

## **WAIAWA CORRECTIONAL FACILITY (WCF)**

### **INMATE RESPONSIBILITIES**

Inmates are responsible for their actions. Any person involved in a law or rule violation within the WCF 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 WCF for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call WCF 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 Waiawa Correctional Facility P.O. Box 1839 Pearl City, HI 96782	

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 WCF 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	Stamp
Attorney Bar Number	
Attorney Address	
	LEGAL MAIL
	Inmate First/Last Name
	c/o Waiawa Correctional Facility
	P.O. Box 1839
	Pearl City, HI 96782

## MONEY PROCEDURES

Only individuals on an inmate's approved visitation list are allowed to deposit money into an inmate's account. Money orders or cashier's checks will only be accepted through the US Post Office. Money orders or cashier's checks will not be accepted any other way (i.e. drop off at the Main Gate). Money orders or cashier's checks must be payable to *Waiawa Correctional Facility*, and clearly list the sender's and inmate's full name and sender's complete address. Money order or cashier's check that is incorrectly sent (i.e. individual not on approved visitation list) will be returned to the sender. At present, there is no monthly dollar limit on funds to be deposited into an inmate's account.

Family members/friends shall not call the Business Office for balances or questions regarding an inmate's funds. The WCF will only provide trust fund information to the inmate. When the senders have concerns regarding a money order or cashier's check sent to WCF, the sender shall address concerns directly with the inmate during the inmate's phone time, visitation or correspondence. If the issue is unresolved, the sender may forward a letter of concern to the Business Office for response.

## VISITATION PROCEDURES

Visitors are limited to 1, one-hour visit per weekend (Saturday/Sunday) not to include holiday visitation. Group visits are limited to 3 adults per visit. If visitors are documented parents (i.e. proof of birth certificate) of an inmate they are considered as 1 visitor and the inmate may have an additional 2 adult visitors. All visitors must have prior visitation approval. Visitors who show up at WCF without visitation approval will be denied entry. It is the inmate's responsibility to notify visitors of approval/denial.

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.

## **VISITING HOURS**

Kashbox population: 7:45am to 9:45am (entrance cut off time 9:15am)  
General population: 11:30am to 1:30pm (entrance cut off time 1:00pm)

## **VISITOR DRESS CODE**

Visitors shall 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 shall 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 shall 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, jackets, or other clothing shall be used to conceal prohibited attire)
  - Must have shoulder straps that are 2 ½ 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, etc.)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing
- No red-colored shirts/tops

### **DRESS CODE FOR CHILDREN (under the age of 13)**

Children must be appropriately attired. Undergarments and footwear must 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, shall abide by the "Dress Code for Female Adults."

### **VISITORS WITH INFANTS OR BABIES**

Diapers worn by infants or babies shall be removed and changed in the presence of the screening ACO. The used diaper shall 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.

### **VEHICLE DOCUMENTS**

Upon entrance to WCF, visitors will be required to present a current driver's license, vehicle insurance card, registration, and safety inspection. Those with expired driver's license, vehicle insurance card, registration, or safety stickers will not be allowed to drive the vehicle on the property.

### **INMATE PROPERTY PROCEDURES**

Inmate's personal property is stored in the WCF Property Room. Authorized individuals must pick up an inmate's personal property within 30 days of transfer. Inmates must submit a written authorization for their property to be picked up. After the 30 days, the property will be

disposed. Only approved individuals (on inmate's visitation list) are authorized to send in and pick up property for the inmate. Individuals who have been authorized to pick up inmate's property must do so on Monday, Wednesday, or Friday from 8:30am-1:00pm, excluding State Holidays.

Incoming property must have prior approval for the items being sent. Property will only be accepted through the US Post Office. Upon written request and authorization, an inmate who is paroling or maxing out (on their longest prison sentence) may be allowed to have 1 pair of shoes, 1 pair of long pants and 1 collared shirt (maximum value of \$20.00 US dollars each) through the US Postal Office. The shoes must be new, accompanied with the original receipt, and valued no more than \$30.00 US dollars. Call the WCF Property Room at (808)677-6157 to ensure authorization to pick up property.

Inmates in the WCF Offender Re-entry Program must obtain approval for clothing and shoes being sent.

### **BAIL & RELEASE ISSUES**

For information on an inmate's bail amount and procedures to post bail, call Oahu Community Correctional Center's Module 5-Inmate Release Unit at (808)832-1652 or 832-1653. WCF does not handle bail releases. Inmates who are qualified for bail are transferred back to OCCC for release. All other scheduled releases (i.e. parole or maxing out) occur at about 8:30am. WCF does not address individual release time questions.