HALAWA CORRECTIONAL FACILITY (HCF)

INMATE RESPONSIBILITIES

Inmates are responsible for their actions. Any person involved in a law or rule violation within HCF will face an Adjustment Committee Hearing and if found guilty, disciplinary sanction(s) will be imposed. Inmates are encouraged to contact the appropriate staff member to resolve a dispute.

INMATE GRIEVANCE

A grievance process exists to address inmate concerns. Prior to the submission of a formal grievance, inmates should first attempt to resolve complaints informally through the appropriate staff. If the inmate does not receive resolution, the inmate may file a grievance. All grievances are confidential. A family member cannot file a grievance on behalf of an inmate.

TELEPHONE PRIVILEGES

During assigned times, inmates have access to a phone, based on a "collect call." Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. Three-way calls and pre-paid phone cards are prohibited. Personal phone times are limited, and are subject to being monitored. Phone calls are a privilege that can be revoked. Do not call HCF for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call HCF to speak to an inmate; authorization will not be granted to speak to any inmate.

In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family), request to speak to the Watch Commander and state the nature of the emergency. Do not leave this information on any electronic messaging system.

NOTE: All inmate telephone calls are closely monitored with the exception of privileged calls to attorneys with Bar Association numbers, the Office of the Ombudsman, and the ACLU.

MAIL PROCEDURES

There is no limit on the amount of correspondence sent/received. Books, magazines, food items, etc. may not be sent to an inmate. Mail shall be addressed in the following format:

First/Last Name Return Address	Stamp
Inmate's First/Last Name c/o Halawa Correctional Facility 99-902 Moanalua Road Aiea, HI 96701	

All correspondence must go through approved channels. Staff monitors incoming/outgoing mail. Any suspicious mail that appears to cause a threat to the safety and security of HCF may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue, drawings, bookmarks, lipstick/kiss marks, or inappropriate content (i.e. pornography, threatening remarks).

LEGAL MAIL

Mail from government officials, attorney of record, and the courts are considered Legal Mail. Legal Mail shall be addressed in the following format:

Attorney First/Last Name, Agency Attorney Bar Number Attorney Address	Stamp
LEGAL MAIL Inmate First/Last Name c/o Halawa Correctional Facility 99-902 Moanalua Road Aiea, HI 96701	

MONEY PROCEDURES

Only cashier's checks/official bank drafts are allowed for deposit via the mail. Cashier's checks/official bank drafts must be made payable to *Halawa Correctional Facility*, listing the inmate's name in the memo area and the sender's full name and address anywhere on the face of check/official bank draft. Depositors must be on the inmate's approved visitor list to make a monetary deposit. Monetary deposits are limited to $250.00/month. Personal checks, money orders, and cash are not allowed. Rejected monetary donations are returned to the sender with a letter of explanation and contact information. HCF does not provide cashier's services. All monetary deposits shall be conducted by mail only.

VISITATION PROCEDURES

Visitors must be on an inmate's approved visitation list. It is the inmate's responsibility to submit a visitation list for approval. If an individual shows up at HCF, and is not on the inmate's approved list, the individual will NOT be allowed to visit. It's also the inmate's responsibility to notify visitors of their approval/denial. Due the security of HCF, requests for visits will be denied if an inmate has received a disciplinary action within 30 days of the requested visit.

Visitors shall not be permitted to visit more than 1 inmate unless the visitor is a member of the immediate family of more than 1 inmate is confined in HCF. Immediate family is mother, father, step-mother, step-father, grandparents, brothers, sisters, step-brothers, step sisters, spouse, and inmate's children. Special approval must be granted for this exception by the Chief of Security or higher.

Individuals on active parole/probation must obtain in writing, permission to visit. No former inmates will be allowed to visit unless prior written approval is granted from the Warden or the Warden's designee. Former inmates must be off supervision and have the recommendation of their supervising agent. Even if the supervising agent recommends the visit it must still be approved in advance by the Warden and will be limited to immediate family members. Former inmates who were victims of the crime or convicted as part of the crime, will not be allowed to visit. Any rules that the PSD has regarding visits of this type will also apply and, approval will be required.

Visitors must present a photo ID if age 13 or older. Non-picture ID shall suffice for visitors under the age of 13. Visitors may be required to provide a marriage license or birth certificate when requested, if a minor has a different last name from the inmate. A birth certificate must be submitted to verify common parent. Approved photo ID include the following: valid state ID, valid driver's license, passport, senior citizen bus pass, Government ID (i.e. City, State, or Federal), Military ID, and School ID (age 13 and older). All visitors must sign the visitors' log.

Eligible inmates shall be authorized 2 adult approved visitors. The maximum number of visitors, counting approved children, shall not exceed 5. A married couple shall be counted as two (2) allowable visitors. There shall be no replacement of visitors once the allowable limit is allowed access.

Introduction of contraband into HCF is not allowed. Visitors who introduce contraband into HCF shall be barred from the HCF and may face possible arrest and criminal prosecution. NO items of any kind are permitted to be introduced or passed between visitors/inmates. Cell phones and cameras are considered contraband and will not be allowed into HCF.

No weapons, ammo, alcoholic beverages/containers are allowed in vehicles. All doors and windows must be secured on vehicles, tools and tobacco must be secured in vehicles. Individuals smelling of alcoholic beverages or having drugs/alcoholic beverage on their person, will not be allowed to visit or enter the visiting area. Local law enforcement will be notified in such instances. Disruptive behavior can be cause for visit cancellation.

Lockers are available at the MSF and SNF to secure personal belongings and valuables before visiting. Visitors need to provide their own combination lock for the locker. All lockers need to be vacated after visits. Any locks left after visits will be removed at the lock owners' expense. Personal belongings and valuables shall not be left unattended in the visit lobby or on the visit lanai. HCF shall not be held responsible for loss or damage to property.

Visitors are subject to searches (i.e. IONSCAN Narcotics Detection, frisk/pat or strip search) based on reasonable suspicion and with consent. Any visitor refusing to consent to be searched will be denied entry and the Watch Captain notified immediately.

Visits are contingent upon adequate available manpower. To be apprised if visits will be held as scheduled, visitors can call the visitor hotline at (808)485-5298, after 6:30am on that particular day.

VISITATION BY MINOR CHILDREN

The inmates' minor children shall be counted as allowable visitors. Other minor children are limited to 1 per visit and shall be counted. Their legal or consenting guardians must accompany them. A responsible adult who is on the inmate's visit list must escort visitors under the age of 18. A *Minor Consent Form* must be completed by the legal parent/guardian, or custodial government agency, authorizing another adult to escort the inmate's minor children into either

HMSF or SNF. This document is to be signed in the presence of a notary. Custodial government agencies shall include Agency's letterhead approving adults to escort inmate's minor(s) into each facility (HMSF/SNF). This form's intent is strictly for the inmate's own minor children. The adult escort must remain with the minor during the entire visit and not be left unattended. A *Notice of Waiver* must be completed for each visitor under the age of 18 by the legal parent/guardian or authorized escort.

VISITATION FOR HALAWA MEDIUM SECURITY FACILITY (HMSF)

- Authorized 1 visit per weekend
- Each visit shall be up to 1 hour
- Module visit schedule shall be rotated monthly
- Visit check-in will be at the HMSF Screening Desk.

MONTH	1st VISIT (7:00am-10:00am)	2nd VISIT (10:45am-1:00pm)
January	Modules 2 & 4	Modules 1 & 3
February	Modules 1 & 3	Modules 2 & 4
March	Modules 2 & 4	Modules 1 & 3
April	Modules 1 & 3	Modules 2 & 4
May	Modules 2 & 4	Modules 1 & 3
June	Modules 1 & 3	Modules 2 & 4
July	Modules 2 & 4	Modules 1 & 3
August	Modules 1 & 3	Modules 2 & 4
September	Modules 2 & 4	Modules 1 & 3
October	Modules 1 & 3	Modules 2 & 4
November	Modules 2 & 4	Modules 1 & 3
December	Modules 1 & 3	Modules 2 & 4

VISITATION FOR HALAWA SPECIAL NEEDS FACILITY (SNF)

- Authorized 2 visit per weekend
- Each visit shall be 30 minutes
- SNF visit schedule will always remain the same
- Visit check-in and screening will be done at the HMSF Screening Desk

Module A	
Quad 1 (Up)	12:30pm-1:00pm
(Down)	1:05pm-1:35pm
Quad 2 (Up)	1:40pm-2:10pm
(Down)	2:15pm-2:45pm
Quad 3	2:50pm-3:20pm

Module B	
Quad 1	7:00am-7:35am
Quad 2	7:45am-8:10am
Quad 3	8:15am-8:45am

Module C	
Quad 1 (Up)	11:20am-11:50am
(Down)	11:55am-12:25pm
Quad 2 (Up)	8:50am-9:20am
(Down)	9:25am-9:55am
Quad 3	10:00am-10:30am

VISITOR DRESS CODE

Visitors will dress in a neat, appropriate, and conservative manner which is not unduly provocative, suggestive, or revealing, and does not resemble inmate attire or present adornments which could be used as a weapon, or any clothing deemed inappropriate by staff. Medical alert bracelets, ID tags, and medical-approved eyewear are permitted.

Female visitors will inform the female Search ACO of their menstrual period. Visitors shall be required to remove and change sanitary supplies in the presence of a female ACO. The used sanitary supplies will be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

All visitors age 13 and above will abide by the "Dress Code for Female/Male Adult Visitors."

DRESS CODE FOR FEMALE/MALE ADULT VISITORS

- Undergarments (i.e. panties, bras, slips, boxers, briefs)
  -Must be worn
  -No bras without straps, no underwire or athletic bras
  -Pantyhose do not constitute undergarment
- Dresses and Muumuus
  -Must not be shorter than 2 inches above the kneecap when seated
  -Must not have slits that rise higher than the kneecap when seated
  -No false pockets
  -Must be worn with slips
- Blouses and Tops
  -Must not be tucked into pants/jeans
  -Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)
  -Must have sleeves
  -Must appropriately conceal shoulder, midriff, back, and cleavage (no sweaters or jackets, or other clothing shall be used to conceal prohibited attire)
  -Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)
- Pants and Trousers
  -No cuffs
  -No false pockets
  -No form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)
  -Must be comfortable and loose, but ensuring that it does not slip off
  -Must be standard length, down to the ankle
  -No shorts or capris
- Footwear
  -Must wear slippers, sandals, or shoes
  -No bare feet
  -No all-solid, black-colored rubber slippers, zoris, or flip-flops

PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE ADULT VISITORS

- No hats, caps, curlers, ponytails, buns, ribbons, hatbands, beads, braids, dreadlocks, curlers, scrunchies, clips, hair comb, hair picks, binders, stickpins, leis, flower, hair ornaments, bandanas, wigs, toupee, hair extensions (elastic rubber bands are only allowed to hold hair up)
- No bathing suits or lava lavas
- No sunglasses
- No jewelry
- No printed "T" or polo shirts which display profanity, sexual symbols or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence, etc.
- No handbags (i.e. purses, wallets)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

Children will be appropriately attired. Undergarments and footwear will be worn. A shirt, t-shirt, or blouse worn with pants/trousers is allowed. Girls may wear muumuus or dresses. A minor female visitor, who is mature or maturing, will abide by the "Dress Code for Female Adults."

VISITORS WITH INFANTS OR BABIES

Diapers worn by infants or babies will be removed and changed in the presence of the screening ACO. The used diaper will be discarded and replaced with a clean diaper. It is the visitor's responsibility to bring a clean diaper for the change. *Baby food, pacifiers, and baby carriers are strictly prohibited. Breast-feeding is not allowed.* The following items are authorized into the visit area: 1 extra diaper, 1 plastic bottle of liquid (which shall be opened and checked), and 1 unlined, non-quilted, unpadded blanket.

VISITOR PARKING

Visitors may park in the visitors' parking lot at the HMSF, provided the driver submit proof of a current vehicle registration, safety inspection, no fault insurance card, and valid drivers' license to the Main Gate ACO. Vehicles without proper documentation cannot park at HCF grounds.

Minors under the age of 18 shall not be left unattended in vehicles. Visitors must abide by posted rules concerning vehicles. HCF shall not be responsible for any claim by loss, theft, damage, fire, or injury connected with any vehicle.

PHYSICALLY DISABLED VISITORS

HCF's visitation areas are handicapped accessible. Designated handicapped parking is available at HCF's front entrance. Handicap, physically challenged persons, or persons accompanied with a letter from a medical doctor stating the visitor's medical condition, will be authorized to be dropped off near the visitors' area, and the vehicle must be parked in the visitors' parking.

Anyone with a medical restriction that would interfere with clearing a metal detector, must have documentation in writing from a licensed physician.

Visitors may be allowed to bring in prescribed medications for certain health conditions and necessary prosthetics with the approval of the Watch Commander. Visitors who have prescription drugs for current medical needs, must notify the Lobby Officer. Items such as inhalers, nitroglycerin pills for heart conditions, etc. can be secured in the visitation room in case of emergencies. HCF will not treat visitors for any type of condition, except in an immediate emergency situation. Any other special needs shall be reported to the Screening Desk Officer for further consideration.

INMATE PROPERTY PROCEDURES

The inmate's personal property is stored in the HCF Property Room. All newly admitted inmates are informed that an authorized individual must pick up personal property within 30 days. After 30 days, inmates not submitting a written authorization for property pick up will have the property disposed. Individuals who have been authorized to pick up and drop off inmate's personal property may do so Monday through Friday from 8:00 am-2:00 pm, excluding State Holidays. Call the HCF Property Room at (808)485-5290 to ensure authorization was given to either pick up/drop off property.

Inmates who are scheduled for a jury trial, may have the attorney supply civilian clothing down at the courtroom. Only 1 shirt, 1 pair of pants, and 1 pair of dress shoes will be allowed. Do not bring belts, socks, or shoes with laces.

BAIL & RELEASE ISSUES

For information pertaining to an inmate's bail amount or bail procedures, call the Oahu Community Correctional Center (OCCC's) Module 5-Inmate Release Unit at (808) 832-1652. HCF houses long term sentenced felons so it is a rarity that bail issues materialize.

All other scheduled releases, be it parole or time served, occur at about 9:00 AM, or unless otherwise necessary. HCF will not address individual inmate release time questions.