

**ALABAMA**  
**DEPARTMENT OF CORRECTIONS**



**WOMEN'S SERVICES**  
**INMATE HANDBOOK**

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### *Women's Services Mission*

Committed professionals working together to provide a safe, healthy, and respectful environment and preparing women offenders for successful re-entry through gender-responsive programs and services.

### *Vision*

Positively influencing the lives of women offenders to create safer communities.

### *Core Values*

**Professionalism:**

We are committed to modeling attitudes and actions that promote excellence in our profession.

**Accountability:**

We are committed to transparency and responsibility in all our professional and public relations.

**Integrity:**

We are committed to honesty in actions, principles, and ethical behavior to promote positive outcomes for women offenders.

**Innovation:**

We are committed to the on-going discovery of new ideas and methods to develop and implement gender-responsive strategies.

**Respect:**

We are committed to promoting a positive culture for staff and offenders resulting in appreciation for others' abilities, qualities, and achievements.

**Change:**

We are committed to adaptability in order to work toward the mission and goals of women's services.

**Collaboration:**

We are committed to welcoming the respectful sharing of ideas and contributions from all perspectives through healthy and inclusive communication.



## **NUMBER 001: INTRODUCTION**

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This handbook is designed to serve as a guide for institutional living by explaining the information you need to know, including the rules, regulations, and policies of the Alabama Department of Corrections. Just as there are rules for people where they work and family rules, here are rules for inmates committed to the custody of the Alabama Department of Corrections. They are designed to help keep you and our staff safe. These rules and the information provided here apply to all women inmates regardless of the institution to which they are 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 and policies during orientation shortly after your arrival.

Also included in this handbook is information about various programs and services that are available to inmates while incarcerated, such as education, job training, substance abuse counseling, religious services, family visitation, 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. You are expected to maintain your copy of the handbook in your personal property, and please don't misplace or lose it. If you have a question that is not answered in this handbook, just ask your Classification Specialist or Social Service Caseworker and / or any officer or civilian staff to assist you.

## **NUMBER 002: RECEPTION PROCESS**

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Upon arriving or soon after arrival at the 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 a Classification Specialist who will make decisions about your initial custody level and living unit assignment based on the information they learn or know about you. If you do not speak English, or if you have trouble understanding what the staff are telling you or asking you due to a reading, hearing, sight or other disability, please let someone know. The facility ADA Coordinator will be available to assist with any reading, hearing, sight, or other disability. The institution can provide a translator or someone to assist you to be sure you understand everything being done and said. You will be asked a lot of questions. Some of these will be about your criminal history, any prior drug or alcohol abuse, education, prior employment, any prior abuse history, specific needs you may have, and other areas. It is important that you respond truthfully and completely in order to ensure that your needs are met while you are here. Any information given will be confidential and only those who need to know certain information about you will have access to it.

Your custody, housing unit assignment, and the programs you will participate in will be determined by your Classification Specialist and Social Service Caseworker. The CRB, or Central Review Board has final review and approval authority. The entire reception and classification process will generally be completed within two weeks after your arrival. Shortly after the initial classification process you will receive a "Time Sheet." Your time sheet shows how much time you have in your sentence and your projected release date. Also a Job Placement Board will assign you to an institutional job as your regular work assignment soon after you arrive.

## **NUMBER 003: INSTITUTIONAL CLASSIFICATION UNIT**

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Every inmate is assigned a Classification Specialist and a Social Service Caseworker. You may contact your Classification Specialist or Caseworker by request slip (available in dormitory) or by signing up for their Open House meetings. The Women's Risk Needs Assessment (WRNA) is the tool used to determine the treatment and housing needs of women inmates.

The facility will re-screen you for safety reasons within 30 days of your arrival (or earlier if needed) to be sure you are safe and to see if anything new has happened that might warrant a housing change. You will also receive a classification review at least once a year after that and your file will be reviewed every six months to determine if you are eligible for other changes in custody and placement. Other special reviews may be done based on a change in your status such as completion of drug treatment, ensuring transgender inmate safety, removal of detainers, or other safety issues arise.

**NUMBER 004: INSTITUTIONAL CORRECTIONS &  
SOCIAL SERVICE STAFF**

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The Warden is the head of the institution and the Warden's decisions and actions are based on the policies and procedures set by the Alabama Department of Corrections.

The Warden supervises everyone through a "chain of command." Under the Warden are other Wardens and Deputies, then Captains and Lieutenants, Shift Commanders, Sergeants, and Correctional Officers.

The Captain of Security is the supervisor of the correctional staff. He/she is available to answer your questions, advise you, and is interested in your progress, adjustment, safety, and welfare.

The Shift Commander supervises institutional activities during the shift. The Shift Commander is mainly concerned with security of institutional quarters and the operation of the shift, however he/she is also available to answer your questions, advise you, and is interested in your progress, adjustment, safety, and welfare.

Correctional Officers work under the direct supervision of the Shift Commander. Their job is to maintain a safe and secure institutional environment, to answer questions you have and assist you when you need help.

The Business Manager handles all inmate money and deposits and withdrawals from your account. Also, if it is necessary for you to have legal papers notarized, you may submit a request to the Business office for this service and they will help you.

If you have a problem, please talk to the on-duty Correctional Officer to try to resolve it. You may always go up the "chain of command" if you are not getting help. If through this process you still have a problem, you may then request an interview with the Warden or any of his staff by completing an Inmate Request Form. Questions about your security level, custody, housing unit assignment, time sheet or program, and questions about Work Release and the Supervised Re-Entry Program (SRP) should be directed to the Classification Specialist.

Mental health staff is available to assist inmates with emotional and behavioral concerns. We know that prison adjustment is hard for some inmates or that family or personal problems can cause people distress. Mental health staff provides counseling, groups, and workshops to help you in your personal and social adjustment. Mental health staff also administer psychological tests that allow them to learn more about you so that they can better meet your needs. If you need to speak to mental health staff, just fill out an Inmate Request Slip (available in the dormitories) and place it in the Mental Health Box located outside of Dormitory I. If you are concerned that medical or mental health are not addressing your healthcare needs, you can always write the warden to express your concerns.

The ADOC Chaplain (or volunteer clergy) is 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. If you have a specific religious need, you may contact the Chaplain's Office by Inmate Request Slip.

Re-entry planning begins upon an inmate's arrival at intake. Social Service Caseworkers will explain the programming you need to participate in that will help you transition back to the community when your time of incarceration is complete. Each institution has been assigned a Re-entry Coordinator to assist you through this process.

## NUMBER 005: CUSTODY CLASSIFICATIONS

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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. The WRNA tool is utilized by Classification to determine the appropriate custody level for women inmates.

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

1. **Close Custody** - Close custody is the most restrictive custody level and is reserved for sentence-specific inmates (for example, death penalty) and disciplinary segregation. 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 have demonstrated less severe behavioral problems. Inmates in this category are considered to be suitable for participation in formalized institutional treatment programs, work assignments or other activities within the confines of the facility.
3. **Minimum Custody** - Minimum custody is the lowest custody designation an inmate can receive. Minimum custody inmates are those who conform to ADOC rules and regulations, or those who enter ADOC and meet the criteria for immediate placement into minimum custody.

Minimum Custody includes the following:

- **Minimum-In** - Minimum-In custody is appropriate for inmates who do not pose a significant risk to self or others. Work assignments must be on ADOC 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 appropriate for inmates who do not pose a significant risk to self or others and are suitable to be assigned to off ADOC property work details without direct supervision of correctional officers. Most Minimum-Out custody inmates are housed at Community Work Centers.
- **Minimum-Community Custody** - Minimum-Community custody is for inmates who have demonstrated the ability to adjust to a semi-structured environment and / or those inmates who are nearing the end of their incarceration in order to transition and reintegrate back into the community. Minimum-Community custody inmates are allowed to work in the community and are housed in community based facilities when they are not working.

Custody levels are directly linked to security levels. The higher the custody level, the higher the security level of the institution that houses those inmates. 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, Life With-Out Parole (LWOP) inmates as well as Medium custody inmates who require more security. Small numbers of Minimum custody inmates may also be housed here.
- **Level VII** is the security level for Death Row housing.

## **NUMBER 100: INSTITUTIONAL LIVING**

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Just as staff have their job responsibilities while they are at work, you have certain responsibilities to staff, other inmates, and to yourself while in the institution. You have the responsibility to participate in and 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. This is best done by being cooperative with others, reporting incidents to staff, not gossiping or antagonizing others, and letting staff know when you need something in a courteous way. Your willingness to follow institutional rules, to get along with other inmates and staff, and to perform your assigned duties are ways to show your readiness to return to society.

Like every other inmate, you must 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 (see p. 13 in handbook for details). You must also follow the facility schedule which includes schedules for work, leisure, dining and sleep.

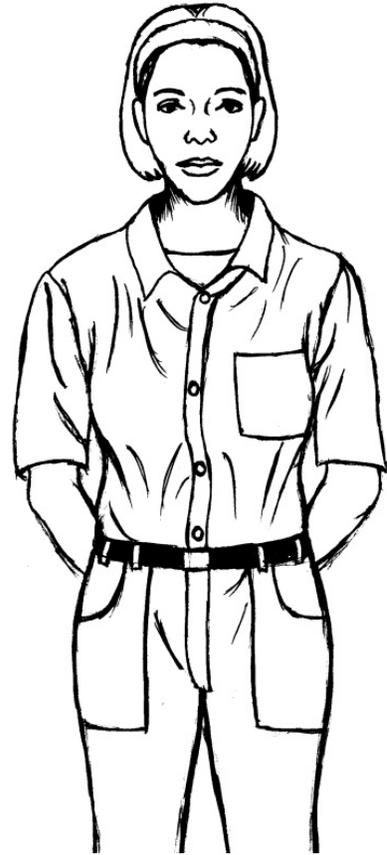
Your personal items must be neatly arranged in the storage space provided, and your assigned storage space should be kept secured. The toilet bowl and wash basin must be kept clean. Since you are living with a large number of people in a small area, everyone is expected to be respectful by not making 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. We will talk more about contraband later in this handbook.

## NUMBER 101: PERSONAL APPEARANCE / CLOTHING

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You are expected to maintain a neat and clean personal appearance. An inmate's hair must be kept clean and neatly trimmed and it should not cover the eyes. Haircuts are offered daily in the facility salon. Inmates are to make appointments with the salon workers.

All efforts are made to allow inmates to wear their hair as they choose, consistent with safety, in order to encourage esteem building and to be sensitive to how women perceive themselves through their appearance. However, hairstyles disproportionately longer in one area than the other (excluding bangs and natural baldness), weaves, dreadlocks, Mohawks, and shaved heads are prohibited as are lines, designs, patterns, or symbols shaved, shaped, or woven into the hair. Inmates who wear their hair braided or in twists must remove the braids and twists on non-visitation Fridays during dormitory inspection and for any searches by staff.



Hair dyes or other chemical agents used to change hair color are prohibited. You may pull your hair back, but keep in mind that items used to pull hair back must be sold in the canteen or approved by the Warden through vendor packages. No unauthorized bows, metal clips, rubber bands, sequins, or beads are allowed. If you choose to change your hair style or length and it significantly alters your appearance, you may be required to obtain a new photo ID at your expense.

- **Hygiene Items** - Necessary toilet articles will be supplied for you or you can purchase preferred items from the canteen. Necessary items include toothbrush, toothpaste, bar soap, hair shampoo, hair pressing oil, deodorant, disposable razor, shaving cream, a comb and brush, shower shoes, feminine hygiene items (sanitary napkins and

tampons), and toilet paper. Both feminine hygiene items and toilet paper are unlimited and are continuously stocked on all units. If you are running low or out of these, please tell a staff member.

- **Clothing** – You will be provided sufficient underwear, shoes and clothing while in residence here and all will be marked with permanent markings. Clothing, shoes and underwear will be exchanged on a regular basis as it needs replacing and clean items will be issued in exchange for your dirty ones on laundry days. If any item is worn out or needs replacing, make your request to the laundry supervisor on duty. When your job makes it necessary for you to wear special types of additional clothing, it will be marked and assigned to you. You may not mutilate, mark, or disfigure state-issued clothing, nor make any alterations to these clothes. You are also not permitted to receive or wear any article of clothing not issued to you or approved 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.

## **NUMBER 102:    PROPERTY**

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Upon arrival at an institution, you will have all personal property inventoried by security staff. All items will be documented. For information on inmate funds, see Inmate Handbook *number 108* regarding “Inmate Banking / Canteen.”

Unauthorized items will be documented and stored in the institutional property room. The inmate can then mail the item(s) to a location of their choice or choose to throw away or donate the item(s) to charity. Anything not mailed or donated will be thrown away after thirty (30) days.

The ADOC allows you to have authorized medical items in accordance with Medical Services regulations. The ADOC allows you to have religious property in accordance with the Religious Program Services Regulation AR 462. Remember that all DOC Regulations are available for review in the Law Library.

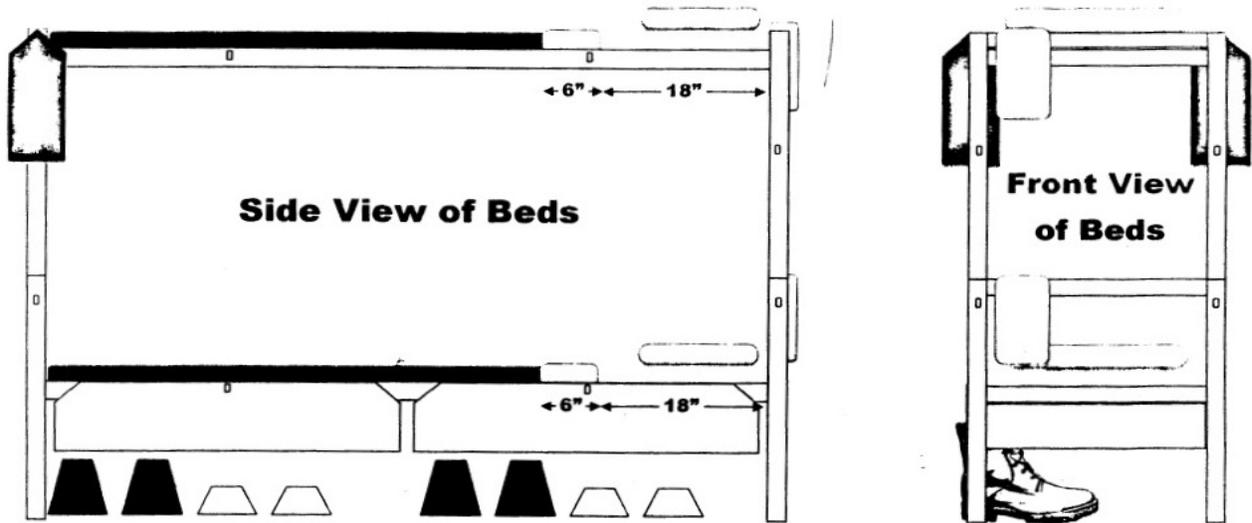
You are permitted to have in your possession and/or wear the jewelry listed below. Descriptions of the items of jewelry and their value must be recorded in your institutional record.

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 necklaces only, not to exceed \$25.00 value.
4. Two pair of earrings, not to exceed total value of \$25.00.

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

In order to show proof of ownership of any item purchased in the canteen, you are required to keep receipts for it for as long as you have the property item (for example, if you purchase headphones, you must keep your receipt to show you bought them in case anyone thinks they belong to someone else). You are required to keep all of your personal property in your assigned locker or issued laundry bag. You must secure any valuable in your locked storage area. Ask for help from staff if you need it.

The following is a display of how you should keep your property and bed area:



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**

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The dining hall meal schedule is posted on the bulletin board in your living area and at the entrance to the dining hall. Each meal is approved by a registered dietician. As is true throughout the institution, you are expected to conduct yourself in an orderly fashion in the dining hall. Some inmates for various reasons may eat in their cells and not in the dining hall. The ADOC serves three meals per day, Monday through Saturday and two meals on Sundays and holidays. Inmates with a medical need for snacks between the meals, will be provided medical documentation. The kitchen prepares snacks and coordinates their dissemination with the shift commander. If you have any food allergies, please notify Medical as soon as you can so the dining hall staff can be made aware. If you are served a food to which you have an allergy, notify any staff immediately and they will help you.

## **NUMBER 104: VISITATION**

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This institution recognizes the importance of family and friends and their visits with you. We encourage these visits and want them to occur in a safe and orderly manner. Visitation, however, is a privilege and a violation of any facility rules can cause you (or your visitor) to miss a visit or have one cut short.

When you arrive, you will be asked for a list of all immediate family members and fill out a form for visitors to be considered for placement on your active visitation list. No one is allowed a visit during the first sixty (60) days after intake without special permission of the Warden.

Normal visitation days are on either Saturday or Sunday for general population. The inmate's last name will be the determining factor of which day and hours the inmate will visit. The visiting hours will vary by facility, but Tutwiler hours are from 7:00 am – 10:00 am and from 10:30 am – 1:30 pm. The Tutwiler Annex will visit from 7:00 am – 10:00 am and from 11:15 am – 2:15 pm on Saturdays during the second half of visitation due to the visitation area being a multipurpose area (Dining Hall). The visitation in-take process cut off time for the first half of visitation is 9:00 am and the second half cut off time is 12:00 pm (exception being the Annex on Saturday in which cut off time will be 1:15 pm).

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. You may also have up to two (2) friends visit if they are on the approved list.

You are permitted to have up to eight (8) adults and eight (8) minor children on your approved visitation list. For your children or grandchildren under the age of eighteen (18) 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, unless the visit is coordinated through Aid to Inmate Mothers (AIM) and approved by the Warden. Children must be accompanied by an approved immediate family member or social worker/volunteer who is on an approved visitation list. You may change your visitation list once every six months. Ensure your visitors know that upon entering the facility property, they will be searched and their vehicles are subject to being searched. You may never accept any item from a visitor without getting approval from the Visitation staff.

You may submit an Inmate Request Form for a special visit that must be approved 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 or where there are other special circumstances. You may be eligible to receive one (1) special visit every six (6) months.

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

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While you are here, you may send and receive correspondence. Keep in mind all correspondence is subject to search and review, though the facility does not read attorney correspondence or “legal mail.” We respect your privacy and right to send and receive mail, but we do not permit correspondence that presents a threat to the safety and security of the facility, staff, public, or inmates.

In this facility, 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. 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 the format listed below and ask all writing to you to follow it as well:

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 as such. Legal mail received will be opened in your presence and will be inspected for contraband but not read. You will be provided two (2) free stamps per week for any legal mail you need to send.

You may not 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 Warden.

### **INMATE TELEPHONE SYSTEM**

To utilize the telephone, you must use the Inmate Telephone System. You can either make a collect/pre-paid call or a debit call. To make a collect/pre-paid call, you must enter your AIS number and PIN (last four of your social security number) 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 must 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 may make as many calls as you wish from Sunday through Thursday (9am-10pm) and Friday, Saturday and Holidays from 9am to 12 am.

You can request the funds for a debit call 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. Please review instructions in the Inmate Newsletter.

**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.**

**DON'T DO IT, IT'S NOT WORTH IT.**

## NUMBER 106: INCENTIVE & FOOTWARE PACKAGES

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Your family and friends may not send packages to you, but they may order items for you from an approved vendor. You may receive up to one (1) holiday incentive package, three (3) seasonal incentive packages, and approved footwear packages each year.

### **Holiday and Seasonal Incentive Packages**

The holiday incentive package consists of food and snack items approved by the Alabama Department of Corrections (ADOC). When incentive packages are available, the facility will disseminate flyers and orders to the inmate population. The seasonal incentive packages consist primarily of hygiene products, clothing, and electronics. The criteria for an inmate to receive either incentive package is as follows:

1. You must have no formal disciplinaries for a six (6) month period prior to the designated month of each particular incentive package.
2. An inmate found guilty of serious rules violations (i.e. 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 disciplinary segregation or Close Custody shall not receive nor be eligible to receive incentive packages until release.

Friends and family can order these packages for you online, by phone, at 1-800-546-6283, 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**

You will be provided tennis shoes and slides by the facility. 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. You may want to order different footwear. The footwear program is an ongoing program with no ordering time or dollar value restrictions. 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> or by calling (877) 765-7013. 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: GRIEVANCES**

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While you are here, you may have times when you have tried to speak to staff or solve a problem yourself and it is not working. There may also be times when you have a problem that you want to report privately. At this facility, there is something called the Grievance System where inmates may report, complain, or ask for help. The way it works is this: ask for or retrieve an Inmate Grievance Form and a pencil or pen from staff or in your dorm. Fill it out explaining what the problem is. You do not have to give your name, but please understand we may have a hard time helping you if we do not know who you are. Write what the issue or complaint is and put the completed form in one of the locked Grievance boxes, which can be found on the main hall of most facilities and in various areas throughout the facility. The facility has a Grievance Officer who will pick them up 5 days per week and respond to you within 10 working days of when they pick it up or more quickly if it is an emergency. If the request is confidential, we will do everything we can to respect your privacy and not share what you reported unless absolutely necessary.

There are some things the institution has no control over, such as parole board decisions, job assignments or sentencing decisions, but if you are unsure, file a grievance and the Grievance Officer will get back to you. You may appeal grievance decisions to the Departmental Grievance Coordinator if you feel the decision was not fair. You should file grievances as soon as possible when the problem arises, however you can file grievances for verbal, sexual and physical abuse, and sexual harassment with no time limit.

## NUMBER 108: PREVENTION OF SEXUAL VIOLENCE

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### **Sexual Assault, Sexual Harassment, Sexual Coercion, and Sexual Misconduct**

A federal law (the 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 with staff while incarcerated and you are not permitted to have sexual contact with another inmate. During both intake and your orientation, you will be given verbal and written information about preventing and reporting sexual abuse and sexual harassment. It is never appropriate for any ADOC staff, volunteer, inmate, or anyone else to make sexual advances or comments to you, to engage in sexual contact with you or, to sexually abuse you. If this happens, report it immediately on any of the following ways:

- Report the incident to any trusted staff member (e.g. counselor, nurse, officer, IPCM)
- Contact a family member or friend. Ask them to 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, by dialing #66
- Report to the facility Institutional PREA Compliance Manager (IPCM)
- Report by filing a grievance.
- Report to ADOC Investigations by Request Slip
- Contact the I & I Director by confidential I & I Envelope (found in the law library)
- 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

We take your safety seriously and enforce a zero-tolerance policy for sexual abuse and sexual harassment. All allegations are investigated and we will make all efforts to keep you safe. If you see it, or it happens to you, report it.

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.
- Report it immediately.
- Ask for immediate medical attention - You may have an injury that you are not aware of and any sexual contact can expose you to sexually transmitted disease (STD).

## **NUMBER 109: RETALIATION**

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Retaliation is when an inmate or staff injures, harms, or intimidates a person who has reported something, whether the report is of verbal, physical or sexual abuse or harassment—or attempts to do so—in response to the report. This facility has zero tolerance for that behavior. We do not accept or condone retaliation and will investigate it and punish it, regardless if it comes from you, another inmate or from a staff. Do not retaliate against anyone for anything, but especially not for reporting misconduct.

**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. Inmates found with money in their possession will receive disciplinary action.

Upon your initial admission to the 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.

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 inmates. Using this service, family and friends have four (4) options to deposit funds to your PMOD account: (1) online (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 has ordered you to pay court costs, you must comply with the court order first. Unless you are in a work release program, any funds remaining in your PMOD account at the time of your release will be returned 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 to which you are currently assigned or, if you have been released, to a forwarding address. If the funds are to be sent to a forwarding address, the amount of postage will be deducted from the available funds.

**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**

This institution has a canteen and a sandwich line where you may purchase authorized canteen/sandwich line items. Prices of each item will be posted. You may visit the canteen and sandwich line at the times designated. You can purchase items when you have money in your PMOD account and the amount of your purchases will be subtracted from your PMOD balance. You will be provided with a copy of the transaction's receipt.

## **NUMBER 111: TRADING, GAMBLING & BARTERING**

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When inmates trade, borrow things or gamble it inevitably causes problems in overall security, excessive repayment demands, encourages pressure for sexual favors, and hurts inmates' trust with one another. Therefore, no one is allowed to trade, barter, sell, borrow, gamble or exchange personal property. To become involved in such activity will subject you to disciplinary action.

## **NUMBER 112: RECREATION**

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This facility encourages you to exercise and keep busy, as both will make your stay a healthier one. We have a Recreation Officer who is responsible for providing a recreation program which is available to you as long as you don't have any medical or behavioral restrictions. All non-restricted inmates are entitled to at least one (1) hour of exercise five (5) days a week. Most facilities offer recreational activities which may include softball, volleyball, horseshoes, basketball, weight lifting, and walking trails. Specific facilities may have additional or difference recreation offerings.

## **NUMBER 113: LAW LIBRARY**

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The Law Library is available for researching legal issues, providing pre-addressed Investigations and Intelligence Division (I&I) envelopes for reporting misconduct, and finding information on ADOC's regulations, to include the Women's Services disciplinary process. You will be provided reasonable access to the library during the posted hours of operation and the law library is open at least 20 hours per week. A person familiar with the library will be on duty to help you find materials you need.

Inmates in segregation will have access to legal materials but may be restricted by time and number of materials permitted. Please take care of materials you use so that others may use them later.

## **NUMBER 114: RELIGION**

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Whether you participate in religious activities while at this institution is up to you. There is an ADOC Chaplain assigned here, and free-world volunteer clergy as well, and all will be available to discuss your religious life with you. Representatives of recognized religions/faiths are permitted to visit the institution after proper coordination with the Chaplain. If you are of a particular faith, let the Chaplain know.

There is a chapel calendar posted monthly detailing all religious activities for that month. In addition to these religious services, the Chaplain may be able to assist you with your personal spiritual needs.

## **NUMBER 115: HEALTH SERVICES**

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Many inmates come to institutions with unresolved or neglected health care needs. The goal of the Health Services Unit is to not only care for your chronic and serious health needs, but to help manage minor, frustrating or constant mental, dental or physical health needs too. They recognize that if you are in pain, depressed or sick, you are less likely to handle incarceration well and may end up having more problems later on.

Health services (medical, dental, and mental health) is a joint effort between you and the health professionals on staff. What this means is that you must tell them when something is wrong by using a Sick Call Request Form. Sick Call forms can be found on all units or by asking an officer. You also must answer health questions as honestly and fully as you can, and let them know if you use any special equipment, aids, braces or prosthetics, so they can put the right plan together to help you.

If there is a physical or mental health emergency, please tell an officer right away. They will contact the Health Services Unit and they will see if you can be treated here or need special treatment elsewhere.

Within fourteen (14) days of your new arrival to the reception institution, you will be scheduled for a complete health exam, to include a dental exam. The health exam may include lab tests, hearing and vision screening, sexually transmitted infection testing (STD) tests, tuberculosis tests, a pregnancy test, health history questions, and a physical examination to be sure you are healthy. All physicals typically include gynecological exams. Please let us know if you have any history of sexual trauma, sexual abuse or previous “female” surgeries before this exam because we do not want that exam to be unnecessarily difficult for you. In any case of sexual victimization while you are incarcerated, there will be no charge, not even a co-pay, for any and all medical services either in the facility or at the hospital.

There are also mental health services available here. These include 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), and crisis intervention. Your participation in mental health services is voluntary except in emergency situations, but we hope if you need help, you will let them know.

If you wish to speak with mental health staff about routine matters such as scheduling for group or individual counseling, just 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.

This handbook covers much of what you need to know, but you will be provided an ADOC Health Services Inmate Handbook as well, which will address inmate medical, dental, and mental health services in greater detail. Appointments, which include medical, dental, mental health, and other health services activities, are routinely posted in the daily institution newsletter by location only (will not include physician’s name on the day before a scheduled appointment. It is your responsibility to check the newsletter for appointments daily and to attend all scheduled appointments.

## **NUMBER 116:    DISABILITIES**

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The ADOC has recently made some changes to improve services and programs for inmates with disabilities. The changes are required by some laws called the Americans with Disabilities Act (ADA) and § 504 of the Rehabilitation Act of 1973. The changes may apply to you while you are in ADOC custody.

A disability is a physical or mental impairment that limits what are called “major life activities.” This includes taking care of yourself, walking, hearing, communicating, breathing, and working. When someone has a disability, they will sometimes need help called an accommodation. An accommodation could be changes to rules or practices, it could be an aid such as a walker, wheelchair or hearing aid, or it could be a change to make programs easier to participate in or a change to make the facility easier to move around in.

Types of programs are educational, vocational, rehabilitation, work release, treatment, classification, disciplinary, and religious training, classes, or proceedings. ADOC cannot refuse entry to a program because of a disability. Individuals with disabilities must have access to all programs of similarly situated inmates. Inmates are similarly situated even if they have a disability so long as they are classified alike and meet all other conditions for the program.

ADOC has a new system to make sure inmates with disabilities can get needed changes around the facility. For example, if you have a disability and have trouble getting around inside your dorm, you can request to be moved to another dorm that is easier to move through.

During intake, ADOC will check for any mental or physical disabilities you may have. This includes a physical exam and mental tests. You should tell ADOC employees if you have been diagnosed with a disability in the past.

Disabilities are recorded in inmate records. These records will follow you if you are moved to a new facility. This way, the new facility will already have the information to provide you the same accommodations you had at the old facility.

ADOC must provide aids to inmates with disabilities, who can show a need for the aid. Types of aids you might qualify for are sign language interpreters, hearing aids, taped books, orders or handouts, video text displays, and tutors.

If you believe you could benefit from an aid, you should submit an ADA accommodation request form to your Facility ADA Coordinator. You can get these forms in the Shift Commander's office or centralized cubicle, from the Facility ADA Coordinator's office or the law library. If you need help in filling out the form, you need to ask the Facility ADA Coordinator for assistance. Once you have filled the form out, put it in the ADA Requests for Accommodation request box. There are notices posted in your facility that tell you where to find the ADA request box. The notice includes contact information for the names of the Facility ADA Coordinator and the Statewide ADA Coordinator.

The Facility ADA Coordinator will answer your request within ten (10) days, not counting weekends or holidays. If your request is denied, the Facility ADA Coordinator will explain to you why it was denied, in person. You can appeal this decision to the Statewide ADA Coordinator by mailing your Request for Appeal to the Statewide ADA Coordinator or by giving it to your Facility ADA Coordinator. You only have 30 days from the denial to appeal.

If there is an emergency and you have trouble getting around, go to the Area of Rescue Assistance. Every facility has at least one Area of Rescue Assistance. You can find these areas on maps, which are posted in your facility. Correctional officers on each shift are required to evacuate inmates from these areas. For more information about the Area of Rescue Assistance, contact the Facility ADA Coordinator

If ADOC places you in a Residential Treatment Unit or Stabilization Unit, you will still have access to programs. ADOC will provide programs within your unit. ADOC can limit your access in some cases, but they must provide a written reason explaining why within three (3) days, not counting weekends or holidays. If you are denied access to a program, you can fill out an ADA Request for Accommodation form, should you feel the denial was improper, and place the form in the ADA Request for Accommodation

box. ADOC must decide access for each program separately. ADOC must decide your access each time a new program starts or enrollment in an already existing program opens again.

If you meet certain requirements, ADOC must provide you with life skills training. The training includes decision-making, stress management, communication building, and other courses to assist you while in ADOC custody.

This is only an outline of part of the settlement. The law library has copies of the full settlement agreements in English, Spanish, large print, and Braille. If your facility does not have a law library, you will find the full settlement agreements in the area where material is available.

## **NUMBER 117: EDUCATIONAL & VOCATIONAL TRAINING**

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We hope while you are under ADOC custody, you will take the 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 take this opportunity, your Classification Specialist or Caseworker can help you sign up and get you more information. We hope you find an educational option you are interested in, as it can benefit you when you are released and make your time pass more meaningfully while you are here.

Classes offered include Adult Basic Education, the GED (General Equivalency Diploma) which is a way to get your high school education, as well as training for vocational skills and becoming certified in a trade. You should check with your Re-entry Coordinator to determine when and if you may enroll.

## **NUMBER 118: PROGRAMMING**

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Beginning in January, 2018, new correctional treatment programs will become available to help women address specific needs (i.e. antisocial attitudes, trauma recovery, healthy relationships, parenting stress, etc.). Most of the programs offered will be gender-responsive and evidence-based, to address the needs identified by the Women's Risk Needs Assessment (WRNA). The following programs will be offered beginning in 2018:

### **Helping Women Recover: A Program for Treating Addiction**

This program utilizes theories of women's psychological development, trauma, and addiction to target substance use disorders with women offenders. This program addresses common issues in substance abusing women such as triggers for relapse, relationships, domestic violence, trauma, family, and self-esteem.

### **Beyond Trauma: A Healing Journey for Women**

This program incorporates the latest research in neuroscience, trauma, and PTSD in order to address women's experiences of trauma. This program uses cognitive behavioral techniques, mindfulness, expressive arts, and body-oriented exercises.

### **Beyond Violence: A Prevention Program for Criminal Justice-Involved Women**

This program is designed for women in criminal justice settings with histories of aggression and / or violence. The program examines the interrelated areas of individual, relationship, community, and societal factors in the risk of violent and aggressive behavior. It addresses both the violence and trauma that women have experienced as well as the violence they may have perpetrated.

### **Moving On: A Program for At Risk Women**

This program leverages both educational and cognitive skill building approaches to help women at risk of future criminal justice involvement find alternatives to criminal activity. The program supports women as they mobilize and build personal strategies, natural supports, and community resources.

### **Parenting Inside Out**

This program teaches parent management skills to incarcerated parents. It helps to promote healthy child adjustment, prevent problem behavior, and stop the intergenerational cycle of criminal justice involvement.

### **Getting Ahead While Getting Out**

This reentry program provides a model for individuals returning to the community from incarceration. The program engages incarcerated individuals, their families, volunteers, community organizers, and correctional staff in a problem-solving model for successful community integration. It has a long-term community support phase as well.

### **Active Adult Relationships**

This program teaches participants skills related to include: communication, conflict resolution, emotion management, making budgets, wise choices for friends, dating and marriage, recognizing personal strengths, and future planning.

### **Family Days**

A series of days in which family members are invited to participate in extended visitation in combination with a series of seminars on the programs that their family members are participating in. Family members will learn about the content of inmate treatment programs and ways to support inmates both through the programming process and later as they encourage family members to use newly learned skills as they integrate back into the community.

These will be the primary program offerings made available by the ADOC, but our volunteer base will continue to provide an array of programming opportunities that women can attend as well.

**NUMBER 200: INMATE EMERGENCY VISIT, PASS &  
LEAVE PROGRAM**

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There may be times when you may wish to visit with a family member who is ill or has passed. Many inmates may not be permitted to do so based on their custody level or behavior, however there is an “Emergency Visit, Pass and Leave Program” that is a privilege earned by complying with the guidelines established in Administrative Regulation 405 (you can review this Regulation in the Law Library). The types of leave may include emergency visits and can be either escorted or unescorted.

An escorted emergency visit is an escort under circumstances where physical custody and contact is maintained by ADOC correctional officers for the purpose of an inmate visit to specific locations, such as nursing homes, hospitals, and funeral homes. Escorted visits are normally one (1) hour in duration and there are rules and costs involved.

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 unescorted pass and leave. Remember, there are strict rules about emergency leave and it will not be granted to everyone.

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 be 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.

## **NUMBER 300:      WORK RELEASE PROGRAM**

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“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 to reintegrate back into the community. Your Classification Specialist will explain to you how you can qualify for the Work Release Program. Keep in mind even if you qualify, there may be reasons, such a Court-related disapproval, that may make you ineligible.

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 who 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 have an order by the Court, you will pay restitution, court costs, and child support out of what you earn. You will be charged a drug testing fee if you test positive for any illegal substance. You will be charged a laundry fee for laundry service on any 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. When you file your tax return, any refunds will be deposited into your PMOD Account. In some circumstances, depending on your PMOD balance, you may be allowed to send money home.

## **NUMBER 301: SUPERVISED RE-ENTRY PROGRAM**

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The purpose of the Supervised Re-Entry Program (SRP) is to place selected inmates in a residential environment at The Lovelady Center, under supervision of their sponsors and ADOC SRP Supervisors, where they work, go to school, and/or get job training and pay court-ordered restitution (see Administrative Regulation 452, Supervised Re-Entry Program for more information, which you can find in the Law Library). 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 Classification staff is responsible for starting the application for SRP if the inmate is eligible. Sponsor information is gathered from the inmate during this process (see below for more on this). The Warden or Assistant Warden must also review the application prior to submitting it to the SRP Review Board for consideration and further review. The application is then submitted to the SRP Division where it will be reviewed.

You are required to work, perform community service, or attend an educational or vocational school (full time for any of the three (3) options) if you are a SRP participant. Restitution, child support, and/or any court-ordered payments are to be paid during SRP participation. For more information, see your Classification Specialist.

## **NUMBER 400: GOOD TIME DEDUCTIONS FROM SENTENCE**

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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. This can reduce your time here by quite a lot. Here’s how it works:

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 the 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 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 Court Clerk. Central Records will only enter the jail credit that comes to them on a certified court transcript received directly from the Circuit Court 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 on your time sheet. 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. We want to work with you to ensure you are here for as short a stay as legally required.

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

## **NUMBER 401: PAROLE**

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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 parole 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 your assigned parole officer.

## **NUMBER 500: CONDUCT REPORTS**

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When you are obeying the rules and displaying good behavior and a good work ethic, you may receive a Work Supervisor / Correctional Officer Report. These reports may be issued by a correctional officer, support staff member and/or work supervisor who has the opportunity to observe you on a regular basis. In addition, work supervisors are encouraged to document your work performance in ninety (90) day intervals and to remark on positive performance.

If you are attending education classes or trade school, the instructors are also required to document your performance on a “Work Supervisor / Correctional Officer Report” form. These forms and reports will be sent to your Classification Specialist and placed in your institutional file.

**NUMBER 501: INMATE BEHAVIOR INTERVENTION AND  
DISCIPLINE POLICY**

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The approach taken to manage inmate behavior and hold inmates accountable for their actions is gender-responsive and provides for positive reinforcement, incentives, and sanctions for serious rule violations.

In the event you commit a rule violation, you may receive one of several behavior intervention approaches depending on: (1) the seriousness of the behavior, (2) how many times you have committed the same or similar violation, and (3) if you are in good time earning status. We do not want to discipline inmates, and in fact the data shows that the majority of all inmates will leave prison without having had a formal disciplinary at all. We hope you are one of those and we want to work with you to limit infractions. Keep in mind that the details of the behavior intervention and disciplinary process will be available in the Law Library and Inmate Library for your review, but the basics are listed below.

Sanctions will be progressive in nature (meaning increasingly severe steps or measures when you fail to correct a behavior after being given a reasonable opportunity to do so), taking in to account your previous institutional conduct history, mental health, and the direct circumstances surrounding the behavior and infraction charge. Staff may not impose sanctions in a retaliatory manner or allow corporal (physical) punishment. They are expected to be impartial and consistent, and model a climate of encouragement and work to motivate positive behavior and healthy inmate interpersonal skills.

There are three types of progressive behavior intervention and discipline: verbal redirect, behavior intervention program, and formal disciplinary. We encourage staff to use verbal counseling / redirects whenever possible, however if your behavior gets worse or is more serious, they will use the other approaches available to them. The three are explained as follows:

**Verbal Redirection.** Staff may respond to low-level misconduct (unacceptable or improper behavior in violation of a low or medium level infraction) by verbal redirection. When verbal redirection occurs, written report of the misconduct or counseling shall be documented. It does not go in your file and is not for parole board review.

**Behavior Intervention Program.** The Behavior Intervention Program is an inclusive approach that provides you with skill building opportunities designed to reinforce motivation for positive behavior change. It is not official in that it is not submitted for parole review consideration; however, it is a recorded violation that will be documented in the facility's records to inform future disciplinary and housing decisions. If you keep getting these, the facility can start using the formal process.

**Formal Disciplinary Process.** This process is reserved for the most serious of infractions or for repeat offenses by you if you have already received verbal redirection and behavioral intervention. The formal disciplinary process requires documentation in the form of a disciplinary report that can result in higher-level sanctions such as placement in punitive segregation and loss of good time if you are found guilty. There is a formal disciplinary hearing in these cases where you may present evidence and call witnesses and have a staff help you through that process. There is also an appeal process where a Warden will hear your appeal and decide if you are still indeed guilty or not guilty. All details about the hearing process and appeal process can be found in the Law Library.

We would always prefer to reward good behavior rather than punish negative behavior. It is highly recommended you ask for help managing your behavior if you feel you are angry and capable of causing problems in the prison. We have a no-tolerance policy for violence and strive to maintain a calm and encouraging environment and we do not want to use the disciplinary process and hope you do not have to be a part of it. Help us and we will help you.

## **NUMBER 502: SCHEDULE OF RULE VIOLATIONS**

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The following list of acts and / or violations is arranged into a table to provide an example of the appropriate responses by staff, using the three options discussed previously. Definitions for each rule violation can be found in the facility standard operating procedure for inmate disciplinary policy.

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## Behavior Intervention and Discipline Infraction Table

Number	Violation	1st offense	2nd offense	3rd offense
301	Gambling	Verbal Redirect	Behavior Intervention	Formal Discipline
302	Violation of institutional mail rules	Verbal Redirect	Behavior Intervention	Formal Discipline
303	Violation of visiting privileges	Verbal Redirect	Behavior Intervention	Formal Discipline
304	Unauthorized operation of a vehicle / equipment	Verbal Redirect	Behavior Intervention	Formal Discipline
305	Unauthorized use of institutional resources	Verbal Redirect	Behavior Intervention	Formal Discipline
306	Malingering / Feigning illness	Verbal Redirect	Behavior Intervention	Formal Discipline
307	Marrying without permission	Verbal Redirect	Behavior Intervention	Formal Discipline
308	Charging or accepting any compensation for legal assistance	Verbal Redirect	Behavior Intervention	Formal Discipline
309	Violation of institutional rules	Verbal Redirect	Behavior Intervention	Formal Discipline
310	Trading, bartering, and selling	Verbal Redirect	Behavior Intervention	Formal Discipline
311	Possession of contraband	Verbal Redirect	Behavior Intervention	Formal Discipline
312	Insubordination	Verbal Redirect	Behavior Intervention	Formal Discipline
313	Lying	Verbal Redirect	Behavior Intervention	Formal Discipline
314	Disorderly conduct	Verbal Redirect	Behavior Intervention	Formal Discipline
315	Being in an unauthorized area	Verbal Redirect	Behavior Intervention	Formal Discipline
316	Smoking in an unauthorized area	Verbal Redirect	Behavior Intervention	Formal Discipline
317	Conspiracy to commit a rule violation	Verbal Redirect	Behavior Intervention	Formal Discipline
318	Aiding and abetting another person to commit a rule violation	Verbal Redirect	Behavior Intervention	Formal Discipline
319	Being fired from a job	Verbal Redirect	Behavior Intervention	Formal Discipline
320	Refusing to work / failing to check out for work	Formal Discipline	Formal Discipline	Formal Discipline
501	Fighting without a weapon	Verbal Redirect	Formal Discipline	Formal Discipline
502	Being fired from job (2nd offense or more of the Low Level Violation of this offense in a 12 month period)	Formal Discipline	Formal Discipline	Formal Discipline
503	Being in an unauthorized area (2nd offense or more of the Low Level Violation of this offense in a 12 month period)	Formal Discipline	Formal Discipline	Formal Discipline
504	Disrupting the count	Verbal Redirect	Formal Discipline	Formal Discipline
505	Intentionally creating a security, safety, or health hazard	Verbal Redirect	Formal Discipline	Formal Discipline
506	Disorderly Conduct (2nd offense or more of the Low Level Violation of this offense in a 12 month period)	Formal Discipline	Formal Discipline	Formal Discipline
507	Possession of any security threat group (STG) paraphernalia, drawings, or graffiti, to include, the utilization of any known STG symbols / signs	Verbal Redirect	Formal Discipline	Formal Discipline

## Behavior Intervention and Discipline Infraction Table (continued)

Number	Violation	1st offense	2nd offense	3rd offense
508	Destroying, stealing, disposing, altering, damaging, or selling State / another person's property	Verbal Redirect	Formal Discipline	Formal Discipline
509	Unauthorized possession of State and / or another person's property	Verbal Redirect	Formal Discipline	Formal Discipline
510	Conspiracy to commit a rule violation (2nd offense or more of the Low Level Violation of this offense in a 12 month period)	Formal Discipline	Formal Discipline	Formal Discipline
511	Aiding and abetting another person to commit a rule violation (2nd offense or more of the Low Level Violation of this offense in a 12 month period)	Formal Discipline	Formal Discipline	Formal Discipline
512	Lying	Formal Discipline	Formal Discipline	Formal Discipline
513	Harassment	Formal Discipline	Formal Discipline	Formal Discipline
514	Counterfeiting	Formal Discipline	Formal Discipline	Formal Discipline
515	Failure to comply with the agreement and conditions of leave or pass	Formal Discipline	Formal Discipline	Formal Discipline
516	Possession of contraband	Formal Discipline	Formal Discipline	Formal Discipline
517	Insubordination	Formal Discipline	Formal Discipline	Formal Discipline
518	Refusing to work / failing to check out for work	Formal Discipline	Formal Discipline	Formal Discipline
519	Delaying, hindering, or interfering with an employee in performance of his / her duty	Formal Discipline	Formal Discipline	Formal Discipline
520	Failure to pay fees (supervision, court costs, restitution, or any other court ordered fee(s))	Formal Discipline	Formal Discipline	Formal Discipline
521	Changing sponsor, residence, or employment without supervisor's approval	Formal Discipline	Formal Discipline	Formal Discipline
522	Unauthorized association / communication with ex-felons	Formal Discipline	Formal Discipline	Formal Discipline
523	Curfew violation	Formal Discipline	Formal Discipline	Formal Discipline
524	Violation of Supervised Re-Entry Program policies and procedures	Formal Discipline	Formal Discipline	Formal Discipline
525	Violation of State or Federal statute(s)	Formal Discipline	Formal Discipline	Formal Discipline
526	Use of alcoholic beverage/patronizing establishments where alcoholic beverages are primarily served	Formal Discipline	Formal Discipline	Formal Discipline
527	Violation of institutional rules	Formal Discipline	Formal Discipline	Formal Discipline
528	Unauthorized possession of a phone(s) / accessory(s)	Formal Discipline	Formal Discipline	Formal Discipline
529	Unauthorized participation in social networking	Formal Discipline	Formal Discipline	Formal Discipline
900	Series Violations (Refer to AR 403)			

## **Disciplinary Sanctions**

**Behavior Intervention Strategies** may include any of the following:

- Written essay / action plan
- Journal of daily activities for a specified number of days
- Referral to classification for formal program placement
- Special projects
- Other constructive strategies (as approved by the supervisor)

**Formal Disciplinary Sanctions** may include:

- Loss of good time the inmate has earned (Mandatory loss of one (1) day good time is required).
- Confinement to Disciplinary Segregation
- Recommend custody review
- Loss of privileges / incentives
- Extra duty
- Recommend job change
- Financial compensation for property damage
- Draw cut reduction (Community Based Institutions Only)
- Restriction / Inmate Uniform for specified number of days (Community Based Institutions Only)
- Loss of Passes for six (6) months (Community Based Institutions Only)
- Return to Inmate Staff for specified number of days (Community Based Institutions Only)

## **NUMBER 503: SEGREGATION**

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Segregation is a housing option used in certain situations. Sometimes, inmates are placed in segregation for their own safety, sometimes for others' safety, and sometimes as a consequence of negative behavior. There are different rules in segregation, from how much personal property you can have to how much you and your cell are searched. Those rules are all explained to you if you have to be placed in segregation.

If you are in segregation, you 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 each inmate personally as well as review the inmate's file. The ISRB has the authority to release each inmate back to population as long as their decision follows the rules of the disciplinary sentence, the guidelines of the Classification Manual and the safe and secure operation of the institution.

## **NUMBER 600: VOLUNTEER PROGRAMS AND SERVICES**

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There are many volunteers with connections to the Alabama Department of Corrections. Volunteers work in two areas: Religious Services and the Supervised Re-Entry Program (SRP). The ADOC's volunteers have received training in various areas and have been cleared by the ADOC. Other volunteers may be present at the institution on occasion as organizations in the state sometimes present special events at the prison.

Aid to Inmate Mothers (AIM) Inc., is a volunteer group that 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, often because the guardians were unwilling or unable to transport them to the prison. AIM created a network of churches that provide 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. Their Storybook Project is a program that allows you the chance to record yourself reading a bedtime story for your children and then have it be mailed out to them.

The AIM 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. If you have minor children and are interested in the AIM Program and AIM visits, see the facility Social Worker.

The AIM volunteers also run Project Reconnect to assist you once you leave the prison with hygiene articles, clothes, and assistance with job searches 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 (10) women and provide them with structured living and case management as they transition to the community. When you are scheduled to return to the community, talk to the re-entry staff about this and other possible options for you.

## **NUMBER 700: INMATE RE-ENTRY PROGRAM**

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Re-entry is a program designed to help you prepare to leave your facility for the outside world once you have served your time. The purpose for this program is to provide you with the tools you will need when you are released. Each institution has been assigned a Re-entry Coordinator to see you through this process.

The following areas will be addressed by you and your Re-entry Coordinator:

1. Addiction counseling and recovery support group availability
2. Job, Career, Communication and Financial Skills
3. Health Education & Referrals
4. Family Re-Integration Services
5. Law Enforcement representative
6. Educational opportunities/proof of education while incarcerated and referrals to further educational options
7. Parole rules and contacts
8. Housing referrals (i.e. halfway houses, etc.)

## **NUMBER 701: DISCHARGE / RELEASE PROCEDURE**

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Upon the completion of your sentence, you will be discharged from the institution. In the event you do not have suitable free-world clothing or shoes available at the time of your discharge, you will be furnished clothes and shoes to wear. You will be allowed to have someone pick you up or if you do not have transportation available, we will provide the least expensive kind of public transportation for you back to (or nearest to) the area where you were sentenced, or if you are paroled, to the point where you will have to report for parole supervision. Keep in mind that if you have any pending charges or detainers, we first have to take you to the proper sheriff or officer to answer those charges.

Work release inmates who are still employed are responsible for their own clothing, shoes and transportation. 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 her release.

Additionally, if your sentence did not exceed five years, you may be eligible for a ten dollar (\$10.00) in cash discharge allowance but there are rules about when that can be given and it is not given in all cases.

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. If you have questions about whether you have to register and where, ask your Re-entry Coordinator.

**ABOVE ALL, IF YOU HAVE QUESTIONS ABOUT ANYTHING IN THIS HANDBOOK, WHETHER IT IS THE RULES, THE STAFF'S RESPONSIBILITIES, YOUR RESPONSIBILITIES, WORK, SCHOOL, RELEASE DATES, DISCIPLINE OR THE DAILY OR WEEKLY SCHEDULE, ASK ANY OF US AT ANY TIME.**