



BOOK #: 14.441

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

Halawa Correctional Facility

Inmate Name: _____ SID: _____

I have received the revised *HCF Inmate Guidelines* dated February 1999.

Whenever I do not fully understand the information contained in the guidelines I have been informed to seek assistance from the Module Social Worker or an ACO.

I have also been informed that prior to leaving this facility. I must return the *HCF Inmate Guidelines* to Property/Intake Unit. I understand that if this book and the addendum has been damaged or lost. I may be subject to a \$5.00 charge.

Additional Documents

- Visit Request Forms
- Inmate Request Form
- Medical Request Form

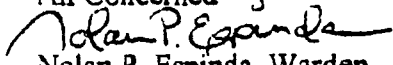
Inmate's Signature Date

Witnessed by Date

(For Office Use)

Date Guidelines Returned: _____ Received By: _____

September 22, 2009

TO: All Concerned
FROM: 
Nolan P. Espinda, Warden
SUBJECT: FACILITY INFORMATION

Effective October 1, 2009 the following changes will be implemented:

- MONETARY DONATIONS:

The walk-up cashier's window at HCF will no longer be available. Monetary donations will be conducted exclusively by mail. Only cashier's checks or official bank drafts will be allowed and must be made payable to "*Halawa Correctional Facility*", listing the inmate's name in the memo area and sender's full name and address anywhere on the face of the instrument. Depositors must be on the inmate's approved visitor list. Monetary donations will be limited to \$250.00 per month. Personal checks, money orders, and cash will not be allowed. Rejected monetary donations will be returned to the sender with a letter of explanation and contact information.

- VISITATION:

Holiday visits will no longer be provided.

- COMMISSARY STORE ORDERS:

Increased to \$250.00 per month for Medium Security (Modules 1, 2, 3, 4) and Special Needs Facilities (Modules A, B, C).

Increased to \$150.00 per month for Medium and Special Needs Facilities Holding Units.

No change to the current \$25.00 per week for Medium Facility Health Care Unit. Prices and availability of products are subject to change without prior notice.

Additional detailed information is available for family and friends via the Internet at:
<http://hawaii.gov/psd/corrections/prisons/halawa-correctional-facility>

NPE:tl

c: DEP-C, IDA, DW-T, COS, CAPTS, LTS, SEC ADM, FILE

HALAWA CORRECTIONAL FACILITY

Procedures on Monetary Donations by Mail

Only Cashiers Check donations made payable to "HALAWA CORRECTIONAL FACILITY" will be accepted for deposit to an Inmate trust account. The **FULL name of the Inmate** recipient and his **SID#** must be legibly shown in the *memo area* of the Cashiers Check, **NOT** on the payable line. The **FULL name and COMPLETE ADDRESS of the donor** must also be listed on the Cashiers Check (*preferably, also on the memo line*)

- CASHIERS CHECKS ONLY !!!
- \$250.00 MAX PER MONTH
- NO ABBREVIATIONS !!!
- SENDERS NAME AND ADDRESS MUST MATCH NAME AND ADDRESS ON VISITORS LIST
- RETURN ADDRESS ON ENVELOPE MUST MATCH NAME AND ADDRESS OF SENDER ON CASHIERS CHECK
(*first 30 days any family member allowed*)

SEE SAMPLE BELOW:

ABC Bank PO BOX 1234 Honolulu, Hawaii 96123-1234		Cashiers Check No. 40008965287
250dollars 00cents		10 / 14 / 07
PAYABLE TO:	*** HALAWA CORRECTIONAL FACILITY ***	
MEMO:	<i>Inmates Full Name SID #</i>	<i>Sender's Full Name Complete Address</i>
12340 0 5556789 876543 4000896		

!!REMINDER!!

The Following Are The Most Common Violations. Note These Are Common Violations, However, Adherence To HCF Inmate Guidelines Is A Must:

CELL

- No Extra Uniforms, Pillows, Sheets, Blankets or Mattresses
- No Extra Toilet Paper, Toothpaste, Toothbrushes, Soap (State issued)
- No Cleaning Supplies (sponge, scrubber, cleaning solutions)
- No Food, Condiments, Plastic Spoon, Styrofoam Plates And Cups, Plastic Wrap
- No Trash Bags
- No Partitions
- No Clothes lines or any other lines
- Nothing Hanging or Placed On Window Screen, Cell Door, Walls, and Side of Bed
- No Covering of Lights

Dayroom

- No Boxers in dayroom
- Use Assigned Phone Time, ONLY!
- NO Entering Unauthorized Cells
- No Sitting On Rail/Tables Or Putting Feet On Railing/Chairs
- No Yelling Out Of Window Or Communicating Across Quads
- Must Be Fully Dressed Before Exiting Quads
- Keep Quad Doors Locked/Secured At All Times

Other Common Violations

- No Altered Uniforms, Sweats, T-shirts, Pillows, Mattresses, Walkmans, ETC...
- Your Walkman should not be heard from outside of your cell
- When Lock Down Is Announced, You Have 15 Seconds To Return To Your Cell
- No Exercising In Rooms/Quads
- Shorts Authorized If Purchased Through The Commissary

Halawa Correctional Facility
ORIENTATION CHECKLIST

Inmate Name: _____ Date: _____
(PRINT NAME LEGIBLY)

- ___1 Introduce Orienter
- ___2 Reason for Orientation
- ___3 Brief overview of intake housing system/custody classification
- ___4 Explain written request policy
 - proper routing via block CM
 - encouraging verbal requests to any staff in instances of emergencies and timely necessity.
- ___5 **Explain/Issue HCF Inmate Guidelines**
- ___6 Explain/Issue Administrative Rules of Corrections Division (copies for review are available at all block control stations and CM offices)
- ___7 Explain HCF has the authority to conduct random shakedowns, cell inspections, pat/strip searches, and UA testing at its discretion
- ___8 Explain program and Adjustment hearing (process)
- ___9 Grievance procedures (refer to handout)
- ___10 Available programming (by request; schedules posted in quads)
 - Education: Act 147 (sign Notification)
 - Law Library
 - Workline (handout applications)
 - Recreation
- ___11 Explain access to Medical Unit (schedule posted in quads)
- ___12 Explain Laundry procedures (refer to handout)
 - schedules posted in all quads
 - laundry bags
 - issued items (uniforms, underwear, bedding, towels)
- ___13 Inmate Accounts (Restricted and Spendable) must be on approved visit list
- ___14 Commissary procedures (schedule posted in all quads)
 - Inside/Outside store orders
 - Refer to Handout
- ___15 Visitation (refer to handout)
- ___16 Phone calls: personal, legal, official
- ___17 Mail privileges (refer to handout)
- ___18 **Fire evacuation procedure (exit routes posted in all quads)**
- ___19 Any questions (further questions, contact block CM)

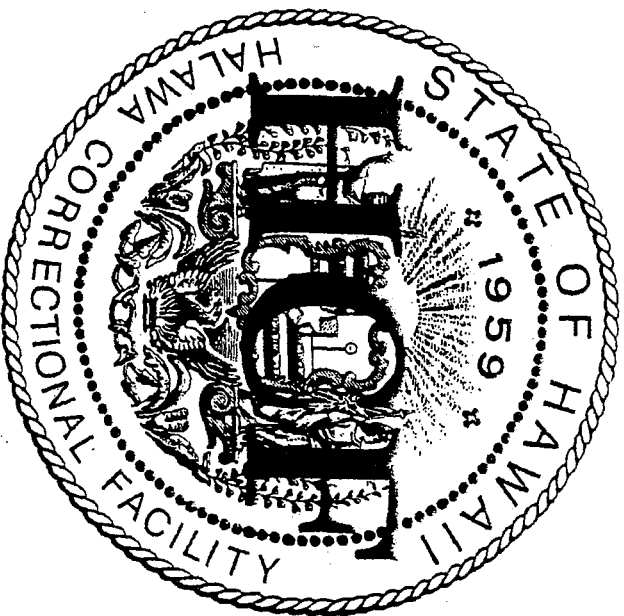
- ___20 **Prison Rape Elimination Act (PREA) Information**

SIGN FORMS:

EXCESS PROPERTY
INMATE HANDBOOK NOTIFICATION
INMATE GUIDELINES NOTIFICATION

Staff Signature: _____

Inmate Signature: _____



HALAWA MEDIUM SECURITY FACILITY

INMATE GUIDELINES

GENERAL POPULATION

FEBRUARY 1999

14-441

HALAWA MEDIUM SECURITY FACILITY

INMATE GUIDELINES

GENERAL POPULATION

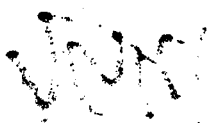


TABLE OF CONTENTS

Conduct/Behavior	1
Self-Representation	1
Outside Facility Movements (Doctor, Court, Etc.)	1
Facility Movements	2
Quad Movements	3
Quad Standards	4
Authorized Items for Retention	8
Prohibited Items	12
Communication	12
Visits	14
Correspondence	16
Legal Materials	17
Library	18
Education	18
Chapel	18
Dining Room/Area	18
Laundry	19
Radios	19
Television.	20
Telephone Privileges	20
Stores Orders	22
Subscriptions to Publications/Periodicals/Newspapers.	23
Exercise Period/Recreation	24
Gym	24
Recreation Field	25
Smoking Privileges	25
Personal Property, Incoming/Outgoing.	25
Grooming Standards	26
Workline Assignment	26
Money	27
Drug Detection Program	27
Misconduct	27

Effective date of the General Population Inmate Guidelines:
Upon Approval.

HALAWA MEDIUM SECURITY FACILITY
INMATE GUIDELINES
GENERAL POPULATION

This Halawa Medium Security Facility Inmate Guidelines, General Population, supercedes any previous guidelines and may be revised, modified, or amended upon approval of the Warden without prior notice to the inmates.

Inmates are subject to all State of Hawaii Laws, Department of Public Safety and Halawa Correctional Facility (HCF) policies and procedures, rules, and regulations. Any deviation from these guidelines may be subject to a program hearing and/or disciplinary action/criminal charges.

The following are the guidelines for inmates placed in the General Population of the Halawa Medium Security Facility.

APPROVED:

Eric Penarosa Feb. 4, 1999
Eric Penarosa Date
Warden

[1914r]
[RSS]

CONDUCT/BEHAVIOR

1. Inmates shall not govern or order other inmates.
2. Inmates shall not yell, whistle, etc., at any staff member under any circumstances.
3. Inmates are expected to display a respectful attitude and behavior toward staff and visitors of the HCF, at all times.
4. Inmates shall not be involved in or associated with any gang related activity or possess gang related property. Gang related activity and gang related property may be determined with the help of the Honolulu Police Department and/or other law enforcement agencies.

SELF-REPRESENTATION

5. There shall be no group representation. Inmates shall be self-represented unless specifically given prior written authorization by the Warden.

OUTSIDE FACILITY MOVEMENTS (DOCTOR, COURT, ETC.)

6. Inmates may wear civilian attire consistent with Rule #71 when a defendant is in a jury trial.
7. Inmates shall wear uniform with appropriate underwear and slippers for all other outside movements unless specifically authorized by the Warden. No shorts, sweatshirts, and socks/shoes allowed.
8. Inmates shall be listed on an Inmate Pass when leaving the secured perimeter of the facility and escorted by a workline supervisor. Inmates who are escorted off the facility through Intake and who are logged in the Temporary Leaves Log do not require an Inmate Pass.

FACILITY MOVEMENTS

9. Inmates must be dressed in uniform with slippers when leaving the module. There shall be no cuffing of pants or shirt, blousing of pants, or tucking in of pants or shirt. Shorts and T-shirt may be worn when going to and from recreation.
10. Work uniforms shall be used only for work purposes and may be used during meals if the inmate is scheduled to work on a shift after the meal. Inmates shall use the brown two-piece uniform for any other movement (i.e., visit, chapel, education, medical unit, etc.). Inmates assigned to Industries and Correctional Industries worklines may remove the top half (shirt) of the uniform while at a work site upon consent of the workline supervisor. A T-shirt must be worn if the top half of a uniform is removed (no bare back). Protective footwear shall be worn on the worksite at all times.
11. Identification (I.D.) badges must be worn on the outside of the pocket with the picture I.D. observable. Inmates who do not have an I.D. or who have one that is excessively damaged shall not be allowed to leave the module. Lost or damaged I.D. may result in an assessment of a \$5.00 replacement fee which shall be determined by the Unit Team Manager. If shirt has no pocket, ID will be worn on V-shape area of uniform shirt.
12. Inmates shall have an Inmate Pass when moving individually unescorted within the facility. Group movements such as worklines, programs for chapel and education, and recreation at the gym do not require an Inmate Pass.
13. Inmates shall walk in a single file on the right side of Main Street relative to the direction of movement and if necessary, shall cross Main Street perpendicular to their destination at designated crossing points. There shall be no communication between inmates on Main Street and inmates shall not talk to any staff member on Main Street. Smaller groups of inmates shall defer to larger groups of inmates moving on Main Street. No urination, defecation, or spitting allowed.
14. Inmates shall not take any property out of their modules except for materials necessary for assigned programs.
15. Inmates are subject to frisk/strip searches upon leaving from and returning to the module.

MONEY

202. Only persons listed on an inmate's Approved Visitors List shall be permitted to donate money to an inmate's account.
203. Incoming monies may be accepted through the mail in the form of money orders and cashier's checks.
204. Incoming monies (money orders, cashier's checks, and cash) may be brought to the HCF on Mondays through Fridays between 8:00 a.m. and 4:00 p.m., excluding holidays.
205. Personal checks shall not be accepted at any time. All checks and money orders shall be made payable to the "Halawa Correctional Facility" with the inmate's name written on the item so the money is deposited to the proper inmate account. The donor's full name and address should also be written on the item. All items submitted improperly shall be returned to the sender.
206. Inmates may be allowed to send money from their spendable account to persons who are immediate family members and listed on their Approved Visitors List upon approval by the Unit Team. All requests to have money sent out from the inmate's spendable account will be at the discretion of the Unit Team based upon verification of information.

DRUG DETECTION PROGRAM

207. As indicated on HCF policy, drug testing may be conducted for cause, or as part of a random screening program conducted at regular or irregular intervals to effectively control the unauthorized use of drugs of all types and the abuse of medicinal substances for other than medical use, in efforts to provide a safe and secure environment for the mutual benefit of staff and inmates.

MISCONDUCT

208. An accumulation of three (3) various negative 105's or write-ups within a six (6) month period may result in the inmate facing the Program Committee or designated staff members for possible reprogramming and loss of privileges and workline opportunities.
209. If an inmate receives two (2) identical 105s or negative write-ups within a six (6) month period, the inmate may be subject to a misconduct report for disobeying an order, and appropriate disciplinary action.

191. No books, magazines, or other donations may be brought in via inmate family and friends. All personal items not issued shall be bought through the commissary unless approved by the Unit Team.
192. Excess personal property must be picked up within thirty (30) days from the date of storage in the Property Room. Only persons on the inmate's Approved Visitors List or Approved Correspondence List shall be permitted to pickup or drop-off items for an inmate.

GROOMING STANDARDS

193. Inmates shall shower daily and are encouraged to shave daily.
194. Grooming standards include bathing, brushing teeth, combing hair, and attending to personal needs. Fingernail tips shall not exceed 1/16" or extend beyond the fingertips whichever is shorter.
195. Tattooing and use of (artificial) make-up are prohibited.
196. Inmates will be required to keep their hair, beards, sideburns, and mustaches in accordance with health and proper hygiene.
197. Food service workers will be required to wear hats or hairnets. Hair will be subject to complete search procedures at any time to maintain security and prevent contraband introduction.

WORKLINE ASSIGNMENT

198. Inmates shall be assigned to worklines based on their date of transfer to the HCF, availability of work assignments, educational level, institutional adjustment, misconduct history, completion of safety training class, and prior work experience. An inmate may be reassigned and/or removed from any workline assignment without prior hearing or notification due to security reasons and the good government of the facility with the approval of the Warden/Unit Team.
199. Inmates assigned to the Food Services Unit must submit to medical examinations consistent with the Board of Health regulations for food handlers.
200. Inmates shall report to work daily unless there is a legitimate excuse (memo) indicating otherwise.
201. There shall be no talking and fraternizing between inmates on different worklines at any time.

QUAD MOVEMENTS

16. In Special Holding:

- a. All cell doors shall remain locked at all times unless authorized or permitted to be opened.
 - b. Only one inmate at a time shall be allowed out of his cell when authorized or permitted. While out of his cell, he shall go directly to and from his authorized designation and not loiter, visit (speaking) to other inmates, or in any way delay his return to his cell.
 - c. Whenever an inmate is authorized to be moved out of his cell that inmate shall be leg-ironed and waist-chained at all times during his absence.
 - d. All inmates in Special Holding shall be strip-searched upon leaving and returning to Special Holding.
 - e. Inmates must be properly dressed in HCF uniform (ORANGE) and slippers must be worn at all times when leaving his cell except for legitimate reasons. (Exceptions: Uniforms do not have to be worn at recreation and upon being escorted to court jury trials.)
17. All quad doors shall remain locked at all times unless unlocked by a staff member.
 18. Inmates may be allowed out of their quads when authorized by a staff member. The inmate shall go directly to and from his authorized destination and not loiter or visit with other inmates or staff, or in any way delay his return to his quad.
 19. Inmates may be allowed freedom of movement (consistent with Rules #25, #26, and #28) within the assigned quad and dayroom area after breakfast until final lockdown for the day, except during lockdowns, headcounts, and emergencies. There shall be no movements during headcounts. All inmates will be confined to their cells. Inmates may be allowed into the dayroom after each headcount is cleared.
 20. Inmates shall immediately return to their assigned cells prior to ACOs or staff members entering the quad.
 21. The television shall be turned off during the quiet period, chow, any lockdown, and when an ACO or staff member enters the quad.

22. Inmates shall have fifteen (15) seconds to return to their cells and lock their doors upon the order of lockdown.

QUAD STANDARDS

23. Blankets, sheets, pillow, pillow cases, laundry bags, mattresses, and footlockers shall be kept in their appropriate places in the cell consistent with Rules #42 and #43. All above items shall not be used on the floor or taken out of the cell, except when cleaning the cell.
24. Any personal property left in the dayroom and shower areas during any lockdown period shall be confiscated.
25. Inmates are not allowed to lie down or sleep in the dayroom. There shall be no sitting on the tables, stairs, and footlockers.
26. Inmates shall not climb, sit, or put their feet on the wall or railings. Inmates shall not stand on any furniture, sink, toilet, or railing.
27. No loitering is allowed fronting other inmate cells or on the stairway.
28. Inmates are not authorized: in another inmate's cell; on another tier other than the tier of his assigned cell, except when showering or in the dayroom area; under the stairwell; and are not to allow other inmates into his cell.
29. Inmates must wear athletic shorts (minimum) when out of their cells except when going directly to and from the shower.
30. Only one (1) inmate shall shower at a time in each shower stall. No showers shall be taken thirty (30) minutes prior to a scheduled lockdown or scheduled headcount.
31. Inmates shall not soap themselves or dry off outside the shower stall.
32. Inmates must be covered with at least a towel or use undershorts when going directly to and from the shower unless he is behind the shower curtain and out of view.
33. Inmates shall not loiter in the shower areas.

179. Inmates housed in the Medical Unit will not be afforded gym "rec" but will be afforded rec in the Medical Unit's recreation yard.
180. Inmates who have sustained injuries or are recovering from surgery must seek a medical clearance to attend recreational activities.
181. Slippers will be allowed for gym recreation; however, shoes are required for participation in all athletic leagues.
182. All posted rules in the gym will be observed.

RECREATION FIELD

183. Inmates must stay 15 feet from the perimeter fence.
184. No loitering in the backstop area.
185. Permission must be obtained for drinking water and using the bathroom.
186. All gym rules where appropriate apply also in the recreation field.

SMOKING

187. No smoking in any indoor worksites or office areas, dayroom/common area of each quadrant, cell area of each quadrant, all air conditioned areas, gymnasium, kitchen, or chapel.
188. Smoking of cigarettes as purchased is permitted only on Mainstreet (for chapel/recreation/library/medical unit/kitchen worklines), atrium, recreation yards, in the open air industrial area near CP-27, and in designated open air smoking areas. Inmates shall not request cigarettes from staff.

PERSONAL PROPERTY, INCOMING/OUTGOING

189. Pick-up and/or drop-off of inmate court clothes or any other property shall be done during the weekday, between 8:00 a.m. and 4:00 p.m., excluding holidays, with prior approval from the Unit Team.
190. Requests for pick-ups or drop-offs require written approval at least three (3) working days prior to the pick up/drop off. Inmates shall submit Inmate Request Form to their Case Manager indicating the items to be picked up or dropped off, by whom, and the approximate date and time.

169. Publications shall be restricted to guidelines in accordance with HCF policy and procedures and consistent with Rule #68h.
170. Inmates may subscribe to the daily newspaper on Oahu or from the outer islands. Only one subscription shall be allowed for each inmate.
171. Inmates shall submit an inmate request for subscription for the daily newspapers on Oahu for approval by the case manager when a notice of subscription renewal is posted.
172. Inmates shall submit Inmate Request Form for newspaper subscription other than Honolulu Advertiser/Star Bulletin from the outer islands to the Case Manager for approval by the Unit Team. Any newspaper subscription received without prior approval shall be returned to the sender.
173. C.O.D. orders shall not be accepted; all subscriptions must be paid for by the inmate, his family, or friends. Retention of newspapers shall be consistent with Rule #68uu.

EXERCISE PERIOD/RECREATION

174. Inmates shall be allowed at least five (5) sets of sixty (60) minute outdoor exercise periods per week except weekends and holidays unless compelling security or safety reasons dictate otherwise.
175. The module recreation yards have out-of-bound areas marked with red lines (i.e., stairwell, under the stairwell, near the back recreation door, etc.). Inmates shall remain outside of the out-of-bound areas, to include the areas between the window and entrance sections and the red lines.
176. Inmates shall not climb or put their foot on the recreation yard fence or walls.
177. Water faucet/fountain in the recreation yard shall not be used for the purpose of washing up, showering, or urination.

GYM

178. Inmates shall be afforded the opportunity to use the gym at least once per week by Recreation staff in accordance with the current schedule. All inmates shall obey gym rules. Any infractions may result in the inmate being sent back to the module and/or subject to disciplinary action, including possible loss of privilege of using the gym.

34. Inmates will be given the opportunity to shower at least five (5) times per week for a time not to exceed ten (10) minutes, unless compelling security or safety reasons dictate otherwise. No toothbrush or comb will be brought out of the inmate's cell.
35. Disposable razors will be provided to inmates for use in their cell, five (5) times a week (M-F) except weekends (S/S) or Holidays.
36. Inmates shall take showers only in those shower stalls located on the tier of their assigned cell in quads with showers on both tiers.
37. There shall be no exercising in the quad area or in the cell unless authorized by a Medical Needs memo.
38. Exercises prescribed for medical reasons shall be done in the recreation areas during designated recreational periods.
39. No item shall be given to an ACO or staff member to be passed to another inmate.
40. Inmates shall not deface or mark walls, windows, fixtures, and equipment. Nothing may be hung, taped, or glued on the walls.
41. There shall be no obstruction to the cell and quad doors, light fixtures, vents, and cell windows.
42. Only clothes, laundry bags, towels, and washcloths may be hung on the hooks in the cells. Stringing of clothes lines is not permitted.
43. Footlockers shall be stored under the bunks when not in use. They shall be used to store clothing, reading materials, store order items, and other personal property. Any property found improperly stored shall be subject to removal and confiscation. All property stored in the footlocker shall be considered the property of each respective inmate.
44. The inmate's name shall be written on all of his personal property that is stored outside of his footlocker, the inmate's laundry number shall be written on all clothing and linen, and the laundry number may also be used on smaller items of personal property. Proper writing instruments shall be used to mark the items as appropriate (i.e., permanent marking pen, pencils, pen, etc.). Anything not marked and stored outside of the footlocker shall be subject to confiscation.

45. Final formal standing headcount for the day shall be conducted at approximately 9:30 p.m. All dayroom lights and all cell lights shall be turned off by 9:30 p.m. All lights shall be turned on at approximately 4:30 a.m. and 4:00 a.m. for inmates housed in Special Holding, unless otherwise dictated by workline assignments, inmate movements, or emergencies.
 46. Cells must be clean, orderly, and ready for inspection at all times. Beds must be properly made with sheets and/or blankets covering the mattress and pillows in pillowcases at all times.
 47. Razors shall be available for daily use as scheduled. Exceptions may be made for inmates scheduled for official movements (i.e., early inter-island trips, etc.).
 48. Inmates shall not communicate with inmates from other quads or modules.
 49. Inmates shall not pass or borrow/receive any items at any time between quads, cells, or during any movements indoors and outdoors. Inmates in Special Holding shall not pass or receive any items under their cell door or food trap to/from another inmate under any circumstances.
 50. Horseplaying (pushing, shoving, etc.) is not allowed at any time and is subject to a misconduct.
 51. Cardboard, cardboard boxes, plastic containers, paper containers, plastic bags, glass containers, cans, or any implement of storage shall not be permitted or stored in an inmate's cell. (Exceptions may be made with the Unit Teams approval (i.e., denture containers, contact lens case, eyeglass case, etc.).
 52. Inmates shall not save, store, or leave any empty snack packages, candy wrappers, etc., in the cell or quad area. Said items are to be properly disposed of via the quad trash receptacle. At no time is the cell toilet to be used as a trash receptacle. Any inmate found violating this guideline shall be subject to a misconduct.
 53. One religious medallion with chain and one plain wedding band without stones may be permitted upon inspection for suitability by the Unit Team. The religious medallions shall be no larger than 1" x 1" and the chain shall be no larger than 18 inches x 3mm.
 161. Inmates shall be permitted one (1) outside store order of a specified amount every month in accordance with department and facility policy and procedures and consistent with Rule #68. Radio's and athletic shoes are exclusive of the outside store order spending limit. The type, style and cost of radios and athletic shoes will be approved by the Warden
 162. Outside store order forms shall be completed and submitted to the ACO at the same time that the inside store order is submitted. Any orders received after that time will not be processed.
 163. Outside store orders shall be delivered by the Store Clerk as soon as available in accordance with the current schedule.
 164. Inmate must have sufficient funds to cover the cost of items ordered through the outside store order. If there are insufficient funds to cover the cost of the entire order, the order will be cancelled.
 165. No outside store orders shall be taken out of the modules except for items of clothing that are worn by the inmates.
- SUBSCRIPTIONS TO PUBLICATIONS/PERIODICALS/NEWSPAPERS
166. Inmates may request to subscribe to a maximum of four (4) publications. Any subscription exceeding the maximum limit of four (4) will be placed in property and must be disposed of within thirty (30) days. Inmates may receive publications only from a publisher, book club or bookstore via subscription or outright purchase. Approved publications will be put on the inmates authorized subscription list.
 167. Inmate requests for subscription or purchase shall be submitted to the Case Manager for approval by the Unit Team. Inmates shall notify the mail clerk through their case manager of subscriptions/purchases approved by the Unit Team. Any subscription received without prior approval shall be returned to the sender. Requests for books through the mail shall include the title of the book and the name of the sender prior to being received at the facility. Any books and magazines received without prior approval will be returned to the sender or placed in property for disposal within thirty (30) days. All publications are subject to review by the Unit Team for suitability at time of delivery to the facility mailroom.
 168. C.O.D. orders shall not be accepted; all orders must be paid for by the inmate, his family, or friends.

151. International Collect Long Distance Personal Telephone Calls: Inmates shall be allowed to make international long distance personal collect calls by submitting an Inmate Request Form and subject to the approval of the Case Manager.
152. Those calls shall be counted as part of the minimum two (2) calls allowed under personal telephone calls (see Rule #139). All calls shall be collect using the inmate phone and the party accepting the call shall be responsible for payment for each call. International long distance personal telephone calls shall be fifteen (15) minutes each.
153. Long Distance Legal Calls: Inmates shall be permitted to place long distance legal calls to their attorney of record only in accordance with current policy and upon request and approval of the Warden. The case manager shall verify that the inmate has sufficient funds in his spendable account to pay for the call.
154. Each legal call shall be limited to five (5) minutes unless circumstances dictate otherwise and limited to three (3) calls per week in combination with ombudsman and official calls.
155. Emergency Calls: Shall be permitted upon request and approval of the Unit Team in accordance with current policy and procedures.
156. Inmate personal telephone calls is a privilege. Abuse of this privilege may result in a misconduct.

STORE ORDERS

157. Inmates shall be permitted one (1) inside store order of a specified amount once a month consistent with rule #51.
 158. All inside store orders shall be completed and submitted to the ACOs by 1:00 p.m. on the Friday prior to the store order delivery. Orders received after that time shall not be processed unless authorized by the UTM.
 159. Inmate store order shall be delivered by the Store Clerk in accordance with the current schedule.
 160. No store orders shall be taken out of the modules except for items of clothing that are worn by inmates. All perishable food items shall be consumed in the cell or dayroom area only.
54. Inmates housed in Special Holding for disciplinary segregation will not be allowed to have a religious medallion with chain in their possession. All religious medallions with chains will be forwarded to Intake with a property receipt and will be returned to the inmate upon completion of disciplinary segregation.
 55. All incoming religious medallions and chains shall have a combined value of \$40. The chain shall not exceed a \$20 value and the medallion shall not exceed a \$20 value. A receipt must accompany any incoming jewelry items. This is an elaboration of the existing Inmate Guidelines and all jewelry items already retained by the inmate population may be sent out, or, be subject to a maximum monetary amount value of \$20 for a chain or for a medallion.
 56. A monetary value of up to \$75 will be placed on all incoming or existing wedding bands. Any incoming ring shall also have a receipt accompany the item. Existing bands may be sent out if desired, or, be subject to a maximum monetary value of \$75.
 57. The inmate shall wear the religious medallion, chain and ring at all times, failure to do so may result in a write up.
 58. Electronic entertaining devices are not permitted for personal retention except approved radios and headphones.
 59. Musical instruments are not permitted.
 60. No inmate shall have money in his possession. All money shall be considered contraband and subject to confiscation. There shall be no transferring of money from one HCF inmate account to another.
 61. The toilet shall not be used as a disposal or trash receptacle.
 62. Inmates shall be assigned to respective cells, bunks, and footlockers. Inmates shall not change their assigned cells, bunks, and footlockers without authorization. Inmates shall not pound, shake, rattle or kick their cell doors.
 63. Bunks shall not be partitioned, enclosed, or used for hanging objects. All property on a bunk shall be considered the property of that respective inmate. All items hanging on a bunk shall be subject to confiscation.

AUTHORIZED ITEMS FOR RETENTION

64. No item is permitted for retention by the inmate in his cell except for the items listed below, unless specifically authorized by the Unit Team. All excess personal items shall be kept in the HCF Property Room for no more than thirty (30) days. Arrangements shall be made by the inmate for items to be sent out of the facility via family, friends, or the postal service if sufficient funds are available. Items authorized for retention by inmates are subject to change by the Warden. Excess property may be picked up on Mondays through Fridays, from 8:00 a.m. to 4:00 p.m., excluding holidays.
65. Property held in excess of thirty (30) days shall be donated to charity or processed through the Department of Budget and Finance, Unclaimed Property Department.
66. Items authorized for retention shall not be altered and shall be used only for their intended purposes. Clothing shall not be marked, cut or altered, and clothing size requested by the inmate shall be commensurate with the physical size of the inmate. All non-consumable items shall be issued or purchased on a trade-for-trade basis. All items for retention must be marked in accordance with Rule #44.
67. Inmates are not allowed to borrow, barter, gamble, or give/pass their personal property or state issued items to other inmates.
68. The HCF shall not be responsible for loss or damage to inmates' personal property that cannot be attributed to staff neglect.
 - a. One tube toothpaste
 - b. One toothbrush
 - c. One dental floss (up to 50 yds.)
 - d. Up to four bars of soap purchased through the inmate store order, in Special Holding one bar in cell only
 - e. One deodorant solid stick purchased through inmate store order
 - f. One plastic bottle of shampoo or shampoo/conditioner
 - g. One tube hair dressing or sulfur 8
142. Inmates in Administrative Segregation are allotted one (1) 15 minute personal phone call per week, as scheduled by the Unit Team. Inmates in disciplinary segregation are not permitted to make personal telephone calls.
143. Incoming personal phone calls are not permitted except for emergencies as verified by the Unit Team.
144. Legal Calls: Inmates are encouraged to communicate with their attorney of record through written correspondence or attorney visits. Inmates shall submit a request to the Warden/designee to make legal calls.
145. Inmates may use the free telephone for inmate attorney calls. Three attorney calls of ten (10) minutes duration, unless circumstances dictate otherwise, are permitted per week (Monday through Friday, except on holidays and during normal business hours). When an attorney calls for his/her client, the staff will obtain the attorney's name, bar number and telephone number. The inmate will then be allowed to place a return call. Inmates will be charged for long distance legal calls.
146. Ombudsman Calls: Inmates are encouraged to communicate with the Office of the Ombudsman through written correspondence or official visits. Inmates shall submit a request to the Warden/Unit Team to make calls to the Office of the Ombudsman. Telephone calls to and from the Ombudsman shall be limited to 10 minutes unless circumstances dictate otherwise and will be permitted at a reasonable time without delay on the free telephone.
147. Each call to or from the Office of the Ombudsman shall be limited to five (5) minutes unless circumstances dictate otherwise.
148. Official Calls: Inmates are encouraged to communicate through written correspondence or official visits. Inmates shall submit a request to the Warden/designee to make official calls.
149. Inmates may be permitted use of the staff telephone to contact the American Civil Liberties Union (ACLU), the Police Department, Internal Affairs, and any other city, state, or federal agency. Calls to the Police Department concerning criminal charges shall be made by a staff member.
150. Official calls shall be limited to five (5) minutes unless circumstances dictate otherwise.

132. Radios shall be used in the cell and dayroom area in the modules.
133. Radios and headphones are not allowed in Special Holding.
134. Inmates are not allowed to borrow, barter, gamble, or give their radios and headphones to other inmates.
135. Radios that are damaged or do not work shall not be sent out of the facility for repair and must be disposed of properly, except for initial defects covered by manufacturer's stated or implied warranty. Facility worklines shall not repair inmate radios for inmates.
136. The possession and use of radios and headphones is a privilege. Abuse of this privilege may result in a misconduct.

TELEVISION

137. Television privileges may be permitted during the hours of 4:45 a.m. to 9:30 p.m. daily, except during headcounts, quiet time, chow, and emergencies. Television volume is controlled by the inmates in the respective quads but is to be regulated by the ACOs. Television privileges are not permitted in Special Holding.
138. Inmates found tampering with the television for any reason shall be subject to disciplinary action.

TELEPHONE PRIVILEGES

139. Personal telephone calls and personal long distance telephone calls within the United States shall be allowed by the module ACOs in accordance with prescribed scheduling and procedures. All calls shall be collect using the inmate phone and the party accepting the call shall be responsible for payment for each call. A minimum of two (2) 15-minute calls shall be afforded to each inmate wishing to make personal phone calls per week. Inmates shall sign up for personal phone calls in 15-minute blocks the day before the call is to be made and shall make their phone calls only within the time specified on the phone call sign-up sheet. Sign up shall include the name of the inmate. All phone calls are subject to periodic monitoring by HCF staff.
140. Inmates shall not engage in inappropriate conversation or more than two party calls (wonderphone).
141. Inmates are not permitted to call out or receive calls from the media unless approved by the Warden.

- h. One plastic bottle of after shave lotion
- i. One comb, hairbrush, or mini-rake comb purchased through the HCF store
- j. One pair approved eyeglasses and case or approved contact lens and case
- k. One set approved dentures and container
- l. Six issued white T-shirts; Six personal white T-shirts without pocket (no tank tops and no ripped or cut T-shirts), only four (4) for Special Holding inmates
- m. Six issued white boxer shorts; Six personal undershorts - white boxer shorts or briefs, only four (4) for Special Holding inmates
- n. Six issued pairs of tube socks; Six personal tube socks, only four (4) for Special Holding inmates
- o. Three shorts purchased through inmate store order, two for Special Holding inmates; athletic type, solid color (no white or beige), no pockets, no drawstrings, no liners, and length not to exceed mid thigh while standing
- p. Two sweatshirts purchased through inmate store order, one for Special Holding inmates
- q. Two sets of issued two-piece brown uniforms (2 shirts and 2 pants), Special Holding inmates will be issued orange uniforms
- r. Three or five sets of workline uniform (see Rules #10 and #44) and one pair of work boots for inmates on the Kitchen workline
- s. One pair of slippers issued by the facility
- t. One pair of white athletic shoes with white shoelaces purchased through inmate outside store order
- u. One roll of toilet paper
- v. Two towels and two washcloths (one extra towel for food servers)
- w. One mattress/one pillow
- x. Two sheets/one pillow case

- y. One blanket
- z. One issued laundry bag
- aa. One commode curtain per cell
- bb. One footlocker
- cc. One pencil
- dd. One pen (clear barrel, non-refillable ball-point pen purchased through inmate store order)
- ee. Four writing tablets purchased through inmate store order
- ff. One pack of letter size envelopes (75) or one package of legal size envelopes (50)
- gg. Stamps through inmate store order; maximum of three book and/or limit of 60 stamps
- hh. One Inmate Handbook (Title 17)
- ii. One Inmate Guidelines - General Population
- jj. One Parole Handbook
- kk. One Bible (Koran, Torah, Book of Mormon, etc.), processed through the Intake/Property Room
- ll. Twelve photographs; not to exceed 4"x6"
- mm. Five total incoming correspondence (letters/greeting cards/postcards inclusive) (greeting cards not larger than 8-1/2" X 11")
- nn. One issued pocket size calendar
- oo. One radio purchased through the inmate commissary
- pp. One set batteries required for radio on a trade-for-trade basis purchased through inmate store order
- qq. Perishable items bought through inmate store order to include chips, cookies, candies, etc. Cigarettes and matches will be maintained on a one to one ratio, one match to each cigarette.

- 121. Special diet inmates and inmates awaiting other special plates shall sit at the tables while waiting for their trays and shall not obtain a beverage cup till after they receive their plates.
- 122. Inmates shall not communicate with Kitchen workline inmates nor shall they communicate with any inmate or staff member on Main Street.
- 123. Inmates shall deposit trays, cups, spoons, etc., all at once. All inmates at each table shall be responsible for clearing the table by dispensing of all trash, extra condiments, and leftover food in the appropriate receptacles. Inmates shall not bring food, condiments, or eating utensils back to the modules unless specifically authorized by the ACO/Staff.

LAUNDRY

- 124. Laundry services shall be provided by the Laundry Section in accordance with the prevailing schedule.
- 125. Inmates are to place only their personal laundry in the laundry bags. All other laundry shall be collected in the laundry carts.
- 126. Inmates shall ensure that all of their clothes, linen and other laundry items are marked with their laundry numbers.
- 127. The Laundry Section shall not alter inmates' personal clothing nor alter state issued clothing, except for fitting. (No tapering.)

RADIOS

- 128. Inmates may purchase radios and headphones through the inmate store order and they must have sufficient funds in their spendable account to cover the cost of the items.
- 129. Headphones may be ordered when necessary as part of a regular outside store order.
- 130. Radios and headphones shall be purchased through the inmate store on a separate store order form and selection shall be limited to approved models only.
- 131. Inmates are allowed to have only one (1) radio and one (1) headphone at any given time and must be the registered owner. The inmate's name and Social Security Number shall be engraved on the radio by the Store Clerk.

108. Access to legal materials shall normally be granted during "quiet time" or as time permits.

LIBRARY

109. Library services shall be provided by the HCF Library Unit in accordance with approved scheduling.
110. Inmates shall be scheduled for Law Library by the Librarian after the appropriate Law Library request form has been submitted and forwarded to the Library Unit.
111. Inmates shall follow all posted rules and guidelines of the Library Unit.
112. Inmates in Administrative Segregation for protective status may be referred law library via the paging system with prior authorization from the Warden.

EDUCATION

113. Inmates shall be scheduled for education programs consistent with the test results, reports, and/or requests that are received by the Education Center.
114. Inmates shall follow all posted rules and guidelines of the Education Center.

CHAPEL

115. Inmates shall be scheduled for religious/counseling programs when requests are submitted to the HCF chaplain.
116. Inmates may attend an open church service on Sunday mornings.
117. Inmates shall follow all posted rules and guidelines of the Chapel.

DINING ROOM/AREA

118. Inmates shall not give, pass, switch, or accept food during meal time.
119. Inmates shall not wash hands at the water dispenser and shall not reach into any container to obtain ice.
120. Inmates shall not sit on railings, stairs, or serving counters. Once an inmate receives his tray and sits down, he shall not stand up except to refill his beverage cup. There shall be no "table hopping" or moving from table to table is not allowed.

- rr. Over the counter medications as approved by the Medical Director

- ss. One approved wedding band and one approved neckchain with religious medallion (see Rule #53)

- tt. Ten total reading materials, including library books, dictionaries, religious materials, educational materials, legal materials, and consumable and/or dated items, such as, magazine/book catalog, religious pamphlets, substance abuse pamphlets, educational pamphlets, etc. (Bible, Koran, Talmud, Torah, Book of Mormon, see KK, etc, Inmate Handbook, Inmate Guideline, Parole Handbook, and daily newspaper not counted as part of ten total reading materials)

- uu. Three Daily newspapers - no more than three (3) daily newspapers shall be kept in a subscriber's cell at any given time consistent with Rule #97. Newspapers found in a non-subscriber's cell shall be considered contraband.

- vv. Any other item that has been specifically authorized by the Unit Team. A memo authorizing the retention shall be generated and the inmate shall bear the burden to show proof that an item is authorized for retention.

69. Inmates may subscribe to a maximum of four (4) publication/periodicals and to the daily newspaper with the approval of the Unit Team and subject to provisions of this guidelines (see Rule #68uu, #166, and #167).

70. Inmates shall be issued work uniforms contingent on their workline assignment and the uniforms shall be used for work purposes only:

Food Services Workline	- 5 sets of white
Groundskeeping	- 5 sets of green and 5 yellow T-shirts
Administration and Gymnasium	- 5 sets of green
Floorboy	- 3 sets of 2-piece brown/blue
All Other Worklines	- 5 sets of brown coveralls

71. Court clothes for jury trial - One set which may include: one pair of trousers, one dress shirt, one pair of dress shoes, and one pair of dress socks shall

be accepted with prior approval of the Unit Team. Inmates shall wear only appropriate underwear with civilian attire. No shorts, sweatshirts, etc. are allowed. The inmate shall have thirty (30) days to dispose of the clothes upon completion of the event or the clothes shall be donated to charity.

72. All court clothes must be dropped off at the facility prior to the court appearance.
73. All HCF issued property is the inmate's responsibility. Any damage, loss, etc., to issued property may result in a misconduct report being filed against the inmate assigned the property which may include his having to pay restitution for the property.

PROHIBITED ITEMS

74. Inmates found in violation of any stipulation as reflected in Rule #64 through #68 shall be subject to an Incident Report (105) and/or possible Misconduct Report (107).
75. Anything not specifically authorized for possession, conveyance, or introduction onto the HCF compound by the Warden shall be considered contraband. Inmates shall not have anything associated with gang related activity in their possession. Inmates in violation of this section shall be subject to appropriate disciplinary sanctions which may include criminal charges.
76. Inmates shall not hoard personal or perishable items and are authorized to retain in his possession only up to the maximum limit of each item.

COMMUNICATION

77. All requests shall be in writing and shall identify housing assignment and clearly state specific reason(s) for request, except for emergency situations. All inmate requests shall be appropriately deposited in the respective request box located at each quad and not hand-carried to the Case Manager or ACO.
78. Inmates with writing deficiencies may seek the assistance of another inmate residing in his quad to write requests and/or grievances on his behalf. The inmate shall secure the permission from the ACO on duty prior to having another inmate write out a request or grievance on his behalf. The ACO shall initial next to the inmate's name on the request form/grievance and

shall not have access to unauthorized items and shall make arrangement to dispose of his property within thirty (30) days or the property shall be disposed of according to HCF guidelines.

98. Outgoing mail must include Halawa's return address with the inmate's full commitment name and housing assignment on the upper left hand corner of the envelope. Any outgoing mail that does not have this information will not be processed.
99. All incoming mail shall have the inmate's commitment name and housing assignment as part of the address. All mail that does not have this information will be processed last. All incoming mail shall have the sender's name and address on the upper left hand corner of the envelope otherwise it will be considered unauthorized property.
100. Correspondence with inmates in other correctional facilities, who are immediate family members of HCF inmates, may be allowed with prior approval of both facilities' Wardens.
101. Inmates shall be responsible for the purchase of writing materials, stationery and stamps through the inmate commissary.
102. Inmates shall deposit their mail in the mailbox located in the module reception area of the residency blocks.
103. Inmates shall not enter contests, sweepstakes or apply for any type of credit card through the mail.
104. All outgoing mail shall be picked up daily except on weekends and holidays.

LEGAL MATERIALS

105. Inmates may keep a maximum of an four (4) inch stack of legal materials in their cells. All other legal materials shall be stored in the module property/storage room.
106. Inmates wanting access to legal materials in the module property/storage room shall submit an Inmate Request Form on the day the access is desired and deposit the request in the request box before the daily pick up of requests, except weekends and holidays.
107. Submit an Inmate Request Form for access to legal materials on Saturdays, Sundays, and holidays to the Module Sergeant before 9:00 a.m. on the day that the access is desired.

CORRESPONDENCE

96. Incoming and outgoing mail to and from inmates shall be inspected and subject to censor. Privileged mail as described by the Inmate Handbook shall be inspected for contraband in the presence of the inmate. Only legal materials shall qualify for certified mail.

Inmates may correspond via privileged and confidential mail with the following:

- a. Courts of the State of Hawaii or the United States
 - b. Inmate's attorney of record or most recent attorney
 - c. The Hawaii State Ombudsman
 - d. The Governor of the State of Hawaii
 - e. The Attorney General
 - f. The Director of the Department of Public Safety
 - g. The Deputy Director of the Corrections Division
 - h. The State of Hawaii Paroling Authority
 - i. The HCF Warden
 - j. Elected state or federal officials, and
 - k. Inmates committed under jurisdictions other than the State of Hawaii may correspond, via privileged and confidential mail, with the chief executive of other jurisdictions and director of the department in other jurisdictions to which he is committed.
97. There are no restrictions on the number of pieces of incoming personal mail but inmates are allowed to retain only a total of five (5) personal mail (letters, greeting cards, and postcards inclusive). Only personal letters, greeting cards (not to exceed 8-1/2" x 11"), postcards, photographs (maximum size 4" x 6"), money orders, cashier's checks, approved subscriptions/purchases, legal/privileged mail, and pamphlets listing books or magazines available for purchase / subscription shall be received by the inmates. All other incoming items such as catalogs, sweepstakes, questionnaires, brochures, stamps, blank stationary, envelopes, stickers, bookmarks, and unauthorized periodicals/newspapers, etc., shall automatically be placed into the inmate's property and a mail receipt shall be issued to the inmate. The inmate

witness the request/grievance being deposited into the request box. Requests or grievances written by an inmate for another will not be responded unless prior approval has been obtained.

79. Requests shall not contain profane/obscene, or vulgar language.
80. Inmates shall not be in possession of carbon paper or use of carbon paper other than for authorized purposes.
81. All inmate requests shall be appropriately screened and signed by the assigned Case Manager before it is fulfilled.
82. Any inmate requesting medical, dental or mental health attention shall complete a Medical Request Form, keeping the pink copy for individual records and depositing the other copies in the White Medical Request box located in the sallyport of the residential module.
83. Medications in inmate's possession may be approved over the counter items or prescribed medications labeled by the pharmacy and with inmate's name.
84. Tape, ace wraps, slings, crutches, canes, braces, shoes, etc., may be in inmate's possession as authorized by Medical Needs memo. Crutches and canes are to be returned to the Medical Unit when no longer authorized. All medical needs memos should have specified duration.
85. Medications not properly labeled or with incorrect expiration dates are considered contraband and shall be confiscated.
86. ACOs shall accept written and/or verbal requests for toilet paper and soap. Toilet paper and soap shall be issued to an inmate no less than five (5) days after the last issue and shall be on a trade-for-trade basis for an empty toilet paper roll core or unused portion of soap.
87. Inmates shall communicate in the English language only, including telephone calls, visits, and letters. Inmates shall not have any publication in a foreign language, to include religious materials. Exceptions may be granted by the Unit Team for immediate family members only through the submission of a written request.
88. Inmates shall not use or possess communications consisting of codes, slang, obscene/vulgar language, music sheets or lyrics, poetry, and rapping sheets, unless for assigned programs.

89. Inmates shall not communicate in rap talk (rapping), inventive language, hand signals, gang slang, or possess gang related correspondence, drawings, art work, or photographs.
90. Any communication from the quads with ACOs or any other staff member shall be done through the intercom system.

VISITS

91. Official Visitors such as legal counsel, ombudsman, etc., are encouraged to make prior appointments with the HCF and may visit at any reasonable time during normal business hours in accordance with Department and HCF policies.
92. Personal (Unofficial) Visits for inmates shall be allowed in accordance with HCF policies and procedures.
 - a. Inmates shall be allowed to visit only with immediate family members on weekends and/or holidays during the first thirty (30) days of confinement at the HCF. Proof of relationship lies with the inmate and the immediate family member.
 - b. An inmate who transfers from another correctional facility within the State of Hawaii and has an approved visitors list at that facility will have that list transferred to the HCF. The inmate shall be allowed to visit with visitors on that list when it is received by the HCF.
 - c. The thirty (30) days visiting privilege terminates upon the approval or transfer of an inmate's visit list, or at the end of the first 30 days of the inmate's incarceration at the HCF, whichever occurs first.
 - d. Inmates are to submit, via a Visit Request Form, up to twelve (12) allowable names of those individuals they want on their approved visitors list. This request must be submitted during the first seven (7) days of confinement at the HCF.
 - e. When submitting the names of visitors, include address, Social Security Number (if applicable), date of birth, and relationship to you.
 - f. Inmate's unmarried minor children are not counted as allowable visitors and a married couple is counted as one (1) allowable visitor. Other minor children are limited to two (2) and are not counted. All others are counted as one (1) allowable visitor.

- g. Failure to submit names of visitors after the first seven (7) days of confinement at the HCF shall result in termination of your visitation privileges after thirty (30) days until you submit a Visit Request Form for approval.
 - h. A total of three (3) allowable visitors may visit with an inmate at any given time and there shall be no replacement of visitors into the visit room. There shall be one visitation per visit day.
 - i. Changes on your approved visitors list may be made quarterly on the first day of January, April, July, and October. Submit changes via a Visit Request Form by the 1st of the prior month for changes to be effective on the 1st of the designated months.
 - j. Inmates in disciplinary segregation will have a 1/2 hour non-contact visit after the first 15 days of disciplinary segregation and every 30 days thereafter. Administrative segregation inmates will be allotted a visit (non-contact if in Special Holding) once a week, as scheduled by the Unit Team.
93. Special Personal (Unofficial) Visits shall be limited to persons living off-island only. If they are unable to visit during regular scheduled visits, they may request for special visit(s) which shall be for one hour during business hours on weekdays. There shall be no special visits on weekends. Round trip airline tickets and actual dates of stay must be presented for verification of off-island status. Only one special visit shall be afforded for each approved request. A total of three (3) allowable visitors shall be permitted for special visits.
 94. Special visits for immediate family members may be allowed for Oahu residents in case of hardship to visit during regular visit hours (i.e., verified weekend employment) upon the approval of the Warden. Requests shall be handled in a case by case basis.
 95. Requests for special visits shall be submitted on an Inmate Request Form, including complete name of visitor(s), address, Social Security Number (if applicable), date of birth, relationship to you, and length of stay on Oahu. They are to be submitted at least forty-eight (48) hours prior to the proposed visit.