventilation fixtures is strictly prohibited.

2. Other Jail Areas:

- a. Other areas of the jail will be kept clean by inmate workers.

12. TELEVISION:

The televisions will be turned off between 10 p.m. - 10:30 p.m. each night for general population cells. Television shut off times for inmate workers may be modified as needed by the supervisor.

Disciplinary cells are not permitted the use of a television. Remote controls will be maintained by corrections officers assigned to each pod. Programming selection will be at the officer's discretion.

13. MEALS AND PURCHASED FOOD:

Only food items purchased through the commissary are allowed in the housing area. No food from the meal tray is to be kept in the cell or day room areas. All food not eaten will be left on the meal tray for return to the kitchen. No food is to be placed into the trash receptacles or the toilets. Meals are served 3 times daily. Meal times within the jail are generally as follows: breakfast 5:00 a.m. lunch 12:00 noon, supper 5:00 p.m.

Special dietary meals will be provided for medical reasons as prescribed by the medical staff.

14. INMATE ACCOUNTS:

Upon booking into the Shelby County Jail, any cash that you have will be placed into your inmate account. You will also have one chance to use a credit or debit card to make a deposit onto your inmate account. This will be the only opportunity for an inmate to use a credit or debit card. After the booking process is over, jail staff will not retrieve any credit or debit card from your property for the purpose of placing money onto your account. Any checks (paychecks, personal checks, etc.) which you may have will be placed into your property. However, checks you may have been issued from other jails can be signed over and the funds placed into your account. Any money orders that you receive in the mail, or bring to the jail will be entered into your account. Your inmate account number is known as your resident number and will be given to you when you are booked in.

Any expenses which you incur during your stay here, such as medical co-pays and commissary purchases, will be deducted from your inmate account.

When you are discharged from here, you will be issued a check for the balance of your account. You will be instructed as to where you may cash the check if you do not have a bank account.

Be aware that medical co-pays are subtracted from your account even if you have no funds. Any funds which you may receive in the future will have these negative amounts subtracted.

15. COMMISSARY:

Commissary orders will be taken twice each week. You may order up to \$60 worth of commissary items at one time. Examples of items available for purchase are writing materials, soap, deodorant, shampoo, undershirts, socks, tennis shoes, candy bars, cookies, etc. The cost of purchases made by you will be deducted from your inmate account.

Items purchased from the commissary must be stored in their regular packaging. Once a container is empty, it must be discarded and not re-used.

The ONLY acceptable ways that your friends and family can add money to an inmate's commissary account are:

1. Certified Funds:

A money order or cashier's check are the only acceptable funds that a corrections officer can accept for deposit into an inmate account. Certified funds may be left at the booking office window drop box, at visitation with an officer, or mailed to an inmate. Certified funds must have the inmate resident number written on the money order in legible print. See the Inmate Mail tab for further instructions. It is the responsibility of each inmate to ensure that his/her family knows to

put his/her resident number on the money order. **No cash, personal checks or payroll checks will be accepted by Sheriff's Office employees.**

2. Cash Deposits:

Cash deposits may be made to an inmate's account through the use of the Jail ATM Lobby Kiosk machine located in the video visitation area behind the front desk in the lobby. This machine is similar to an ATM and instructions for use are listed on the screen and given verbally. The Jail ATM Lobby Kiosk accepts \$1, \$5, \$10, \$20, \$50, and \$100 bills. The inmate's last name must be entered prior to making a deposit through the Jail ATM Lobby Kiosk. A charge of \$3.25 per transaction will be assessed for each deposit and will be shown on your account history as a lockdown fee.

3. Credit & Debit Cards:

Credit and debit cards may be used to deposit money into an inmate's account through the Jail ATM Lobby Kiosk as well. The inmate's last name must be entered prior to making a deposit through the Jail ATM Lobby Kiosk. A charge of \$3.25 or 10% whichever is greater per transaction will be assessed for each deposit.

Credit and debit cards may be used to deposit money into an inmate's account by visiting www.jailatm.com. To complete a debit or credit card transaction you will need to set up an account through the website. You will need to have the inmate's first and last name or booking number.

***Tell your friends and family to beware of social media sites or scams that may advertise or state they can assist in adding money to an inmate's account! The ONLY acceptable ways to add money to an inmate's commissary account are listed above.**

16. PERSONAL HYGIENE:

Each inmate is expected to maintain a high degree of personal cleanliness. Showers and toilet articles are available for this purpose.

Razors, soap, towels, toothpaste and a toothbrush will be furnished by the jail. Inmates in disciplinary confinement will be required to shower daily.

All inmates 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. All inmates should examine themselves daily or each time they shower. Should a person become infected, he/she should immediately notify an officer.

17. ISSUED CLOTHING:

You are required to dress in jail-issued clothing. Inmates must wear their jail issued identification at all times. It is the responsibility of an inmate to request a new ID if theirs is broken. Inmates not wearing an ID will be subject to Administrative Sanctions. Alterations to jail issued clothing are not allowed. **ALL CLOTHING MUST BE WORN PROPERLY (uniforms will be worn the correct way, with arms in the sleeves, pants will be worn up around waist, pants legs will not be rolled up, all buttons closed and "Shelby County Jail" lettering will be worn on the outside of the uniform).**

18. ISSUED ITEMS:

Inmates housed at the Shelby County Jail will be given the opportunity to exchange their facility issued uniform three times a week. Bed linen and towels for all inmates will be exchanged twice a week. Upon entry to the jail, each person will be issued the following:

- a. One mattress

- b. Two sheets
- c. One towel
- d. One jumpsuit (or one shirt and one pair of pants)
- e. One pair of shower shoes
- f. One blanket
- g. Toothbrush
- h. Toothpaste
- i. Bath soap
- j. Laundry Bag
- k. Clear Property Bag

During the booking process, you will be issued two pair of underwear (and one bra for women). The actual cost of these items will be deducted from your inmate account. If you do not have any money on your account, the amount will be charged and deducted from any future deposits made to your account.

Note: Destruction of issued bedding or clothing will be cause for possible criminal and/or disciplinary action! Destruction also includes writing or drawing on facility uniforms or shoes.

All issued items except underwear will be returned to the Releasing Officer upon leaving the Shelby County Jail.

An inmate immediately placed on a suicide watch will receive only the appropriate suicide resistant bedding and clothing until cleared off of suicide watch.

Personal hygiene items listed below will be issued as follows:

- a. Toothbrush – Only when worn out (weekly) – turn in the old one
- b. Toothpaste – When empty (weekly) – turn in the old tube
- c. Razors – Issued only on Sunday and Wednesday nights. Turn back in later the same night
- d. Soap – As needed
- e. Toilet Paper – As needed (no excessive use)

Inmates will not break, tear apart, or tamper with razors in any way. Possession of razors other than those provided by the facility is strictly prohibited.

19. APPEARANCE FOR VISITS:

Full dress (shirt, pants and footwear) will be required for visitation, religious services, medical services, social services, educational classes, court appearances and attorney visits.

20. VISITATION:

Inmate visitation has to be scheduled by friends and family either via a lobby kiosk or the internet at www.jailvisitor.com. Inmates get one (1) 30 minute visit every 7 days. Off-site visits and emails are available for purchase by friends and family through www.jailatm.com.

Attorney Visitation Times

7:00 a.m. – 11:00 a.m.

1:00 p.m. – 4:00 p.m.

6:00 p.m. – 10:00 p.m.

NO CAMERAS OR VIDEO EQUIPMENT ALLOWED IN VISITATION AREA. Cell phones are not to be used during video visitation by visitors. Violation of these rules will result in loss of visitation privileges.

All visits EXCEPT those with an attorney are subject to monitoring and recording.

No property may be left for an inmate at visitation time or any other time except:

- a. Prescription medication as approved by the medical staff
- b. Court clothes as explained in the section "Court Attire"
- c. Money orders

Prescription glasses and/or contacts will only be accepted directly from the Optician or purchased online and mailed directly to the jail.

Denial or Termination of a Visit:

A visit may be denied or terminated and visiting privileges suspended under the following circumstances:

- a. Visitors under the influence of alcohol or other substances.
- b. Insufficient space available.
- c. Refusal by a visitor to submit to search procedures.
- d. Refusal or failure to produce sufficient identification or documentation for the purposes of registration **OR** falsification of identifying information by a visitor.
- e. Violation of jail rules by a visitor or inmate.
- f. Failure to prevent children from disturbing other persons in the visiting area.
- g. Inappropriate display of affection, suggestive activity or inappropriate dress.
- h. Other conduct or conditions deemed by the Visitation Officer or Shift Supervisor to be disruptive to visiting operations or to the security of the jail.

21. READING MATERIALS:

Inmates may obtain books from the local library by filling out a library slip or through the dorm kiosk. Inmates may also receive reading materials including publications, periodicals or books through the U.S. mail or by common carrier only if they are received directly from the publisher or distributor, (including internet vendors). Books from the local library are sometimes limited. Availability is based on donated materials.

GENERAL RULES AND GUIDELINES:

1. Reading materials which are received must be clearly recognized as being sent from a publisher or distributor before they will be delivered to an inmate. If the sender is questionable, the reading material will be placed in an inmate's personal stored property.
2. Some reading materials may be rejected because of the penological interest of the jail; typical items that will be rejected include anything containing violent or disruptive content, pornographic content, or content that generally disrupts the safety or security of the jail.
3. If reading material is obviously sent from someone other than a publisher or distributor, it will be returned to sender. All mail rejection rules apply.
4. All reading material must be paperback, no hard-bound books are allowed.
5. Inmates are limited to have a total of four (4) books in their assigned housing area. This limit also includes any educational, legal or religious books.

6. Examples of sites that the Shelby County Jail will receive soft-bound reading material from via U.S. Mail or common carrier include, but are not limited to:

Amazon- Books for inmates
1mailtoiprison.com
Inmateaid.com
Powells.com
Hamiltonbook.com
Freeprisonbooks.com

7. Inmates are not permitted to receive books, newspapers, periodicals, publications or any reading items directly from visitors.
8. Other donated reading materials may also be distributed throughout the jail as approved by the Jail Administrator.

22. RECREATIONAL AREA:

The outside recreation area is provided for you to play basketball, walk or just sit around in the fresh air. You normally have one hour of exercise each day. Adverse weather conditions may prevent a particular day's exercise (i.e. extreme cold or heat, lightning, tornado warnings, etc.). You must wear your complete jail uniform, in the correct way, while going to and from the recreation area.

23. CORRESPONDENCE:

Your official mailing address is:

Full Name, Resident Number (required on all mail)
C/O Shelby County Jail
P.O. Box 1240
Columbiana, AL 35051

Indigent Kits

If you are unable to pay for mailing materials, you may order an indigent kit through the commissary. You will be provided with enough writing materials for one (1) letter per week. Indigent kit qualifications:

- a. Maximum inmate account balance to be considered indigent: \$2.15
- b. Minimum days to be considered indigent: 14
- c. Minimum number of days between indigent kit orders: 14
- d. Indigent kits will be handled: charge all

If the inmate does not have sufficient funds to cover the cost of the indigent kit, the indigent kit will be provided, however, the inmate's account will be debited as money is placed into the account.

Incoming Non-Privileged (Personal) Mail:

All incoming non-privileged mail will be electronically scanned to the kiosk and will remain on the kiosk for 90 days to an inmate to view. A request for extended access on the kiosk will be considered on a case by case basis. The actual piece of mail will be placed in the assigned property bin for the receiving inmate and will be returned upon release or transfer.

All non-privileged inmate mail is subject to processing and screening when it is received and when it is held in an inmate's property, this includes when mail is located either in their housing location or property bin.

Incoming non-privileged inmate mail will be delivered to the inmate electronically by staff members without unnecessary delay and is to be delivered to inmates Monday thru Friday. Exceptions include:

- Weekends and holidays;
- When the mail would present a threat to personal safety or jail security, order, discipline, control, or other legitimate jail interests;
- When the mail must be held for investigation; or
- When the mail is delivered to the wrong facility.

Incoming mail not properly addressed to the inmate or not conforming to set standards will not be delivered to an inmate and shall be returned to sender. All incoming non-privileged mail and outgoing non-privileged mail will be monitored. Incoming mail addressed to an inmate no longer in custody at the facility will be returned to the sender.

No inmate to inmate mail is allowed. Special considerations may be allowed by the Corrections Division Commander based on compelling requests and circumstances.

Incoming Privileged (Legal) Mail:

Inmates are permitted to receive sealed letters from a specified group of persons and organizations, such as courts, counsel, officials of the confining authority, state and local chief executives, administrators of grievance systems, and members of the paroling authority. Privileged mail will be delivered to an inmate as soon as reasonably possible, and typically no longer than 24 hours (excluding weekends and holidays) after receipt by staff members.

All incoming privileged mail will be labeled as such "LEGAL MAIL or PRIVILEGED". This incoming mail must have the sender/law firm's address and attorney's name legible in the upper left-hand corner. Privileged mail to inmates from this specified group of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing, or in circumstances which may indicate contamination. Questionable mail which is marked as privileged or legal mail will be confirmed by a Corrections Supervisor in the presence of an inmate unless exigent circumstances exist. If the mail clerk cannot verify the validity of the legal mail, the front of the envelope will be photocopied. After the privileged mail is opened in front of the inmate, the inmate will receive only the photo copy, not the envelope. There have been many attempts by outside correspondents to use privileged mail as a disguise to hide and conceal contraband. If contraband is found in incoming privileged mail, the attempt to violate jail security may result in potential criminal action to the sender and the inmate if the act is a violation of criminal law.

Jail staff may inspect privileged mail for contraband during safety and security inspections of the inmate's living areas. The inspection will be cursory and only for the intent to discover hidden items of contraband.

Outgoing Mail:

All outgoing mail will be collected by night shift Sunday – Thursday before the final lock down of inmates for the night. This will allow the delivery of the mail to the U.S.P.S. Monday – Friday, and allow a reasonable amount of time for the screening of non-privileged mail.

All outgoing non-privileged mail shall be delivered to the U.S.P.S. on the day that it is received, excluding weekends and holidays. Exceptions include:

- Mail received from inmates after the close of normal business hours or at the nightly mail pick up should be posted the next day.
- Mail received from an inmate on weekends or holidays should be posted the following business day (Monday – Friday); or
- May be held for investigation of a violation of law or jail regulations

Outgoing non-privileged mail will not be sealed by inmate prior to the delivery to staff. Sealed outgoing non-privileged mail will not be accepted by staff members. Once an unsealed piece of non-privileged mail is received, staff can read and inspect the mail to determine if the letter contains a safety or security related concern.

The jail may limit correspondents based on safety and security concerns, however, no specific approved list of correspondents is maintained. Inmate to inmate correspondence, regardless of correctional institution location, is prohibited. The jail commander may consider compelling request for exceptions, not limited to such situations as a death in an inmate's family, major medical issues and/or natural catastrophes.

There are no limits on the volume of mail inmates may send, and are received daily by staff members, although inmate to inmate correspondence and kiting are prohibited. There are however limits on how much paperwork, including mail that can be stored in an inmate's cell. The impact of accumulated property in cells increases the risk of theft, gambling, inmate conflicts, clutter, storage problems, fire hazards, and potential sanitation problems.

All outgoing inmate mail should contain a proper return address stating the inmate's name, inmate number and inmate mailing address of the Shelby County Jail. All outgoing mail must also have the proper postage and complete mailing address or it will be returned to the inmate. This information will be verified by the officer collecting mail from inmates.

All outgoing inmate mail will be clearly stamped and identified as being correspondence sent from an inmate at the Shelby County Jail. All written correspondence which jail officials reasonably believe would jeopardize the safety, security, order, discipline, or treatment interest of the jai are prohibited and will not be delivered.

It is permissible for inmates to seal privileged outgoing mail and deliver to staff members at the designated time. Full inspection of outgoing privileged mail can occur when reasonable suspicion exists and it is necessary to determine if the letter contains anything that could be seen as a threat to the facility security or rule violation, escape plans, blackmail, extortion, kiting, threats of violence, and furtherance of a crime or included coded messages. Jail staff will also reasonably inspect the mailing address on the outside of the envelope on all outgoing privileged mail to determine if is legitimately being sent to a qualifying privileged entity. Mail which cannot be verified will be temporarily held for further investigation and inmates who are discovered sending non-privileged mail labeled as privileged mail will be subject to administrative sanctions.

Rejection of Mail

If a piece of incoming mail is rejected, you will be notified. If you wish to appeal the rejection of a letter or package, or any other issue with inmate correspondence, inmates must submit a request to appeal by completing a grievance on the dorm kiosk, or written grievance if a kiosk isn't available. The grievance must be submitted to the Jail Administration within 48 hours of receiving the rejection notice.

Electronic Correspondence (Emails)

Inmates have the option to send and receive emails through the contracted commissary provider. The use of emails is an elective alternative to written correspondence. There is a cost associated with all emails which is similar to that of a postage stamp and related materials. The use of emails is considered a privilege and may be restricted due to disciplinary sanctions, by the company providing the service or by jail staff to further the safety and security of the jail. All emails, both incoming and outgoing are subject to review and inspection by jail staff. Photos which are received through email must first be approved by jail staff before being received by inmates.

Some emails and photographs included in emails may be rejected because of a reasonable penological interest of the jail; typical items that will be rejected include anything containing violent or disruptive content, pornographic content, nude or partially nude photographs, gambling related material, or any content deemed to generally disrupt the safety and security of the jail. **Inmate to Inmate Email Correspondence is not accepted.**

Inmates who are released and booked back in will not have access to their emails/correspondence from previous incarcerations.

24. INMATE USE OF THE TELEPHONES:

Upon admittance, you are permitted to use the telephone to obtain counsel and/or to notify your family or arrange for bond. Belligerent or severely intoxicated inmates will not be allowed to use the phone until they are better able to do so.

All general population cellblocks contain telephones. Disciplinary blocks do not. These are "collect only" telephones. Phone time can also be prepaid or purchased through the current phone provider for the Shelby County Jail. The person you call must agree to accept and pay for the call, if it is not prepaid. Three-way calling is not permitted. **Phones are programmed to turn on at 8:00 a.m. and off at 10:00 p.m. Phones may be delayed coming on or may be turned off without notice for security/sanitation reasons.** Phones will again be turned on when the security/sanitation issue has been resolved.

Inmate's friends and family members may purchase prepaid phone services using kiosks located in the lobby at the Shelby County Sheriff's Office, or by calling 1(800) 943-2189 or 1(800) 382-2887, through NCIC Customer Service. Friends and family may also purchase the ability to leave messages for inmates by calling NCIC Customer Service at the aforementioned number.

Inmates may purchase phone time from their commissary account by using the dorm kiosk.

Phones are cut off each day for meal service. The times are listed below:

Breakfast: 4:46 a.m. until 7:00 a.m.

Lunch: 11:31 a.m. until 12:30 p.m.

Dinner: 4:31 p.m. until 7:00 p.m.

Inmates are solely responsible for keeping any phone PIN private. Inmates are not authorized to share PINs. **Neither the Shelby County Jail nor the current phone provider for the Shelby County Jail is responsible for other inmates using another inmate's PIN.** If an inmate believes their PIN has been lost or stolen, report it immediately to correctional staff.

Telephone calls, other than those permitted at the time of initial entry into the jail, are a privilege and not a right and will be given to those inmates who have earned them through cooperation with the facility personnel in conforming to the prescribed Rules and Regulations of the Shelby County Jail.

Hearing impaired inmates will be provided the use of equipment to make phone calls in a designated area. A reasonable amount of calls can be made at the discretion of the Shift Supervisor.

If privileged telephone communications is needed the inmate should submit the detailed information to the jail staff. Staff will then verify the request and ensure that the privileged communications are not recorded. Details provided must include phone number and name of party to which you want to reach.

Inmates will not be allowed incoming phone calls and general messages will not be taken for an inmate by facility personnel. See above for information regarding the purchase of inmate messages by friends and family members. Emergency messages will be taken and passed along to the inmate. Emergency messages will include a recent death in the family, a family member in a serious accident or a family member who has taken seriously ill. Jail personnel will inquire from the caller as to the exact nature of the emergency and, in some cases, may verify it through other sources.

Inmates may request emergency phone calls from the jail phones by submitting an Inmate General Request via the dorm kiosk. All long distance phone calls must be collect. Calls cannot be billed to a third party number.

Inmates will not call this jail's offices, either directly or via a third party. Noncompliance will result in disciplinary sanctions.

ALL PERSONAL PHONE CALLS SUBJECT TO MONITORING AND RECORDING

Instructions for Phone Use and Commissary Orders Buy Phone Time from Commissary

- For English Press 1; For Spanish Press 2,
- To place call, Press 1; To report Crime Tip Press 2; PREA Press 3,
- Enter your resident ID number,
- Enter your PIN number,
- Prepaid destination or collect call, Press 1,

- Prepaid call, Press 2; To hear messages, Press 4; To place commissary order, Press 7; For Customer Service, Press 9.

3 way calls are subject to being disconnected

For Customer Service regarding your prepaid telephone account, have your family call 1-800-943-2189 or visit www.ncic.com

25. HAIRCUTS AND FACIAL HAIR:

Haircuts will be given according to the posted schedule. The Shelby County Jail does not place a specific restriction on hair or beard length, however, each inmate is required to maintain cleanliness and grooming standards. Some work assignments, such as in the kitchen, requires a certain grooming standard to ensure all health and sanitation standards are met. If an inmate is denied a certain work assignment due to their hair or beard length, other assignments to which that inmate qualifies for will be considered. Should any inmate's grooming practice, or lack of, become a safety and security issue, the jail will take reasonable measures to address the concern. If the inmate's grooming standards are related to religious beliefs, the jail will address the concern using the least restrictive means. The Shelby County Jail will take additional photographs of all inmates who alter their general appearance by changing their hair or beard lengths.

26. RELIGIOUS SERVICES:

Inmates incarcerated in the Shelby County Jail will have access to clergy members and others involved in the tenants of their faith. These include priests, chaplains or volunteer clergy members.

Each inmate will be allowed one thirty-minute video visit per week with a clergy member or lay person associated with their religion during attorney visitation hours, and other times as approved. The visiting person must provide some type of verification that they are associated with a legitimate religious practice. The visiting person must not be related to the inmate, and must use the visit for its intended purpose.

Volunteer jail chaplains will also visit the jail for spiritual guidance and counseling. They are also able to contact your local minister and family regarding emergency situations. They distribute religious literature and conduct services. Attendance and participation is voluntary. For inmates in general population, worship services can take place at any time in your assigned day room area if you are not locked down, or in the recreation area during recreation. Inmates who are housed in Segregation, Medical or Booking may be visited by volunteer jail chaplains at any time that they are on-site.

Religious Fasts

- Religious fasts shall be allowed, provided the fast does not pose a health risk to the inmate
- Inmates choosing to observe a religious fast shall provide written notification to the Classification Unit (30) days prior to the intended fast
- Days and the estimated meals they intend to miss shall be identified
- Fasts requests extending beyond three consecutive meals shall require notification to Medical Staff

- The Classification Officer shall advise the Kitchen Manager of all meals an inmate intends to miss within 10 days of approving a fasting request

27. INMATE MARRIAGE:

The Shelby County Jail recognizes that, according to the United States Supreme Court, marriage, regardless if it is between a man and a woman or couples of the same sex, is a fundamental right that is not extinguished as a result of incarceration. Although affirmed by the United States Supreme Court, the right to marry, like many other rights, is subject to restrictions as a result of incarceration. An inmate will not be permitted to wed another inmate.

Application

If an inmate desires to wed a non-incarcerated individual, the following procedures will be followed:

- Using the kiosk located in the housing units, an inmate who wishes to wed must first submit a request expressing their desire to wed along with the name of their non-incarcerated intended spouse.
- Simultaneous with the request from the inmate, the non-incarcerated intended spouse must obtain a valid Alabama marriage license from the Probate Courts and hand-deliver a copy of the license to the Shelby County Jail Administration Office Monday – Friday between the hours of 8:00 a.m. – 4:30 p.m.
- Upon delivery of the valid Alabama marriage license, the non-incarcerated intended spouse of the inmate will complete a background authorization form. The approval process will not begin until both the marriage license and background authorization forms are completed and submitted to jail administration.
- A jail supervisor will be appointed to conduct the approval process and at the conclusion of the process will provide a written response to the inmate advising if the request to wed has been approved or denied.
- If the appointed supervisor denies the request, the specific reason(s) will be communicated to support the decision. The inmate will then have the right to appeal the decision utilizing the inmate grievance system.
- If the ceremony is approved, the appointed supervisors will respond to the inmate's request in writing.

*Federal inmates will not be permitted to wed without the express authorization of the appropriate Federal agency. The U.S. Marshals may be contacted to gain the authorization.

Ceremony

The approved marriage ceremony will be scheduled by Shelby County Jail Administration in a suitable non-contact room within the jail. There will be absolutely no physical contact between the inmate and his/her intended spouse for the ceremony. All applicable jail rules will be applied relative to the location that is selected for the ceremony. Anyone who enters the secure areas of the facility is subject to a criminal background check and pat-down search prior to entry. All Shelby County Jail rules related to visitors and guests will apply and will be strictly enforced.

Participants to the ceremony will be limited to the inmate, his/her intended spouse, and a minister or official that has been asked to solemnize the wedding. No family or witnesses will be allowed into any secure area of the jail. An officer will remain present with the inmate during the ceremony.

As soon as the minister or wedding official has completed the ceremony, all parties must exit the secure area of the jail and the inmate will immediately return to his/her housing location. The inmate and his/her

spouse are not permitted any time to socially interact. Inmates are never permitted to have conjugal visits while incarcerated in the Shelby County Jail.

28. INMATE WELFARE:

The management and control of the Shelby County Jail is vested in the Sheriff of Shelby County and his staff. Therefore, "Kangaroo Courts," and other inmate organizations under the management and control of the inmates is **STRICTLY PROHIBITED**.

Inmates are strongly encouraged to report inmate sexual abuse and any criminal activity or rule violation activity to staff immediately. See Sections 35 & 36 for more information.

29. PERSONAL PROPERTY:

Your property will be stored for you until your release or transfer from this jail. Items that you may keep in your possession are:

- a. 6 pair of white socks
- b. 6 plain white undershirts (no pockets)
- c. 6 plain white under shorts (briefs or boxers, no thongs)
- d. 3 bras (white) (females) (no under wire)
- e. 2 pair of commissary purchased shoes
- f. Correspondence: Total of all paperwork must not exceed a thickness of two (2) inches (this includes legal and personal correspondence)
- g. Prescription/reading eyeglasses or contact lenses
- h. Wedding ring (Band only, no stones)
- i. 5 Personal photographs, no larger than 4x6 (no explicit or suggestive pictures)

Prior to leaving this jail – it will be your responsibility to ensure that all of your personal property has been returned to you. Property that is abandoned will be disposed of fifteen (15) days from the date of your release.

30. COURT ATTIRE:

Each inmate is responsible for his or her own appropriate court attire. The jail issued uniform is the only acceptable clothing for court. Uniforms will be worn the correct way. **Civilian attire may be worn for jury trials only.** Trial clothes will be accepted only when an inmate's case has been called for trial by the judge and it is set to begin. The inmate's attorney or family member may bring civilian clothing to this jail for the inmate to wear during his/her jury trial. All court clothes must be picked up within fifteen (15) days after the jury verdict has been announced or a plea has been entered. All court clothes not picked up in fifteen days will be donated to a recognized charity. Court clothes will consist of the following:

- a. One dress or pants suit (women)
- b. One suit or one pair of trousers and one shirt (men)
- c. One tie
- d. One pair of shoes
- e. One small belt

31. MEDICAL CARE:

All inmates will receive a medical screening at the time of booking. A baseline history and physical will be conducted by medical staff within 14 days of booking. It is the inmate's responsibility to make the booking officer and medical staff aware of any medical conditions that may require treatment, any substance that he/she may withdraw from, and any medications that he/she is currently taking. The medical screenings are reviewed by medical staff to determine the level of care necessary for each inmate during his/her incarceration. Refusal to cooperate

with the medical staff may result in medical observation. There is a nurse either on duty or on-call at all times. All requests for medical, dental, and mental health services will be initiated through the kiosk. If the kiosk is unavailable due to technical or maintenance issues, paper forms will be provided. Paper versions of sick calls and mental health request forms will be available during pill call, and completed forms will be accepted at the following evening pill call. The proper way to obtain medical attention is outlined below:

Emergent Care: If you are experiencing an emergency, contact a correctional officer and he/she will arrange for help. If you declare a medical emergency that must be seen outside of the sick call process, you will be charged a fee for an emergency visit and for each new medication prescribed in relation to the emergency visit. If you require an offsite visit to the emergency room, you will be charged a transport fee as well.

Routine Care: For non-emergent medical attention, including dental needs, place a sick call request in the kiosk. You must explain your reason for requesting care. You may also use this process for requesting information such as lab results, etc. You must exhaust the sick call process before filing a medical grievance. You will be charged a sick call fee if you are seen by medical staff and for each new medication prescribed in relation to the sick call visit.

Mental Health Care: You will place a request for Mental Health services through the kiosk, it is required that you fill out this form as completely as possible. If you are requesting mental health services you will be charged a Mental Health fee and for each new medication prescribed in relation to the mental health visit. If corrections staff or medical staff refer you to mental health, you will not be charged a fee. Mental health staff will determine if follow-up visits are required, regardless if the first visit was referred by corrections staff, medical staff, or initiated by the inmate. Subsequent follow-up visits during the same incarceration will not be charged additional fees to see mental health.

Co-pay Policy for medical, dental, and mental health services at the Shelby County Jail are as follows:

- A. Co-pays for medical services from the nurse, doctor, dentist, mental health services, lab work/X-rays, and medications will be charged to the inmate's account.
- B. All inmates will receive the same level of medical, dental, and mental health care regardless of their ability to pay.
- C. If the inmate has insufficient funds to cover the co-pay, the inmate's account will be debited as money is placed into their account. If an inmate leaves the jail with a negative balance and returns at some later date, the negative balance may carry over and the inmate's account will be debited as he/she receives money on his/her account.
- D. When an inmate is seen for medical, dental, or a mental health services, the inmate will be assessed/charged a co-payment fee (fee schedule outlined below.) A prescription fee will be charged for each medication prescribed (including over-the-counter medications.)
- E. Once the inmate is seen, the medical staff will submit the charges for services provided, to be debited from the inmate's account.
- F. Medical services not subject to co-pay include, but are not limited to: medical clearance for work detail, routine blood pressure monitoring, TB skin test, or blood sugar monitoring. There will be no charge for lab work, X-rays, and EKG's initiated by medical staff in relation to Chronic Care Clinic.

Summary of Medical Co-pays:

- A. Sick Call Visit- \$5.00
- B. Emergent Care Visit- \$10.00
- C. Doctor Visit- \$10.00
- D. Dentist Visit- \$10.00
- E. Mental Health Visit- \$5.00
- F. Lab/X-ray (each)- \$5.00
- G. Prescription (each)- \$3.00
- H. Transport for Offsite Services- \$25.00

*Co-pays will be collected based on the inmate's commissary balance. 75% of the co-pay will be collected at the time of service (if funds are available) and 25% of the remaining debt will be deducted from future deposits until the debt is paid in full.

*Co-pays apply to **ALL** inmates.

32. COPYING SERVICES:

Inmates may request reproductions or "copying" of their legal documents. Inmates are subject to a copying fee charged at the rate of 10¢ per page. Funds for copying services will be deducted from the inmate's account. No copying will be done for personal papers. Indigent inmates can still receive copies, however, their account will be debited similar to a medical co-pay.

All Jail records, including medical records, inmate files, requests, grievances and inmate phone records are the property of the Shelby County Sheriff's Office. Requests for copies of these records by inmates will be denied unless ordered by a subpoena or court order. Inmates who want records from the kiosk will have to copy it down. These records typically remain accessible on the kiosk for at least 30 days.

33. COURT APPEARANCES:

The Shelby County Sheriff's Office Transport Unit will transport you to the Shelby County District or Circuit Court system, or federal court in which you are required to attend. Municipal inmates will be transported to that court by the appropriate agency. However, there are various court dates where your presence will not be required. If the Judge, District Attorney or your attorney tells us not to bring you to court, you will not be transported to court. Therefore, you may have some court dates come and go without an appearance by you.

While in Court, you are expected to remain quiet unless spoken to by court personnel. Talking among other inmates is not permitted. You will also not be allowed to visit with family or friends while in court.

If you bring anything back from court, other than legal papers from the court or your attorney, it will be considered contraband.

34. INMATE GRIEVANCE / REQUEST PROCEDURES:

INMATE GRIEVANCES

The Shelby County Jail has elected to have an inmate grievance system so that issues related to the inmate population can be quickly addressed if possible. Inmates have no constitutional entitlement to a grievance system however, by providing a structured process for you to address your concerns we believe this can be benefit both the jail and the inmate. The first thing an inmate must do if they have a grievable matter is to try and informally resolve the matter at the lowest level with a staff member, preferably in person, or through a submitted request. If the matter isn't resolved, inmates must use this Inmate Grievance procedure for ALL types of grievances, including the types listed below. Grievances are quite different than requests and generally refer to more serious situations or complaints rather than a request for information, an appeal hearing or to notify staff of minor maintenance problems. The ability for an inmate to file a formal Inmate Grievance is available on the dorm kiosks. Inmates should be as specific as possible when filing a grievance and must detail their previous attempts to resolve the issue. If a grievance is a true emergency, it is incumbent upon the inmate to make staff aware immediately. If the kiosk is unavailable, an inmate may request a grievance form from an officer at any time. Note that grievance appeals are also available through the dorm kiosk.

1. General Grievance – defined as an inmate's belief that excessive, unnecessary or discriminatory behavior by a Corrections Staff member, a contracted staff member or volunteer has occurred.
2. Jail Grievance – defined as a complaint about the physical plant or the physical plant workings of the jail. A jail grievance can be filed to report a maintenance emergency or a maintenance issue that was not resolved through the informal process of contacting corrections staff or by first completing an Inmate Request Form.
3. Policy or Procedure Grievance – defined as a complaint with a specific policy or procedure used at the jail. It also includes an inmate's belief that excessive, unnecessary discriminatory actions and practices have occurred as a result of a policy or procedure of the Shelby County Jail.
4. Administrative – defined as an inmate's inability to receive an answer to a properly submitted Inmate Request Form.
5. Medical – defined as a disagreement with an inmate's current medical treatment or lack of treatment by contracted Medical Staff. A grievance may exist if you believe that excessive, unnecessary or discriminatory action or inaction by the Medical Staff has occurred. All medical related grievances are referred to the medical supervisor. If an inmate appeals, the matter is sent to the Medical Director for review. Jail Administration will review all medical related grievances but will not make decisions which are most appropriate for medical professionals.

INMATE GENERAL REQUEST

An Inmate General Request is to be submitted by an inmate for ALL generic types of requests and to attempt to informally resolve an issue. Inmate requests can be completed on the dorm kiosk when available. Inmates who do not have access to a kiosk can request access or a written form from an officer.

INMATE ACCOUNT INQUIRY

If an inmate requests information regarding his or her inmate account (books), he or she shall complete the request using the "Inmate Account Inquiry" function on the dorm kiosk. Inmates who do not have access to a kiosk can request access or a written form from an officer.

SICK CALL REQUEST

A Sick Call Request Form is to be used by an inmate to request medical attention regarding a sickness, injury or medications. Sick call requests should be made using the dorm kiosk. Emergency matters should be immediately brought to the attention of an officer or medical staff member (covered within the Medical portion of this handbook- Section 31). If an inmate does not have access to a kiosk, he or she must ask an officer or medical staff for a paper form.

WORK DETAIL REQUEST

If an inmate wants to request to be assigned to the inmate worker block, completion of the "Work Detail Request" form on the kiosk is required. Inmates who do not have access to a kiosk can request access or a written form from an officer.

LIBRARY REQUEST

Requests for a book from the public library shall be made using the "Library Request" form on the kiosk. Supplies may be limited at the public library so requests may not always be fulfilled.

MENTAL HEALTH REQUEST

Inmates who want to request to see Mental Health should complete the "Mental Health Request" form on the dorm kiosk. If the request is an emergency, the inmate must make an officer aware of the request. If an inmate does not have access to a kiosk, he or she must ask an officer or medical staff for a paper form.

DISCIPLINARY HEARING APPEAL REQUEST

Inmates who want to request an appeal to their disciplinary hearing decision should use the "Disciplinary Hearing Appeal Request" function on the kiosk. Appeal requests must be made within 72 hours of the decision by the hearing officer. Inmates who do not have access to a kiosk can request access or a written form from an officer. The inmate due process and appeal process related to disciplinary actions are also detailed in this inmate handbook. It includes time limitations for appeal and the appeal process.

CLASSIFICATION & HOUSING REQUEST

Classification requests should be submitted using the "Classification & Housing Request" function on the dorm kiosk.

MAINTENANCE REQUEST

To report a maintenance problem within a housing area, an inmate can use the "Maintenance Request" function on the dorm kiosk. If there is an emergent matter, inmates must also contact corrections staff as soon as possible.

GENERAL GUIDELINES FOR REQUESTS & GRIEVANCES

Inmates must follow these rules when submitting an Inmate Grievance or Request:

- All requests or grievances should be completed and submitted as soon as possible after the occurrence of any specific event.

- Do not send more than one grievance or request addressing the same issue unless an emergency exists.
- Limit the issue you want to have addressed to one issue per form or kiosk entry, clearly stating the nature of your request so that your form is routed to the appropriate person.
- Requests on the behalf of other inmates are not acknowledged unless a true emergency exists or it involves a PREA (Prison Rape Elimination Act) related request or submittal of information.
- Forms or requests containing unnecessary profanity are not acknowledged.
- Requests and grievances should be received from individual inmates, not from an entire block.

INMATE GRIEVANCE APPEAL:

If an inmate has a disagreement with the answer of a properly submitted Inmate Grievance he or she may appeal to the next highest level available within five days. If a sergeant answered your grievance, you may appeal to a lieutenant. If a lieutenant answered your grievance, you may appeal to the Assistant Division Commander. After that, the Captain will be the last level of appeal. Inmates have five days to submit an appeal after the receipt of each answer of the grievance process. Limitations for appealing disciplinary actions may vary from this and will be based on the Inmate Disciplinary policy. Decisions made by the Captain are final and not subject to further appeal within the Sheriff's Office. Medical related grievances are referred to the contract medical supervisor. Any appeals will be referred to the Medical Director. Jail Administration will review all medical related grievances but will not make decisions which are most appropriate for medical professionals.

35. PREA COMPLIANCE (Prison Rape Elimination Act):

It is the policy of the Shelby County Jail to prevent, detect and respond to any allegation of inmate sexual abuse. Report any act of inmate sexual abuse IMMEDIATELY to a corrections officer as this is the preferred method. Other ways to report inmate sexual abuse are:

1. Use any inmate phone and immediately report any inmate sexual abuse by following the instructions below to make a PREA Call.
2. Submit a General Request form on the dorm kiosk immediately.

Any inmate who alleges any abuse or harassment may submit a grievance without submitting it to a staff member who is the subject of the complaint, and such grievance will not be referred to a staff member who is the subject of the complaint. Grievances of an emergency nature will be dealt with on a more expedient time frame according to the nature of the situation and the shift supervisor will be notified. These grievances can be initiated and turned in by any inmate, at any time, for any type of mistreatment or abuse by jail personnel or other inmates without fear of retribution.

3. Report inmate sexual abuse or harassment to medical staff, volunteer jail minister, or any contracted employee of the Shelby County Jail.

36. REPORTING CRIME TIPS OR JAIL VIOLATIONS-

Inmates can report any crime tips, assaults, jail violations and any other reasonable information to the Inmate CRIMETIP line by utilizing any inmate phone and following the below instructions. Inmates are encouraged to report any serious information immediately to an officer.

LIST OF PROHIBITED ACTS

Charge Description	Level of Offense	Day Range
Section I – Assaults		
1-1 Armed Assaults or Attempts	Major	20 - 30
1-2 Unarmed Assaults or Attempts	Major	20 - 30
1-3 Verbal or Written Threats	Minor	3 - 10
1-4 Verbal or Written Threats Against Officials, Employees, or Other Persons of Constitutional Authority	Major	20 - 30
1-5 Verbal Disrespect to Officials, Employees or Other Persons of Constitutional Authority	Minor	3 - 10
1-6 Sexual Assault on an Inmate	Major	20 - 30
1-7 Sexual Assault on an Officer or Other Employee	Major	20 - 30
1-8 Assaults or Attempts on an Officer or Other Employee	Major	20 - 30
Section II – Riots, Mutinous Acts and Disturbances		
2-1 Participating in Riots, Strikes, Mutinous Acts or Disturbances	Major	20 - 30
2-2 Inciting or Attempting to Incite Riots, Strikes, Mutinous Acts or Disturbances (conveying any Inflammatory, riotous or mutinous communication by word of mouth, in writing or by sign, symbol or gesture)	Major	20 - 30
2-3 Participating in, inciting a Minor Disturbance (minor disturbances are defined as a disturbance which goes beyond the point of a fight or similar incident but does not result in personal injury or property damage that is appreciable)	Major	20 - 30
2-4 Fighting	Major	20 - 30
Section III – Contraband (Any article not sold in the canteen, issued by the jail or for which the inmate does not have written authorization from the jail)		
3-1 Possession of Weapons, Ammunition or Explosives	Major	20 - 30
3-2 Possession of Escape Paraphernalia	Major	20 - 30
3-3 Possession of Narcotics, Unauthorized Drugs, Drug Paraphernalia or Unauthorized Beverages	Major	20 - 30
3-4 Trafficking in Drugs, Tobacco or Unauthorized Beverages	Major	20 - 30
3-5 Manufacture of Drugs or Unauthorized Beverages	Major	20 - 30
3-6 Possession of Aromatic Stimulants or Depressants such as Paint Thinner, Glue, etc.	Minor	3 - 10
3-7 Possession of Negotiable Item (cash, checks, money orders, credit cards, or any other negotiable item which is not authorized)	Minor	2 - 5
3-8 Possession of Unauthorized Identification (Drivers license, social security card, etc.)	Minor	2 - 5
3-9 Possession of Unauthorized Clothing or Linens (County or Personal)	Minor	2 - 5
3-10 Possession of Stolen Property (County or Personal)	Minor	2 - 5

Charge Description	Level of Offense	Day Range
Section III – Contraband (Any article not sold in the canteen, issued by the jail or for which the inmate does not have written authorization from the jail (cont.))		
3-11 Possession of Miscellaneous Contraband (by above definition, but not specifically listed above)	Minor	2 - 5
3-12 Introduction of any Contraband	Minor	10 - 30
3-13 Distribution of any Contraband	Minor	10 - 30
3-14 Possession of Tobacco	Minor	3 - 10
3-15 Possession of any Smoking Item	Minor	5 - 10
Section IV - Unauthorized Area		
4-1 Escape or Attempts	Major	20 - 30
4-2 Unauthorized absence from Assigned Area (housing, job or any other assigned or designated area to which an inmate has been ordered to go or at which an inmate has been ordered to remain)	Minor	5 - 15
4-3 Being in an Unauthorized Area (housing, job Recreation, visiting or any other area where an inmate is not authorized to be)	Minor	5 - 10
Section V – Count Procedure Violation		
5-1 Missing Count	Minor	3 - 10
5-2 Failure to Comply with Count Procedures	Minor	2 - 5
Section VI – Disobeying Orders		
6-1 Disobeying Verbal or Written Order (any order given to an inmate or inmates by staff member or other authorized person)	Minor	3 - 10
6-2 Disobeying Institutional Regulations	Minor	2 - 5
6-3 Possession of Another Inmate’s Identification	Minor	3 - 10
6-4 Altering/Destroying Inmate Identification	Minor	3 - 10
6-5 Failing to wear Jail Clothing as ordered by Jail Staff	Minor	2 - 5
Section VII – Destruction, Misuse or Waste of Property		
7-1 Destruction of County Property or Property belonging to another	Minor	5 - 20
7-2 Possession of Destroyed or Altered County Property	Minor	5 - 20
7-3 Altering or Defacing County Property or Property belonging to another	Minor	5 - 20
7-4 Destruction of County Property or Property belonging to another due to gross negligence	Minor	2 - 5
7-5 Misuse of County Property or Property belonging to another (used for purpose other than the intended purpose)	Minor	2 – 5
7-6 Willful Wasting of County Property or Property belonging to another (any waste of edible or usable property)	Minor	2 - 5
7-7 Arson or Attempts	Major	20 - 30
7-8 Tampering with or Blocking any Locking Device, Cell Door or Food Opening	Major	20 - 30
Section VIII – Hygiene/Sanitation		
8-1 Failure to maintain Personal Hygiene or Appearance	Minor	2 - 5
8-2 Failure to maintain proper sanitation of Housing Area	Minor	2 - 5

	Charge Description	Level of Offense	Day Range
Section IX – Miscellaneous			
9-1	Obscene or Profane Act, Gesture or Statement (Oral, Written or Signified)	Minor	3 - 10
9-2	Bribery or Attempts	Minor	3 - 10
9-3	Burglary or Attempts	Major	20 - 30
9-4	Attempt, Attempting to Conspire or Conspiracy with others to commit an Act which is Prohibited	Minor	3 - 10
9-5	Theft of Property Less than \$50 value	Minor	3 - 10
9-6	Bartering with Others	Minor	2 - 5
9-7	Sex Acts	Major	20 - 30
9-8	Sexual Harassment (against any person)	Major	20 - 30
9-9	Unauthorized Physical Contact	Minor	3 - 10
9-10	Intoxication or Consumption of Intoxicants	Minor	3 - 10
9-11	Tattooing, Self-Mutilation or Alteration of Identification	Minor	2 - 5
9-12	Lying to Staff Members or Others in Official Capacity	Minor	2 - 5
9-13	Feigning Illness or Malingering as determined by a Physician or other Medical Authority	Minor	2 - 5
9-14	Gambling or Possession of Gambling Paraphernalia	Minor	2 - 5
9-15	Mail Procedure Violations	Minor	3 - 10
9-16	Visitation Procedure Violations	Minor	3 - 10
9-17	Refusing to Work	Minor	5 - 20
9-18	Disorderly Conduct	Minor	3 - 10
9-19	Horse Playing	Minor	3 - 10
9-20	Presenting False Testimony before the Disciplinary Review Board	Minor	5 - 20
9-21	Extortion or Attempts	Major	20 - 30
9-22	Fraud or Attempts	Minor	3 - 10
9-23	Robbery	Major	20 - 30
9-24	Theft of Property more than \$50 Value	Major	20 - 30
9-25	Indecent Exposure	Major	20 - 30
9-26	Wearing a Disguise or Mask	Minor	3 - 10
9-27	Loaning of Property or Anything of Value for Profit or Increased Return	Minor	2 - 5
9-28	Failure to Perform Work as Instructed (Different from Refusing to Work)	Minor	2 - 5
9-29	Use of Tobacco Product	Minor	3 - 10
9-30	Improper Communication (Communicating Over Vents, Written Notes, Through Doors, Etc...)	Minor	2 - 5
9-31	Violation of Any Criminal Code Offense	Major	20 - 30
Section X – Court Appearances			
10-1	Unauthorized Talking	Minor	2 - 5
10-2	Improper communication (male/female)	Minor	2 - 5
10-3	Using Obscene Language	Minor	2 - 5
10-4	Making an Obscene Gesture	Minor	3 - 10
10-5	Threatening Court Personnel (Judge, D/A, Attorneys, etc.)	Major	20 - 30
10-6	Refusing to Keep Clothing in Neat Order	Minor	2 - 5
10-7	Returning to Jail with Contraband	Major	20 - 30
10-8	Fighting with anyone	Major	20 - 30
10-9	Littering (Throwing or Dropping Paper, etc)	Minor	2 - 5

Disciplinary Hearings & Inmate Appeal Process

The Shelby County Jail maintains a disciplinary hearing process which meets the due process requirements for correctional facilities as judged by the Supreme Court. The following explains the criterion which needs to be met to have a hearing. In addition, there is an explanation of how the hearing process is conducted at this facility.

If a minor infraction is committed an officer may choose to handle it informally or formally, depending upon the details of the infraction and behavioral record of the involved inmate(s). Informal sanctions can include some or a combination of the following: verbal warning and counseling, written warning, instructions to correction the violation with a follow-up, temporary television restriction, temporary restriction (up to 7 days per charge) of commissary, telephone and personal visits, punitive isolation not to exceed 48hrs or any other sanction which is no more severe than those listed. A hearing will not be conducted for informal sanctions. However, an inmate may make an appeal as to the informal sanctions. The appeal will be assigned to a supervisor to conduct a second review to only ensure that the proof standard (“some evidence”) is met.

Minor infractions may also be handled formally in order to correct the behavior when previous attempts through an informal process has failed, or to further the safety, security and good order of the jail through disciplinary confinement. Formal sanctions include notification to an inmate of the charge, and a hearing which is available between the 24hr mark and 48hr mark after the infraction has occurred.

If a major infraction is committed, it will be handled through the disciplinary process, referred for prosecution or both if applicable. Inmates will not be placed in disciplinary detention for more than 30 days for a single violation, and no more than 60 days for multiple violations unless approved by the Corrections Division Commander. Formal sanctions for major violations may include one or a combination of the following: disciplinary confinement, restriction of personal visits, restriction of recreation time, restriction of work privilege, loss of commissary privileges, food loaf if the violation is related to the misuse of food, restitution, and other punishments which do not qualify as cruel and unusual or in violation of the 8th Amendment.

Inmates charged with a major violation shall receive a due process hearing. The hearing will take place after the first 24hrs of the written notice and within 48hrs of the occurrence of the violation. Inmates who are released from disciplinary confinement due to these standards not being met may remain on administrative segregation if it is in the best interest of safety and security of this jail. An impartial disciplinary hearing officer (DHO), chosen by the jail administrator or his/her designee, will conduct a disciplinary hearing. If the disciplinary hearing is refused by the inmate, the hearing will be held without the inmate present.

Inmates shall be permitted to present documentary evidence and request witnesses to testify in defense of the alleged violation of rules, except that the hearing officer may refuse to hear a requested witness if:

- Permitting the witness to be called would jeopardize institutional security or the safety of the staff, other inmates, or the community;
- The testimony would not be relevant;
- The testimony would be cumulative;
- There is a lack of necessity;
- The request for a witness was not made in a timely fashion;
- Permitting the witness to be called would jeopardize the legitimate interests of the jail operation

As a general rule, inmates will not be permitted to confront accusers or cross-examine adverse witnesses. However, the hearing officer will only permit confrontation of the accuser(s) and cross-examination under specific circumstances.

Inmates are generally not entitled to representation by counsel at hearings. If there are criminal charges pending, the hearing officer will provide additional warnings. The accused inmate may request the assistance of a staff member to assist in preparing for the disciplinary hearing if necessary to be able to fully participate in the disciplinary hearing. Any person allowed to assist an inmate is not a surrogate lawyer, but is merely involved to ensure that the inmate understands the process, allegations and questions asked.

If the inmate suffers from mental illness or mental deficiency and it appears that he or she is not competent to fully understand the issues and will not be able to competently answer the charges, a staff member may assist an inmate to help ensure that the inmate understands the process, allegations and questions asked.

Inmates who cannot read or communicate in English well enough to defend against misconduct allegations may request an interpreter to assist. Inmates who are illiterate or who are defending very complex charges are entitled to assistance from a staff member or from a fellow inmate appointed by jail officials. An interpreter for non-English speaking inmates at disciplinary hearings if the punishments administered will amount to more than 10 days disciplinary confinement.

The Disciplinary Hearing Officer will make a decision without the inmate being present and will provide written findings to the inmate within three (3) days of the hearing. The written findings will include a statement by the Disciplinary Hearing Officer as to the verdict, the evidence relied on, the disciplinary action taken (privilege restrictions, disciplinary confinement) and the reasons for the guilty verdict.

Any inmate who is dissatisfied with the Disciplinary Hearing Officer's decision or the procedures of the hearing may make an appeal to supervisor at the next level (typically the Assistant Division Commander). Appeals must be submitted within three (3) days of the inmate's receipt of the Disciplinary Hearing Officer's written findings and must state what part of the disciplinary hearing is being appealed. The appeal MUST be filed on a Disciplinary Appeal on the provided electronic system. Appeals will be limited to the following claims: (1) that due process was not adequately followed, or (2) the hearing entity failed to meet the "some evidence standard" standard of proof, or (3) disciplinary sanctions were unconstitutionally harsh. Before the appeal is accepted, the inmate MUST state specifically why they are appealing and detail out their

reasoning and basis for the appeal. Failure of the inmate to file an appeal within three (3) days of a decision constitutes a waiver of the right to appeal.

The decision of the Assistant Division Commander may be appealed to the Division Commander within three days of receiving the Assistant Division Commander's decision. The Division Commander will review the documentation of the previous proceedings and findings to ensure procedural integrity and legal correctness. The scope of the appeal will be limited to the aforementioned types of claims. The inmate will receive a written response concerning the findings within three (3) days. The Division Commander may, at his discretion, forward his findings to the Major and/or Sheriff for further guidance but otherwise, will be the last step in the internal appeal process.

Keep in mind your jail record and disciplinary file is available for review by the courts and probation departments in assisting them in disposing of your case. If your misconduct violates Alabama or Federal Law, the act or incident could be referred to the District Attorney's Office for appropriate criminal procedures. Any disciplinary actions or behavioral problems may also be forwarded to the appropriate agency or facility to which you may be transferred.