

Norfolk City Jail



Inmate Handbook

FOREWORD

The Norfolk Sheriff's Office's (NSO) mission is to be a value driven organization, committed to Public Safety, Public Service, and Public Trust. This includes providing an environment of life, health, safety, and security for all inmates, visitors, contractors, and staff members on Sheriff's Office properties.

What does the NSO's mission mean? It means your life, health, safety, and security are important. How can the NSO meet this goal? By encouraging cooperation with everyone who enters NSO facilities to work, conduct business and provide programs, and those detained by the judicial system.

The purpose of the Inmate Handbook is to clarify the rules of the facility and each inmate's responsibility to be an active participant to assist in creating an environment of life, health, safety, and security.

Rules are in place to create a structured environment to allow inmates to live together as harmoniously as possible. Without structure and rules, there is chaos. Where there is chaos, there is conflict. Where there is conflict, there are fights. Therefore our staff will ensure everyone follows the rules to reduce the opportunities for conflict and chaos. Our purpose is to protect you. Our goal will always be to protect you and provide services so you may leave incarceration prepared to return to society in a way which will not lead you back to incarceration. If you want to make a change in your life, we have programs that can help you.

Your attitude and behavior are important factors in determining program availability, your housing assignment, privileges, and custody level. Any behavior that threatens the environment of life, health, safety, and security will not be tolerated and will result in a loss of privileges.

Your willful cooperation allows you to receive privileges outlined in this handbook. Privileges are not a right. Privileges and programs are rewards for good behavior. So, I encourage you to follow the rules and take advantage of the programs and privileges we have to offer here at the Norfolk City Jail. They can change your life and set you up for success here and when you go home.

Joseph P. Baron
Sheriff

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ROOM AND BOARD POLICY

Two dollars (\$2.00) per day will be charged to **your inmate canteen** account daily. Federal Inmates and those inmates in the NSO Electronic Monitoring Program will be exempt from room and board.

- A) If you are found not guilty of **all** criminal charges, you will be entitled to a full refund of the daily room and board fee.
- B) You must apply for that refund at the Inmate Property Window (canteen office).
- C) A refund may take up to thirty (30) days to process.

CLASSIFICATION

Objective Jail Classification is a continuous process by which your needs can be identified, evaluated, and addressed. During your initial interview, you should answer all questions to the best of your ability. Once all information is considered, you will be assigned a custody level, which affects your housing assignment, and program and service participation. Custody levels range from custody A, which is the highest, most restrictive level, to custody F, which is the lowest, least restrictive level.

An Inmate Classification Specialist is assigned to each inmate to assist the inmate in resolving questions or problems concerning their incarceration. You should become familiar with your Inmate Handbook and your Classification Specialist so that they may assist you during your incarceration.

RECLASSIFICATION

Routine reassessment will be completed for each inmate based on his or her designated custody level. This allows you to move down in custody level based on good behavior and thereby receive more privileges and eligibility for other services. The inmate may not request reclassification unless there is an identifiable problem.

CLASSIFICATION APPEALS

You may appeal the classification decision regarding your custody level by writing to the O.I.C. of Classification or designee within 48 hours of the placement. The appeal must include your name, permanent ID number, housing unit, cell assignment, and the reason for appeal.

Your appeal can only be based on issues of personal health and welfare. Clearly describe adversarial relationships with other inmate(s) (identified by name) and justifiable fear of victimization. Appeals that do not give a precise and explicit explanation for the appeal will be denied. Housing unit assignments, including cell location, may not be appealed based on issues such as personal preference, size of cell, or side of building where cell is located.

JAIL-ISSUED ITEMS

You are responsible for returning all items in the condition you received them upon your release or transfer. If the item is damaged or missing, you will be charged.

Issued items include:	Amount Charged if damaged or missing
1 Norfolk City Jail jumpsuit	\$ 35.00
1 Pair of orange shorts	\$ 8.00
1 Clear Property Bag	\$ 22.00
1 Slip-In Shoes	\$ 6.00
1 Mattress	\$115.00
1 Blanket	\$ 9.00
2 Sheets	\$ 3.00 ea.
1 Spoon	\$.40
1 Cup	\$ 1.00
1 Wash cloth	\$.50
1 Towel	\$ 1.50
1 Inmate Identification Card (ID)	\$ 10.00

Listed below are items issued that you do not return upon your release or transfer. These items are issued one time upon admittance. Extra items will **not** be issued. Additional items can be purchased through canteen:

- 1 White t-shirt (males)/ White bras (females)
- 1 Pair of underwear
- 1 Pair of socks
- 1 Personal hygiene kit

HEAD COUNT

1. Floor counts and standing head counts are conducted regularly and as needed.
2. You **must** be present and accounted for during all head counts.
3. You must follow the directions of the deputy conducting the head count. There is no talking during head counts unless the deputy asks a question.

INMATE PERSONAL PROPERTY

1. There are three (3) types of property bags in the NCJ.
 - a. During the booking process, personal items are inventoried, stored, and sealed in your “**Small Property Bag.**”
 - b. Upon admission into the NCJ, your street clothing is inventoried, stored, and sealed in your “**Clothing Property Bag.**”
 - c. You are then issued a “**Clear Property Bag**” for storage of authorized personal items while inside the NCJ. Your Clear Property Bag remains in your living space.
2. Only the following authorized items are allowed in your possession and they must be kept inside of your Clear Property Bag (with the exception of footwear):
 - a. Personal hygiene items
 - b. Canteen items
 - c. A total of 5 pieces of reading materials to include books, magazines, newspapers, religious text and dictionaries, etc.
 - d. 3 personal legal pads (ALL SOFT BACK)
 - e. Personal undergarments
 - f. Legal material
 - g. Personal I. D.
 - h. Cup and spoon
 - i. Other authorized items (No contraband.)
3. Contraband, items not properly stored in your Clear Property Bag, and leftover food from jail meals and 811 Market Place will be disposed of by jail staff in the event of cell searches and cell inspections. **See the section below on Contraband.**
4. Under §53.1-228 of the Code of Virginia, if any inmate, upon being transferred to another facility, leaves personal property valued at less than \$100 in the custody of the NCJ for 30 days after his transfer without making a claim therefor, or if any prisoner, upon being released or having escaped, leaves such property at the time of his release or escape, the Sheriff, as the case may be, may sell such property at public sale or may otherwise dispose of the property. NSO policy allows an inmate released from the NCJ to pick up his or her property by the end of the next business day. Individuals transferring must fill out a Norfolk Sheriff's Request to Release Property or Canteen Funds (CF#71) and designate an individual authorized to pick up the personal property.
5. You must present proper identification when claiming your property. The Property Window is open Monday through Friday 7:00 am to 4:00 p.m.
6. Once your Small Property has been sealed, the seal cannot be broken. All items must remain inside the bag until you release the property via a property release form or until it is picked up by you or an authorized person. If releasing property, **ALL** property must be released and not partial.
7. Professional dress attire may be brought to the property window only if you have a confirmed jury trial. Your family member must bring it in at least two (2) days prior to your court date. The professional clothes are exchanged for all clothing and shoes in your Clothing Property Bag.
8. If personal property is lost or missing, the inmate may lodge a complaint in writing via an NCJ Communication Form. It is forwarded to the Supervisor of Inmate Property to be investigated. Only property received and recorded by the NSO is investigated.

9. Visitors may bring items such as medications, glasses, hearing aids, medical alert bracelets, etc. (must be approved by medical) to the property window for delivery to you by staff. That item must be accepted and approved by the Sheriff or his designee.

NOTE: The NSO is not responsible for personal items lost or stolen by other inmates during your incarceration, or for canteen items missing after cell searches.

CONTRABAND

Contraband is defined as follows:

1. Material prohibited by law or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the Norfolk City Jail.
2. Material in the possession of, or accessible to, an inmate that has not been specifically issued to, or authorized for possession or use by the inmate, or has not been obtained by the inmate in accordance with policy and procedures.
 - a. Contraband also includes authorized material when its condition or excessive quantities of it pose a health, fire, security, or housekeeping hazard. Under state law, "fire prevention practices" means keeping living areas free of clutter and storing combustible materials in the proper manner. Therefore, inmates are only allowed a "reasonable amount" of authorized property.
 - b. Contraband includes excessive accumulation of canteen, newspapers, letters, magazines, or other papers that cannot be stored neatly and safely in designated areas.
 - c. Contraband also includes canteen/food items that are spoiled or retained beyond the point of safe consumption.
3. Contraband items may include, but are not limited to, the following:
 - Jail or personal property that has been modified or altered without written authorization.
 - Any knife, tool, instrument, firearm, explosive, bodily fluid or waste, or other object that an offender might make, possess, collect, hide, or have in his possession for the purpose of escaping, circumventing security procedures, or inflicting death or bodily harm, including any information about the fabrication of weapons or explosive devices.
 - Any drug, chemical compound, or controlled substance that has not been issued to an inmate by a proper authority, or if authorized, is accumulated beyond prescribed amounts or expiration dates. Any amount of marijuana, even if lawfully possessed at the time of arrest, booking and intake, is considered contraband in the NCJ and will be disposed of. Possession of any controlled substance, drug or chemical compound by you in the NCJ will subject you to additional charges when not authorized by law or policy.
 - Money or other negotiable instruments, whether cash, checks, money orders, lottery tickets, credit/debit/phone cards, etc. in the possession of an inmate except where specifically authorized.
 - Any correspondence, documents, photographs, drawings, jewelry, symbols, or property of any type that contains or potentially contains or indicates gang identifiers, language, or information.
 - Any correspondence, documents, photographs of any kind, drawings, jewelry, symbols, or property of any type that contains sexually explicit material. Sexually explicit material includes, but is not limited to, pictures where the subject is nude or partially nude or wearing underwear, lingerie or swimwear, or where the picture depicts sexual acts such as intercourse, fellatio, or sodomy.
 - Property of any type (including pictures or written material) regardless of how acquired that violates the criteria that govern incoming publications. See the section on Mail.
 - Unauthorized electronic equipment including, but not limited to, cell phones, pagers, electronic games, etc.
 - Tobacco and tobacco related products, and flammable items, such as matches or lighters.
 - All jewelry
 - Blank stationery, paper, and envelopes; envelopes over 6x9 inches; envelopes with bubble or insulated wrap; packages; stamps; and return address stickers. Legal mail is excluded from this size limitation.
 - Computer disks, flash drives, or USB devices, etc.
 - Stickers, decals, tattoo stencils, and paraphernalia.
 - Mail sprayed with or containing perfume, cologne, lipstick, crayon, marker, color pencil markings or other unknown substances.

- Musical, or tri-fold cards or cards with ribbons, stickers, velvet, glitter, plastic, glued inserts or other attachments. Only single layered cards are allowed.
- Items printed off the internet
- Song lyrics or sheet music
- Copies of pages from books, magazines, or newspapers
- Calendars consisting of more than one page and / or greater than 8½ x 11 inches.

DRESS

1. You must remain in a jail-issued uniform (either black and white jumper or orange shorts and a white t-shirt) between the hours of 7AM – 11PM. You MUST be in a complete uniform with no headgear when receiving any type of service (meals, canteen, medical, etc.).
2. Any time you leave the block, you must wear the black and white jumper uniforms, completely buttoned up, pant legs rolled down to the ankle, and arms must be through the sleeves. You will not wear any headgear outside of the block.
3. The only time you are allowed to wear issued orange shorts, under your black and white jumper outside of the cellblock is while being escorted to the gym. While in the gym, you can either wear your black and white jumper or your orange shorts and white t-shirts. Wearing boxers only with or without a t-shirt is a violation of the rules and is not permitted.
4. You are allowed 5 sets of undergarments. These items include underwear, T-shirts, socks, and bras (females).
5. You may wear headgear purchased from canteen but only when in the block and not receiving any type of service. Unauthorized headgear is not allowed and you will be charged with a violation.
6. Inmate ID's issued by the jail must be with you at all times. Inmate ID's will not be altered in any way. Inmate ID's must physically presented when instructed to do so.
7. When a deputy of the opposite sex is making a security round, it is your responsibility to remain clothed at all times.

PERSONAL CLEANLINESS

1. Bathing is required daily while in this jail unless your housing assignment does not allow it. In those cases, bathing is required twice a week.
2. Razors will be passed out and collected once a week.
3. Haircuts are offered once a month and you must sign up before the haircuts are scheduled to take place. Haircuts are limited to the cutting of hair. No facial trims are allowed. Only regular hairstyles are permitted, no custom types (e.g. Mohawk).
4. Feminine hygiene products (sanitary napkins) are passed out once a week free of charge to inmates. Tampons will be provided upon request instead of sanitary napkins.

CARE OF QUARTERS

1. Cleaning materials are made available several times throughout the day.
2. Jail staff will perform cell inspections daily.
3. All cells, cellblocks, showers, sinks, and floors must be cleaned on a daily basis, but additional cleaning may also be required.
4. Do not write or hang any items on walls, lights, bars, air vents, or ceiling.
5. Do not cover vents or lights.
6. **Beds must be made by 700 AM and shall remain made until 8 PM. Beds must be made using two (2) sheets over the mattress covered by one (1) blanket extending the length of the mattress with all sides tucked in.**
7. Nothing will be stored under the mattress.
8. The mattress must be laid flat.
9. **You are not allowed under the covers before 8PM.** However, you may lay on the top of your blanket.
10. Blankets are laundered once a month

NO PRIVILEGES (TV, CANTEEN, VISITATION, GYM, TELEPHONES, ETC.) WILL BE GIVEN UNTIL THE CELL BLOCK PASSES INSPECTION. SEARCHES AND INSPECTIONS MAY BE CONDUCTED AT ANY TIME.

LAUNDRY

1. Twice a week, you will exchange your jail uniforms.
2. Once a week, you will exchange linens.
3. Once a week, (subject to change due to holidays) you may exchange personals. The jail is not responsible for any damage to or theft of personals during the laundry process.
4. Once a month, blankets will be exchanged.

MEALS

1. Breakfast, lunch, and dinner are offered Monday through Sunday.
2. In order to receive your meal, you must come to the bars and show your Inmate ID Card (**No Exceptions**) **If you choose *not* to accept your meal, you must still come to the bars and show your ID and verbally refuse your tray to the Deputy feeding.**
3. Food trays must be stacked neatly until they are picked up.
4. Special diet requests may be made through medical.
5. Religious diet requests may be made through the jail Chaplain.
6. Food from jail meals will be eaten immediately after trays are handed out.
7. 811 meals are a privilege and must be eaten within three hours after it is received.

811 MARKET PLACE HOT PLATES

1. Inmates are not allowed to receive more than two hot plates per day. NO EXCEPTIONS.
2. Inmates are not allowed to change their order according to preference (example, if an inmate is out to overnight court, their hot plate will be rescheduled to the following week. An inmate will not receive a different hot plate on the day of return.
3. If any issues arise with a hot plate, the purchaser needs to contact the Norfolk Sheriff's Office. Inmates cannot dispute any issue with the deputy.
4. The menu for the 811 hot plate meals can change at any time without notice.
5. Inmates will have three (3) hours to consume their hot plate. If an inmate fails to return the items, the inmate will be subject to disciplinary action, which may also result in a loss of future hot plates.
6. Inmates, who are currently on any disciplinary segregation, cell restriction, pending an appeal for any violation, or in a cellblock that has been placed on lockdown, will receive their hot plate(s) when they are rescheduled.
7. We have the right to refuse service to any inmate and to deny them from receiving an 811 Marketplace hot plate. No refund will be given to the purchaser if the denial is a result of inmate fault (behavior/discipline issues, etc).

TELEPHONES

1. You may not contact jail staff by phone. **All 3-way calling is prohibited.**
2. All calls from the cellblocks and single cells are collect calls or made by using a prepaid calling card purchased from canteen. Any call **may be recorded at any time.** Inmates have no reasonable expectation of privacy on jail telephones.
3. Any requests for Phone PIN changes will not be accepted on communication forms. Requests will be made only through the Deputies and/or Classification Staff.
4. Inmates in disciplinary segregation are allowed one (1) legal phone call per week. Requests may be made via communication form to the classification office or to the floor deputy. If your attorney refuses your collect call, the NCJ is **NOT** responsible for removing you from your housing unit to call your attorney.

MAIL

1. All incoming mail must have a return address on it or it will be returned to the post office.
2. All incoming and outgoing mail will be inspected for contraband.
3. All legal mail will be opened and inspected for contraband in the presence of the inmate.
4. All incoming and outgoing mail must contain the inmate's full name, and permanent number:

Norfolk City Jail
Inmate's Full Name, and Booking ID Number
PO Box 247
Phoenix, MD. 21131

5. **Incoming and outgoing mail may not be bulky or contain anything other than correspondence or documents. Both incoming and outgoing mail that is found to be bulky will be opened and inspected. Items that are contraband will be confiscated, and a letter will be returned to the inmate (outgoing) or returned to sender (incoming).**
6. All unauthorized correspondence received from any other correctional facility will be returned to sender. Any requests for correspondence with another inmate must be approved by the Officer in Charge of Corrections or designee.
7. Contraband is not permitted in the facility and will be returned to sender or destroyed. See the section on Contraband for details.
8. Incoming publications (magazines, books, newspapers) must be sent directly from the publisher.
9. Publications that meet the following criteria are not allowed and are considered contraband:
 - a. Those that advocate the violent overthrow of the U. S. Government or any state government.
 - b. Those that advocate violence or rebellion against government authority under which an inmate is held.
 - c. Those that describe the fabrication of weapons or explosive devices.
 - d. Those that contain sexually explicit material.
 - e. Those that contain gang-related material.
 - f. Those that contain violent/explicit murder/killing
 - g. Those that contain violence against children
 - h. Those that contain writing on electrical wiring, building structures, or security devices.

INMATE CANTEEN ACCOUNT/ORDERS

1. The NCJ Canteen will only accept U.S. Postal Service money orders. They must be mailed to the following address:

Resident Canteen
C/O Inmate's Name & Permanent ID Number
P. O. Box 3908
Norfolk, VA 23514

Funds may be deposited on your canteen account via the kiosk machine located in the Public Safety lobby, online at www.accesscorrections.com or www.inmatedeposits.com, or over the phone 1-866-345-1884.

2. If personal mail comes inside the envelope, the mail will be returned to sender, and the money order will be processed.
3. Custody levels of each block determine how much canteen you may order per week. The following applies:
 - Custody level A Cell Block: \$65*
 - Custody level B Cell Block: \$65*
 - Custody level C Cell Block: \$75*
 - Custody level D Cell Block: \$85*
 - Custody level E Cell Block: \$85*
 - Custody level F, and Programs Cell Blocks: \$100*
 - Federal Inmates: \$80*
 - Restrictive Custody: \$75*
- * Spending limits are subject to change at the discretion of the Sheriff or designee.
4. All orders must be completed according to the instructions on the canteen forms.
5. You may receive a printout of your Canteen Account Summary (1) once a month. Any additional requests for printouts of an Inmate Canteen Account Summary will be granted at the rate of 25¢ per sheet and will be provided only if funds are available.
6. In order to receive canteen, you must present your jail issued ID.
7. Inmates released from custody have ten (10) days to pick up their canteen orders.
8. Inmates transferred to another facility will have the money refunded back to their account.

INDIGENT FUNDS

1. If you have no more than the cost of five first class stamps in your account for 15 days, you may be considered indigent. You must fill out an indigent form.
2. Indigent canteen packages may be requested every 30 days and consist of the following upon request:
 - a. 1 legal size note pad
 - b. Pencils

- c. Deodorant
 - d. Toothpaste
 - e. Toothbrush
3. Indigent inmates may receive ten (10) free pages of copied legal material every thirty days.
 4. Upon request, five first class rate (one ounce) letters per week, including legal mail, may be sent.
 5. Before indigent mail is sent, canteen will confirm indigent status and debit the inmate's account accordingly.
 6. Materials gained due to indigent status may not be given, traded, sold, or bartered away to another in any way.

COMMUNICATION FORMS

If you have a question that cannot be answered by the floor deputy, you may submit communication forms on the tablet or you may request a Communication Form for your correspondence to different departments within the NSO.

CHAPLAIN

The NSO has a Chaplain available to inmates of all religions. To request the services of the Chaplain, you must fill out a Communications Form on the tablet or request a communication form from the floor deputy.

VISITATION

1. Social Visitation
You are allowed two (2) twenty (20) minute visit per week. Your visit may have two (2) adults or one (1) adult and two (2) children. Children are only allowed on weekends and holidays. Social visits may be conducted on tablets when available.
2. Attorney Visitation
 - a. Attorneys of record that are active members in good standing of the Virginia State Bar are permitted an unlimited number of visits with inmate clients inside the NCJ Monday-Sunday between 0700-1545, except when the jail is on lockdown.
 - b. Attorneys of record that are active members in good standing of the Virginia State Bar are permitted "video visits" with inmate clients Monday-Friday between 0700-1600, except when the jail is on lockdown.
 - c. With the permission of an inmate, attorneys may visit that inmate to discuss potential representation. Attorneys are not allowed to make unsolicited visits to inmates.
3. Professional Visitation (Clergy and government officials/employees, e.g. parole officer)
 - a. Only authorized and credentialed professional visitors are allowed.
 - b. Hours of visitation inside the NCJ are Monday-Sunday between 0800-1500, except when the jail is on lockdown. Video visits are allowed Monday-Friday between 0800 -1500, except when the jail is on lockdown.
4. Jail staff may change visitation hours at any time to meet the safety and security needs of the NCJ.

NSO INMATE TABLET USER AGREEMENT

1. I understand that before I am given the privilege of using an electronic tablet, I am required to read and agree to all rules and procedures listed in the user's contract and follow all NSO jail rules. I understand that failure to do so may result in the suspension of my tablet privileges.
2. I understand that my use of a tablet is a privilege, not a right, and can be revoked at any time.
3. I understand that I am responsible for the tablet, which includes ensuring the tablet is not damaged, lost, altered, or otherwise changed from the format while in my possession.
4. I understand that I will not mark, label or deface the tablet with markings of any kind while in my possession.
5. **I understand that intentionally damaging and/or defacing the tablet is considered vandalism and I will be financially responsible for any repairs and or replacement of the tablet and it will result in criminal charges being filed against me, and loss of tablet privileges for the full length of my incarceration.**
6. I understand that I will be given a pin number to log into the tablet and it is my responsibility for not sharing my pin number with any other inmate.
7. I understand that only the GTL staff can reset tablet pin numbers.
8. I understand that I am required to return the tablet to jail staff upon request.

9. I understand that the tablet is to be returned to the charging stations during feeding, headcount, lockdown, or anytime requested by jail staff.
10. I understand that I will not tamper with or change any setting on the tablet and will only use the application made accessible by jail staff.
11. I understand that eating and drinking are not permitted while using the tablet.
12. I understand that tablets must remain in the housing area they are assigned to and are not permitted to be taken from the housing unit by an inmate at any time.
13. I understand that removal of any tablet outside of the facility **will** be considered theft and **will** result in criminal charges being filed against me.
14. **I understand that using a tablet for criminal activity is strictly prohibited and is subject to possible criminal charges being filed against me.**
15. I understand that proper jail clothing will be worn at all times when using the tablet for video visitation.
16. **I understand that receiving sexually explicit content, displaying gang signs, making any gang references, or threatening gestures, is not allowed while using the tablet and will result in disciplinary action and tablet privileges being suspended.**
17. I understand that loud, disruptive, threatening, vulgar or abusive language will not be allowed while using the tablet.
18. I understand that there is no interfering with another inmate's tablet use privileges.
19. **I understand that I am responsible for my visitor's conduct while using the tablet for video visitation and any violations will result in disciplinary action and tablet privileges being suspended for myself and my visitor.**
20. **I understand that no nudity, real or simulated sex acts will be allowed by either party and will result in criminal charges, disciplinary action, and loss of tablet privileges for myself and my visitor.**
21. I understand that all tablet use is subject to monitoring and/or recording.
22. I understand that tablet usage cannot interfere with daily duties including lockdown, shift change, headcount or cell inspection.

Note: All video visits, except attorney visits, are subject to monitoring and recording.

RECREATION

Recreation is offered once a week for one (1) hour.

MEDICAL

1. If you are in need of medical attention, you must fill out a medical sick call slip and return it to a nurse.
2. A physician is in-house 5 days a week. On-duty medical staff evaluates emergencies.
3. Co-payments for medical services are as follows:

Doctor sick call	\$10.00
Dentist visit	\$10.00
Nurse sick call	\$3.00
Prescription fee	\$5.00
4. Norfolk City Jail provides mental health & Community Service Board (C.S.B.) services to assist with case management & Discharge Planning. You must submit a medical slip to request mental health or Community Service Board (CSB) attention.
5. If prescribed medication, you must make every attempt to consume your prescribed medication or complete & sign a "Medication Refusal Form" provided by the medical provider or your prescription may be discontinued and you will be in violation of Disciplinary Rules.
6. You will receive a physical exam within fourteen (14) days of being admitted into the facility at no charge.
7. **Federal Inmates** will be charged the same as state or local inmates **after 30 days** of incarceration in our facility.

LIBRARY

1. Library books can be checked out from the in-house librarian twice a month.
2. You may check out **no more** than one (1) book at a time, based on availability.

3. You are responsible for your own books while housed inside the NCJ. You will be charged and face a violation for each book or magazine that is damaged or not returned.

LAW LIBRARY INFORMATION REQUESTS

1. All Legal research is conducted *“on line”* by the *Jail Librarian* upon request.
2. You must fill out a Communications Form requesting Law Library services. You must wait thirty (30) days after submitting a request to the *Jail Librarian* for legal research to submit another request.
3. Legal Communication Form must be submitted at least two (2) weeks prior to your court date.
4. Legal information can also be obtained through the Inmate GTL tablets.
5. Legal copies are 25¢ and will be provided **only** if canteen funds are available.
6. Inmates may receive copies of the sections of the Virginia State Code that relate to their pending charges, at no expense, up to 10 pages.

TRUSTEE

1. All inmates volunteering to work in the NCJ must submit a Trustee Program Application. Approval is based on criminal, and jail history. All inmates must have a physical conducted by medical in order to become a trustee.

INMATE EDUCATIONAL PATHWAY PROGRAM

To be considered for the inmate educational pathway program, you must fill out and submit a Norfolk Sheriff's Office Inmate Educational Pathway Application (CF-138). After an Inmate applies to participate in the NSO Inmate Programs, the applicant is reviewed by the Classification Department. Classification will verify the inmates' security criteria along with the assistance of the Security Threat Unit. Classification will then forward all applications to the Programs Department that have passed the security criteria. The Programs Department will complete the application process and decide who will be admitted into the Programs Inmate Educational Pathway.

- All Inmates in the Female and Male Programs Block will be assigned a **NSO Pathway Counselor**.
- The Pathways Counselors will conduct a **“one-on-one”** intake / interview with the inmate.
- The Pathways Counselors and Programs Staff then began the **Case Management Process**, which include **Class Assignments** for each **Individual Pathway Programs Inmate**.

Inmate Educational Pathway Instructional Phases:

Instructional Phase 1

- Adult Basic Literacy
- GED
- Humanities Behind Bars
- Seven Cities Writers Project
- Other Educational Class Instructions

Instructional Phase 2 “Evidence Based”

- Alcohol / Chemical Dependency Treatment
- Anger Management
- Co-Disorder Treatment for Mental Health/Substance
- Cognitive Behavior Treatment Program
- Domestic Violence
- Balancing Your Life
- Before and After
- Choices
- Fatherhood
- Motherhood
- Renewal
- Thinking for Change
- Other classes to address Risk Factors

Instructional Phase 3

- Barber Training
- Cosmetology Training
- Food Handlers (3 years) or Serve Safe (5 years)
- Fork Lift Certificate / OSHA (3 days x 5Hrs)
- Landscape Design Course (8 Weeks)
- Money/Financial Management
- Religious Studies
- Retail Customer Service
- Small Business Operations
- Other Vocational Classes

WORK RELEASE

1. Work Release is designed to place inmates in a less restrictive environment with greater responsibility and accountability while preparing them for the community.
2. You must be within twenty-four (24) months of your release date to qualify for program.
3. You may be referred by the legal system or you may fill out a Community Corrections application (CC 031).
4. You must undergo a physical by the medical department to qualify for the program.

INMATE WORKFORCE

1. You must be approved for this program just as you would for Work Release. Once approved, you can earn work credits that will reduce the amount of fines that you owe.
2. Court ordered fines and costs are worked off at the current minimum wage hourly rate for the state of Virginia, per hour of community service performed.
3. Once court costs and fines are paid in full, city inmates (misdemeanor offenses) may receive five (5) days of good time for each thirty (30) days of community service performed. Inmates serving misdemeanor offenses for mandatory minimum sentences and for nonpayment of child support have to serve 100% of their sentence. Inmates serving felony sentences can earn only four and a half (4½) good days credited for thirty (30) days of work/community service performed.
4. You may be referred by the legal system or you may fill out a Community Corrections application (CC 031).
5. You must undergo a physical by the medical department to qualify for the program.

HOME ELECTRONIC MONITORING

1. This program allows eligible participants to serve their sentences in their homes while being monitored.
2. To be considered for this program, submit a Community Corrections application or a communication form.

PRE-TRIAL RELEASE

1. This program may be provided to defendants who cannot afford to post bond and are awaiting court for non-violent offenses.
2. To be considered for this program, submit a communication form to pretrial.

GRIEVANCES

1. The inmate grievance procedure is offered to provide a fair resolution to inmate concerns and issues.
2. Grievance forms are available to all inmates. In order to receive a grievance form, you must first request assistance for a specific issue from a floor deputy/floor supervisor. If he/she is unable to resolve the issue, it will be forwarded to the Team Commander for review. The Team Commander issues grievance forms.
3. Standard grievances will be answered in seven (7) calendar days of the date submitted, unless otherwise notified by the Grievance Coordinator.
4. You may appeal the grievance response if you feel the matter has not been resolved by requesting a grievance appeal form.

5. Emergency grievances are reserved for matters that require immediate responses to issues that are an immediate threat to life, safety, or health. Emergency grievances will be answered and returned to the inmate within twenty-four (24) hours.

The following matters may be grieved:

- The interpretation and application of Norfolk Sheriff's Office Policy & Procedure and the institutional rules and regulations
- Actions of employees and other inmates, including denial of access to the grievance process
- Any reprisal against an inmate by staff for filing a grievance or appeal under the inmate Grievance Procedure for participation in an Inmate Grievance Proceeding
- Life, Health and Safety violations
- Alleged violations of inmate's civil or constitutional rights
- Any alleged criminal or prohibited act by an employee to include unjust and selective enforcement of NSO rules, regulations, and disciplinary procedures
- Alleged Sexual Abuse

The following matters may not be grieved:

- Federal, state and local regulations
- Parole Board decisions
- Adjustment Committee decisions
- Norfolk Sheriff's Office inmate programs
- Any matter beyond the control of the Norfolk Sheriff's Office

Alleged Sexual Abuse Grievance Procedure

1. There is no time limit on when an inmate may submit a grievance regarding an allegation of sexual abuse.
2. You will receive a grievance for alleged sexual abuse, once it is asked for.
3. Any inmate who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and
4. Such grievance is not referred to a staff member who is the subject of the complaint.
5. The final decision on the merits of any portion of a grievance alleging sexual abuse will be made within 90 days of the initial filing of the grievance, this does not include time consumed by inmates in preparing any appeal.
6. An extension of time to respond, of up to 70 days, will be made if the normal time period for response is insufficient to make an appropriate decision. Notification will be made to the inmate in writing of any such extension and provide a date by which a decision will be made.
7. At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.
8. Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of inmates.
9. If a third party files such a request on behalf of an inmate, the alleged victim must agree to have the request filed on his or her behalf, and the alleged victim will be responsible for personally pursuing any subsequent steps in the administrative remedy process. If the inmate declines to have the request processed on his or her behalf, the agency shall document the inmate's decision.
10. Any inmate can file an emergency grievance alleging that they are subject to a substantial risk of imminent sexual abuse, using the emergency grievance procedure listed above.
11. After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, the grievance shall immediately be forwarded to the grievance coordinator or team commander on duty, where immediate corrective action may be taken, an initial response within 48 hours will occur, and a final agency decision will be made within 5 calendar days. The initial response

- and final agency decision shall document the agency's determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
12. The agency may discipline an inmate for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith.

RULES AND REGULATIONS

1. No Smoking.
2. All inmates must be properly dressed at all times.
3. All inmates must participate in daily housing unit clean up.
4. Do not hang any items in the cell blocks/housing units between the hours of 7:00 AM-8:00 PM.
5. Inmate personal property containers will be stored underneath the bunks.
6. Gambling is prohibited.
7. Unauthorized headgear is prohibited.
8. Do not alter any items/property in this facility.
9. Do not interfere or tamper with security devices, doors, locks, or plumbing equipment.
10. Stealing is prohibited.
11. Inmate ID's issued by the jail must be with you at all times. Inmate ID's will not be altered in any way and Inmate ID's must be physically presented when instructed to do so.
12. Inmates shall not fight, assault, or place their hands on any inmate or staff member, visitor and/or volunteer.
13. Any inmates attempting and/or aiding in an escape will be punished and may also be liable for an additional term of imprisonment.
14. You must submit a urine sample when asked to do so.
15. Do not cross any red lines that are painted throughout the jail without the permission of a staff member.
16. Do not sleep on any bunk marked reserved, unless you were assigned by a staff member.
17. The Sheriff reserves the right to alter, add, or delete rules and regulations based on the needs of the facility.
18. Any inmate who violates any law, rule, regulation, or guideline of the NSO Inmate Handbook is subject to disciplinary action, loss of privileges, and institutional and criminal charges.

NOTE: THE RULES AND REGULATIONS IN THIS HANDBOOK PERTAIN TO ALL INMATES HOUSED IN THIS FACILITY. YOU MUST FOLLOW ALL RULES AND REGULATIONS IN THIS HANDBOOK OR YOU WILL BE SUBJECT TO DISCIPLINARY ACTION.

DISCIPLINARY PROCEDURES

If you are found to be in violation of an NSO rule or regulation, you may be charged with an offense. If so:

1. You will be informed of the charge.
2. You will be informed of the recommended penalty.
3. You will be afforded an opportunity to appeal.
4. You must sign the Inmate Violation Report. (Note: A refusal to sign the violation report results in the loss of any right to appeal and the recommended penalty will go into effect immediately.)
5. You will receive a copy of the violation report.

The NSO disciplinary process is an administrative process and courtroom procedures do not apply.

Due process applies to all inmate disciplinary proceedings. Under the law, the minimum procedural due process requirements include the following:

If you receive a penalty that includes disciplinary segregation or loss of good time, you will:

1. Receive written notice of the charge and the factual basis at least 24 hours prior to a hearing on the charge, unless waived in writing.
2. Receive a hearing on the charge in your presence by an impartial party, unless you waive your right in writing. You may be excluded during the testimony of any inmate whose testimony must be given in confidence. The reasons for your absence or exclusion will be documented.
3. Have an opportunity to have the assistance of a staff member or fellow inmate in defending the charge.
4. Receive a written statement by the fact finders as to the evidence relied upon and the reasons for

the disciplinary action,

5. **Have the opportunity to call witnesses to be heard in person when it does not interfere with institutional safety and goals and**
6. Have the right to appeal any finding of guilt to the facility administrator or designee.

If you receive a penalty that includes a loss of privileges, removal from a work program / inmate program and/or an oral reprimand you will:

1. Have the opportunity to explain or deny the charge; and
2. Have the opportunity to appeal any finding of guilt to the facility administrator or designee.

DISCIPLINARY APPEALS

1. To appeal a finding of guilt, you must indicate so on the Inmate Violation Report. You may also elect to exercise some of your due process rights. If you appeal a finding of guilt, all privileges normally afforded to you, will be suspended throughout the appeals process. Upon a finding of not guilty, your privileges will be reinstated.
2. If no plea agreement is reached, your case will be heard before the Adjustment Committee (1 to 3 persons). After hearing evidence from both sides, the Committee will inform you of the finding(s) (guilty or not guilty) and the penalty. The hearing officer may set aside, reduce, increase or allow the recommended penalty to stand. The penalty will go into effect immediately.
3. An appeal to the Sheriff or his designee is the final appeal level. You should prepare a written statement detailing why the finding or penalty should be changed. You will be informed in writing of the final decision.

DISCIPLINARY PENALTIES

1. **Disciplinary detention** – the separation of an inmate from the general population for misconduct and/or violations of regulations.
2. **Administrative segregation** – Isolation from the general jail population for any reason other than punishment, such as protective isolation or isolation during investigation of an alleged institutional rule or regulation. It may also be used when an inmate poses a security threat to the facility or other inmate, or is determined to be mentally deficient and in need of special care.
3. **Loss of privileges** – the loss of Canteen, gym, and Social Visitation imposed as a penalty for violating institutional rules or regulations. When in disciplinary detention, it also includes the loss of your mattress (between the hours of 7am- 7pm), loss of telephone, and TV. Privileges can be taken away at any time as a means to ensure compliance of rules and regulations.
4. **Loss of accumulated good time.**
5. **Removal from work details or programs.**
6. **Oral reprimand.**

MAJOR CLASS OFFENSES (100)

- | | |
|-----|--|
| 100 | Killing a person |
| 101 | a. Escape or attempted escape |
| | b. Leaving an area of confinement without permission |
| | c. Being in an unauthorized area |
| 102 | Possession of a weapon |
| 103 | Rioting, inciting a riot |
| 104 | Setting a fire |
| 105 | Assault on any staff member (Sworn, Civilian, Volunteer, Visitor) |
| | a. Assault on any inmate |
| 106 | Sexual Assault: sexual acts, threatening and/or forcible sexual acts on Staff |
| | a. Sexual assault: sexual acts, threatening and/or forcible sexual acts on Inmates |
| | b. Sexual Harassment: unwelcome sexual advances, request for sexual favors, any act verbal, by action or gesture that is derogatory or sexually offensive in nature. |
| 107 | Seizing or holding hostages, Staff or Inmate (Detaining anyone against their will) |
| 108 | Possession and/or distribution of Unauthorized or illegal drugs. |
| | a. Possession and/or distribution of paraphernalia to manufacture or administer illegal drugs. |
| 109 | Refusing to test for, or testing positive for, or being under the influence of an intoxicant (Unauthorized or illegal) |

- 110 a. Refusing to provide sample for DNA testing
- 111 Possession of LEO uniforms or any parts thereof
- 112 Participating in, or encouraging others to participate in group demonstration (Barricading Cell)
- 112 Indecent Exposure
- 113 Masturbation or simulated acts of masturbation
- 114 Throwing/spreading of urine or feces
 - a. Spitting at or towards anyone
- 115 Assault by a mob (2 or more inmates)
- 116 Participating in gang activity
- 117 Blackmail, extortion, or threat to do bodily harm on Staff, Civilians, Volunteer or Inmates
- 118 Participating in a work stoppage
- 119 Refusing to comply with the classification process
- 120 Manufacture, possession of forged documents or unauthorized mail.
- 121 Resisting restraint
- 123 Unauthorized or inappropriate contact or communication with any Staff member (Sworn, civilian or volunteer)
 - a. Unauthorized contact with the public
- 124 Destruction or manipulation of any security device
- 125 Stealing or obtaining anything by false pretenses
- 127 Giving or receiving tattoos
 - a. Possession of any tattoo equipment
- 129 Habitual offender (three (3) or more findings of guilt within six (6) months of each other)
- 130 Conspiracy to commit any 100 series offences.
- 131 Destruction or manipulation of any security device

Disciplinary penalties for Major Class 100 offenses:

1. Disciplinary detention for up to thirty (30) days (includes loss of privileges).
2. Loss of accumulated good time.
3. Removal from work details or programs.

MINOR CLASS 200 OFFENSES

- 200 Failure to comply with operational procedures (cell inspection, cell search, headcount, being escorted)
- 201 Unauthorized use of facility tools or equipment
- 202 Failure to follow institutional rules or sanitation guidelines not otherwise listed as an offense.
- 203 Dress code violation
- 204 Delaying and hindering
- 205 Interfering with Staff duties
- 206 False statements against Staff
- 207 Feigning illness
- 208 Being in an unauthorized area
- 209 Leaving an area of confinement without authorization
- 210 Failure to keep housing area clean
- 211 Horse Playing
- 212 Giving custom beard or haircut to any Inmate (Exception: Inmates on Kitchen detail)
- 213 Demanding anything by threat or intimidation
- 214 Unauthorized gathering or intimidation
- 215 Vulgar, profane, or demeaning language
- 216 Unauthorized transfer or sale of personal property
- 217 Charging or accepting anything of value for legal advice
- 218 Possession of Contraband
- 219 Conspiracy to commit any 200 series offense
- 228 Refuse to enter assigned housing/interfering with housing
- 229 Disobeying a direct order
- 230 Fighting with any person
- 231 Unauthorized use of mail, telephone, or any other electronic device. (Tablet, computer, etc.)
- 232 Damage to any NSO property

Disciplinary penalties for Class 200 offenses:

1. Cell Restriction for up to thirty (30) days (includes loss of privileges) or fifteen (15) days Disciplinary Segregation
2. Loss of privileges up to 30 days.
3. Possible loss of accumulated good time.
4. Possible removal from work details or programs.
5. Oral reprimand.

NORFOLK SHERIFF'S OFFICE

Prison Rape Elimination Act (PREA) Policy

The Norfolk Sheriff's Office (NSO) maintains a zero tolerance toward all forms of sexual abuse and sexual harassment. Under the Prison Rape Elimination Act, the following definitions apply:

Sexual abuse includes:

- (1) Sexual abuse of an inmate by another inmate; and
- (2) Sexual abuse of an inmate by a staff member, contractor, or volunteer.

Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes:

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or

derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

The NSO's approach to preventing, detecting, and responding to such conduct is contained in NSO policy and procedure. At a minimum, an administrative or criminal investigation will be conducted whenever anyone is suspected of sexually assaulting another person. This investigation could lead to criminal charges, conviction, prison sentences, and the requirement to register as a sexual predator. Inmates committing prohibited acts are subject to administrative charges under the Inmate Rules of Conduct, as outlined in the disciplinary section of the Inmate Handbook.

Unprotected sex increases one's risk of HIV infection and other sexually transmitted diseases. If you have difficulty controlling your sexual impulses, you should notify a staff member immediately so you can be referred to a social worker.

If you encounter sexual abuse or sexual harassment as defined above, you should **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY!** In cases of sexual abuse, do not shower, brush your teeth, use the toilet, or change your clothes. The longer you wait to report the abuse or harassment, the more power you give to the perpetrator and the more difficult it is to obtain the evidence necessary to support your criminal complaint. If you are abused, harassed, or witness abuse or harassment, but you are unwilling to report it directly to a staff member, you can:

- Call the Inmate Abuse Hotline by pressing *81 from any inmate phone.
- Call the Office of the Inspector General toll free at 1-800-869-4499 or send a letter to Office of Inspector General, U.S. Department of Justice, 950 Pennsylvania Ave. Room #4706, Washington DC, 20530.
- Submit a grievance or a sick call slip.
- Report to the PREA coordinator or PREA compliance manager.
- You may also have a relative go online to www.norfolk-sheriff.com and fill out the third party reporting form, or you can have someone send an email to ReportSexualAbuse@norfolk-sheriff.com.

No matter how you choose to report it, all complaints received will be investigated completely.

Sexual abuse and harassment affects everyone, either directly or through the experiences of those they care about. It can affect any male or female of any age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

Norfolk Sheriff's Office has collaborated with YWCA to provide crisis intervention counseling, advocacy, information and referrals to victims of sexual violence detained in jail. To access these services, contact (757) 226-9922 or send a letter to 500 E. Plume Street, Suite 700, Norfolk, VA 23510.

As with any phone call made from the phones in the cellblocks, your conversation may be recorded. If you report a crime to any crisis counselor, victim advocate, or healthcare provider, they will notify you of their status as a mandatory reporter and will have to report the crime to the proper law enforcement agency.

Remember no other inmate or staff member ever has the right to ask you for sexual favors or request that you engage in sexual activities!

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