WOMEN'S COMMUNITY CORRECTIONAL CENTER (WCCC)

INMATE RESPONSIBILITIES

Inmates are responsible for their actions. Any person involved in a law or rule violation within WCCC 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 WCCC for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call WCCC 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 Women's Community Correctional Center 42-477 Kalanianaole Hwy Kailua, HI 96734

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 WCCC 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 Women's Community Correctional Center 42-477 Kalanianaole Hwy Kailua, HI 96734	

MONEY PROCEDURES

Inmates are not permitted to handle money. Visitors may deposit money to an inmate's account at the Business Office at the WCCC Administration Building, Mondays through Fridays, from 8:00am-3:00pm, closed Saturdays, Sundays, and State Holidays. Money will not be accepted during visits. Deposits made at the Business Office shall only be in U.S. currency, money orders, or cashier's checks.

After the first 30 days of incarceration, only individuals on the inmate's visitation list are allowed to deposit money into the inmate's account Proper identification is required. Money orders/cashier's checks will be accepted through the mail, provided the sender is on the inmate's approved visitation list. The inmate's name and SID number must be printed on the lower left corner of the money order/cashier's check. All money orders/cashier's checks shall be made payable to *WCCC.*

VISITATION PROCEDURES

Visitation is a privilege and not a right. These privileges may be restricted if either the inmate/ visitor violates the rules. An individual directed to leave the WCCC premises due to rule violations/conduct and refuses to comply shall be charged with trespassing; also, visitation privileges may be suspended from the date of occurrence up to one year. Each inmate is responsible for informing visitors of the "Visitation Rules/Guidelines."

During each visiting period, inmates are allowed no more than 2 visitors. Each individual is counted as 1 visitor. "Switching" of visitors while a visit is in progress is prohibited. Any minor child less than 18 years of age shall require an escort by a responsible authorized adult. An inmates own child, age 18 or older, may be appointed to be the responsible adult escort upon written approval from the child's legal guardian by completing the Minor Consent Form. During the visit, the responsible adult escort shall remain with the minor child throughout the visit period. In the event the inmate is the sole guardian, the inmate may initiate in-house documentation selecting an adult from her approved visitation list to escort the minor child into WCCC. The case manager may assist in the preparation of these documents.
Inmates must submit a list of visitors for approval on the "Visit Request" form that is distributed in each housing unit with all required information. Both copies of the visit request form must be filled out and turned into the Visit Officer. "Visit Request" will only be accepted twice a year, during the months of January and July. Removal of any visitor from the inmates visitation list

may be on a continuous basis. New Intakes will have 30 days after incarceration for immediate family members to visit and 30 days to submit their request to establish a permanent visiting list. Proof of relationship must be provided. The list shall consist of no more than 12 people, including family members/friends. When a permanent visiting list has been established, those individuals on the approved list may be allowed to visit.

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.

Prior to the visit, visitors are required to show an approved photo identification (ID). Photos shall be identifiable by the bearer. Photo ID shall not be altered or fabricated. Approved ID is limited to the following: current driver's license, current State ID, Military ID, or passport. Visitors under the age of 18 may present a birth certificate.

Visits will be structured to allow informal communication between the visitor/inmate. Visitor/inmate may embrace (hug) and exchange a brief kiss at the beginning/conclusion of the visit. Visitor/inmate may not engage in sexual activity. Sexual activity includes the following: continued embracing and excessive kissing; placing of "hickeys" on person's body; touching, rubbing, biting, kissing or fondling of genitals, breasts, buttocks, thighs, legs, back or stomach whether through or underneath clothing; sitting on laps; straddling of legs over each other; sexual intercourse; lying down; and females entering male bathrooms or males entering female bathrooms.

Any sexual stimulation or activity between visitor/inmate is strictly prohibited and will result in termination of the visit and possible removal of the visitor from the inmates visitation list for a period to be determined by the Warden or Designee. Visitors/inmates must obey the directions of the Correctional Officers at all times. Failure to do so will result in termination of the visit and possible suspension or termination of the visitation privilege.

All visitors entering the WCCC may be subject to a metal detector, ion scan, frisk/pat or strip search, or exposure to a Sheriff canine unit. All adult visitors are required to sign the "Consent to Search form" as a condition for entering WCCC. All minors are covered under the consent of their legal guardians/responsible adult escort. All visitors are subject to a pat search and other methods of search including electronic, and residual/chemical screening. All visitors are subject to a strip search when there is probable cause or reasonable suspicion.

Any intended visitor found with contraband will be denied the privilege of visitation and denied entry to WCCC. Contraband (i.e. firearm, destructive device, ammunition, object designed to be

used as a weapon, narcotic drug, controlled substance, alcoholic or intoxicating beverage, currency (money), drug paraphernalia, paperwork (legal or otherwise), photos or anything not specifically authorized by the Warden for the use by any inmate or which inmates are prohibited from obtaining or possessing through regular institutional channels. The Warden or Designee shall determine restoration of future visits.

Visitors are responsible for securing personal items not allowed into WCCC (i.e. keys, money, gum, jewelry, cell phones, beepers). The items not allowed in WCCC may be stored in a locked vehicle or visitation locker. WCCC assumes no responsibility for personal property of visitors.

Loitering in the visitation area, walkways, grounds, or parking areas are not permitted. All visitors must refrain from yelling, shouting, or communicating to the inmates through the fenced areas. The ingress and egress for inmate visitation is through the main Kaala pedestrian gate. There will be no exceptions.

Due to confidentiality, the Visitation Officer or any staff member is not authorized to provide information regarding any inmate's visitation list over the telephone. The inmate is responsible for informing visitors if they are approved to visit. The inmate will receive a copy of the original visit request (provided both copies were submitted) that identifies the individuals authorized to visit.

VISITATION HOURS

Visitation hours are from 8:00am-10:00am, Saturdays and Sundays for General Population, Kaala, Ahiki and Maunawili Cottages. Each Cottage has 1 day of the weekend assigned as a visit day. The days are rotated on a monthly basis. Maunawili and Ahiki cottages visit together. Olomana Cottage visits every Saturday and Sunday from 8:00am-9:30am.

Visitors must report no later than 9:00am. Upon announcing the visitation period has ended or at any time as directed by staff, visitors must immediately leave the visitation area.

VISITOR DRESS CODE

Visitors will dress in a neat, appropriate, and conservative manner that is not unduly provocative, suggestive, or revealing, and does not resemble inmate attire or present adornments, 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

- <u>Undergarments (i.e. panties, bras, slips, boxers, briefs)</u>
  -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.

SPECIAL VISITATION
Special Visits are intended for visitors who do not reside on the island of Oahu and are not able to visit during the regular scheduled visit times, CPS Visits, or Segregation Unit visits. Special visits may be granted during normal business hours. Inmates must submit to their Case Manager requests stating the date and time of the visit. Inmates must submit the request at least 7 days prior to the expected visit to obtain the necessary approvals for the special visit. The Chief of Security may deny any request. Off-island visitors are required to show proof of travel (plane ticket) and proper identification. Visitors are subject to a security clearance.

PHYSICALLY DISABLED VISITORS
It is the responsibility of the visitor who needs a special assistance apparatus to provide his/her own (i.e. wheel chair, cane). Any visitor needing special assistance in getting to the visit area will notify the Gatehouse Officer, who will have the inmate they are visiting assist them to the visiting area. There will be no other accommodations aside from the inmate's assistance.

PRESCRIPTION MEDICATION
Prescription medication will be allowed into WCCC only if the label is intact and legible, and the name on the label can be identified to the individual. All prescription medications must be declared at the Gatehouse upon arrival. The Gatehouse Officer will notify the Watch Commander on the amount and type of medication. Upon arrival at the visiting area the prescription medication will be surrendered to the Cottage Supervisor. If medication is needed during the visit, the Cottage Supervisor will allow the visitor to ingest the necessary medication and continue with their visit.

INMATE PROPERTY PROCEDURES

Upon an inmate's arrival to WCCC, property that is determined unauthorized, will be processed as Consent to Release. From that date, the inmate will have 30 days to arrange someone to pick up the property from the WCCC Administration Building, every Wednesday and Friday, from 8:00am-3:00pm. Items may also be mailed to WCCC. Property may be mailed out to an individual

designated by the inmate; however, the inmate must have funds available to pay for all shipping costs. Property that has exceeded 30 days will be disposed.
Upon arrival to WCCC, property may be dropped off during the first 30 days. In addition, inmates may also have property dropped off in February and August. The following items may be dropped off to WCCC: 6 solid-colored panties (no g-string, thongs, mesh, see-through, boy shorts, boxers, prints, or lace), 6 solid-colored bras (no underwire, gel padding, removable pads, strapless, removable straps, lace, or see-through), 6 pairs of white socks (no emblems), 1 religious medallion/chain (Medallion not to be larger than 1" x 1"; Chain to be no thicker than 3 mm; Value not to exceed $50.00 US dollars each), 1 predominantly white-colored (minimum 80 % white) pair of athletic shoes (Value not to exceed $40.00 US dollars (no colored laces, metal objects, or rhinestones), 1 ash gray-colored sweat pants (no pockets, emblems, string ties), 1 ash gray-colored sweat shirt (no pockets, or emblems), 2 navy blue-colored shirts (no pockets or emblems), 2 navy blue-colored shorts (no pockets, emblems, string ties, mesh, sweat-type, "dove," or "daisy dukes"; must not be below the knees), black rubber zori slippers (Surfah/Locals) or brown slip on PVC sandal (no color or clear straps, no Crocs, heels, material, multi colors, shoe inserts).

RELEASE ISSUES

Inmates are released from WCCC if granted parole or "time served." If an inmate is released on parole, they are released in accordance with their parole conditions. Normally, inmates are released to family, half way houses or transitional programs. If an inmate is released from WCCC, pick up is at the front of WCCC. Anyone arriving at the WCCC to pick up an inmate upon their release should check in with the Gatehouse Officer, to verify their presence on grounds. WCCC will escort inmates to the airport if required.