

WAIAWA CORRECTIONAL FACILITY
(Housing Unit)

INMATE GUIDELINE
HANDBOOK

(Building) - 5

To All Inmates: This Handbook and information is for you to read. Ask permission from the ACO on duty and he will then sign your name in the request Log book. Return handbook during the same day. Remember,..it is not yours to keep overnight.

WARNING: Do Not Tamper Or Remove Any Page(s) From This Book. Failure To Heed This Warning May Result In Oral Or Written REPRIMAND.

STATE OF HAWAII
Department of Public Safety
Waiawa Correctional Facility

Inmate Conduct / Behavior Reference Guide
(Inmate Handbook)

JANUARY 2007
(Revised)

DIRECTIVES FOR INMATE BEHAVIOR

RESIDENCY SECTION – ALL BUILDINGS

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VISITORS DRESS CODE

INTRODUCTION

This set is to be kept in the ACO Control Station at all times. Whenever an inmate moves into the Building, the ACO on duty shall give an orientation to the inmate. Have the inmate sign for a set of the "Directives for Inmate Behavior" (DIB) to read and comprehend. If the inmates are unable to read or comprehend the DIB, the staff shall explain the contents in the DIB, so that he understands the rules. The inmate will then sign the orientation sheet and the sheet kept for documentation.

IMPORTANT: Inmates failure to adhere to the above directives will be considered a serious misconduct (#107). No warnings or minor misconduct will be issued.

Two sets of this directive will be issued to each Building and secured in the ACO Control Station. A complete set will be posted on display in each Building. This booklet must be returned to the ACO in the Building Control Station when not in use.

Failure to follow the Building rules will result in a minor rule violation, unless otherwise noted. However, staff has the discretion of charging the offending inmate with a more serious charge based on the severity, number of violations, or the second violation for the inmate.

INMATE RESPONSIBILITY

Inmates are completely responsible for their own behavior and conduct. Breaking any rule or regulation may result in disciplinary action, loss of privileges, segregation or lock-up.

STAFF RESPONSIBILITY

Assigned Building staff is responsible for monitoring inmates' conduct and behavior and for enforcing rules, regulations, policies and procedures of the facility. Building staff is also responsible to report, in writing and/or by logging, all major and minor incidents. Staff will maintain professional standards of conduct by observing the principle that "approach determines response".

The Building staff work as a unit team. Inmate complaints about staff performance of duties are to be addressed to the ACO IV Residency Sergeant. Inmates who feel they have a legitimate complaint have the right to file a grievance. However, inmate's failure to obey orders or rules will result in a misconduct report.

INTER-UNIT REQUEST

Submit your request and/or concern to the ACO on duty by using the Inter-Unit Request Form. Failure to do so may result in its denial or non-acceptance.

CHAIN OF COMMAND

The Chain of Command is to be followed by all staff and inmates. All requests must be submitted through the ACO on duty who will then send it to the Watch Supervisor prior to going to the Watch Commander and/or the Chief of Security.

RULES AND REGULATIONS:

1. GENERAL RULES:

The Building will operate on the following rules. The Residency Sergeant and/or the Watch Commander may make exceptions to these rules.

- .1 The day to day operation of the building is the responsibility of the ACO on duty. The Residency Sergeant or Watch Commander must grant exceptions to rules or permission to perform special activities before the activity begins.
- .2 Horseplay, abusive language, loud noises, shouting or aggressive behavior will not be tolerated at Waiawa Correctional Facility (WCF) and will result in disciplinary action.
- .3 Building inventory items (including guitars) will not be removed from the Building, unless specified and approved by the Chief of Security in writing.
- .4 Un-official Headcounts may be conducted at any time. Staff may conduct headcounts while the inmate is in their room. During Official Headcounts, all inmates are to come downstairs and line up in the section they are assigned to.
- .5 Lockdown is for everyone. The only exceptions are emergencies.
- .6 Upon returning to the Building, all inmates must report directly to the Control Station (do not pass any rooms or the Program area) and will be pat-searched by staff. Staff may also pat or strip-search an inmate at any other time.
- .7 There will be no loitering by the front door, counselor/interview office or phone.
- .8 No inmate is allowed in staff office rooms without permission. Violation is a 107 write-up.
- .9 Inmates are expected to conduct themselves in an orderly manner at all times.
- .10 Inmates must wear their WCF issued uniform, (jeans and red shirt) and undergarment when they go to court. Personal clothes shall be worn for those trials (jury, etc;) required by the courts.
- .11 No homemade/handmade or facility equipment may be used to exercise in the Building. (Water weights, bags, chairs, etc;).
- .12 Eating utensils (i.e. forks, spoons, etc.) must be disposed of after use. FSU food items are not permitted in any room, only store order items allowed.
- .13 General Cleaning of the entire Building shall be done during the 2nd Shift on Saturdays. Residency Sergeant shall cancel all in-house programs for two (2) hours during the general cleaning.

2. **INDIVIDUAL ROOMS:**

- .1 Rooms will be cleaned before leaving the Building for any reason. Safety inspections will be conducted daily (including holidays and weekends) according to guidelines.
- .2 Regular room inspections will be conducted every day before 10:00am.
 - a) Beds will be made; floors neatly swept and mopped, ledges dusted, desktop and toilet cleaned. Rubbish cans will be emptied. Nothing hanging from bedposts, ledges, lockers, light fixtures, etc.
 - b) Inmates are not allowed to be in their rooms during inspection. Footlockers must be left open during inspections.
 - c) No items should be left out of the locker. The paper containers (boxes) must be thrown away or put in the lockers. All other items (clothing, pictures, store items, etc) must be kept in your own locker. Footlockers must remain locked when the inmate leaves his area. Hanging of clothes is allowed on wall pegs.
 - d) Only 5 pictures are allowed. All excess will be sent out or confiscated.
- .3 Walls, furniture, and windows will be cleaned daily. State owned property and equipment will not be defaced, destroyed or obstructed. Light fixtures and/or lights will not be tampered with, covered for any reason or have any item placed on or in them.
- .4 Bedding or other room items are not allowed outside the room except to launder or exchange when damaged. No hanging of clothes or bedding in the room.
- .5 Smoking in the Building is NOT ALLOWED. This is a 107 write-up. Smoking is only allowed in the designated smoke break areas as indicated in the Smoke Break Schedule. Refer to Posted Smoke Break Schedule in Building.
- .6 Loitering on the walkways and stairs is prohibited.
- .7 Kitchen utensils/equipment, such as serving spoons, bowls, cups or plates may not be brought into individual rooms. FSU issued food items are not allowed inside your rooms. Only purchased store order items are allowed.
- .8 Room searches shall be done on a regular basis or at random.
- .9 Mattresses are not to be removed unless authorized to do so. One mattress is authorized per inmate. Inmates requiring more than one mattress must receive proper authorization from the medical unit. No footlocker or other gear on beds. Footlocker must be placed on the floor. You must sleep in your assigned bed.
- .10 Cardboard boxes may not be used for storage of property and are not allowed in the rooms.

- .11 No items of any kind are to be taped or attached directly to the walls, floors, ceiling or furniture of the inmate's room.
- .12 Dirty laundry is to be placed in the designated laundry bag. It is to be washed at the next laundry day and not allowed to accumulate. No hand washing of any clothing is allowed within the Building. Refer to Posted laundry schedule in Building.
- .13 Sport shoes can only be aired out in the shoe rack for the Building.
- .14 Inmates are not allowed to enter another inmate's room or allow another inmate in their room unless directed by staff. Standing in the doorway or reaching in another inmate's room is prohibited. If another inmate enters your room, you must notify staff.
- .15 You may talk to your roommates in your room or talk to other inmates in the program area.
- .16 State property is not to be taken out of the Building unless directed/approved by staff.
- .17 All store order items are to be kept in the rooms. Radios and headphones shall not be worn during any headcount, emergency drills and/or exercises. Headphones and radio will be confiscated if the inmate violates this rule.
- .18 Only items on the inmate's approved clothing list and store items are allowed in the room. Inmate's personal civilian clothes are not to be stored in the room with the inmate.
- .19 Inmates are not allowed to loiter in the walkways or any unauthorized areas.
- .20 All room lights will be turned on at 1800 hours (6:00 p.m.) and will remain on until evening lockdown at 2230 hours (10:30 p.m.). Lights may be turned off earlier if the inmate wishes to sleep (inmate must first notify staff, before turning the light off). All lights must be turned off at 2300 hours (11:00p.m.).
- .21 Mattress and pillow sanitizing is conducted every Wednesday during 2nd Shift. Check with the duty ACO for correct procedures.
- .22 Inmates are not allowed to cover or block the lights and windows in any manner, or to tamper in any way with any of these items.

3. **SHOWER ROOM:**

- .1 Personal hygiene will be practiced at all times. You are expected to shower regularly and keep yourselves well groomed.

- .2 Towels will not be worn when moving to and from the bathroom and the individual's room. No nudity is allowed when going to the shower. Clothing must be worn outside the rooms. Bareback and/or only underwear is not allowed outside the rooms.
- .3 The shower will be closed prior to and during daily morning inspection, meal times and lockdown time at 22:30pm. Only one inmate is allowed in the shower at a time. Exception to these times will be at the discretion of the ACO on duty. No loitering outside the bathroom area.
- .4 Inmates may not utilize any shower room other than the one located in their section. Exceptions may be made by the ACO on duty in case of breakdown or other contingencies.

4. **TELEVISION:**

- .1 Television volume will be set at a reasonable listening level. The assigned staff will make adjustments when necessary. Majority rules on the TV program selection during recreation hours. TV viewing will not interfere with Building programming. No two (2) TV's shall be set on the same channel.
- .2 Television sets will be turned off when no one is watching and while headcount is being taken. Failure to turn off television sets may result in suspension of your privileges.

5. **TELEPHONE:**

- .1
 - a) Personal telephone calls will be monitored by staff in accordance with facility policy and procedures.
 - b) Inmates will be assigned their telephone time by staff.
 - c) General Population inmates will be allowed one fifteen (15) minute call. Kashbox inmates will be allowed one twenty (20) minute call. If he is unable to make a call or contact during the time period, he cannot make the call at any other time period.
 - d) Personal telephone time operation hours are as follows:
 1. 5:30pm – 10:00pm
 2. Kashbox- 8:00am-3:30pm (weekend/holiday)
 3. General Population 9:00am-3:30pm (weekend/holiday)
- .2 Incoming personal telephone calls for inmates are not accepted or allowed, except in emergencies. In the event of an emergency, the staff will arrange for the inmate to return the call. For incoming attorney calls, see 5.6b.

- .3 Outgoing telephone calls made during business hours must be requested and approved by the case manager.
- .4 Telephone use during business hours is strictly controlled.
- .5 Inmates will not call any office or staff member within this facility. Inmates will not call any State of Hawaii Official without prior approval.
- .6
 - a) Daytime calls to the Ombudsman's Office and ACLU must be requested in writing by submitting an Inter-Unit request to the case manager. If approved, these calls will be made at the staff's earliest convenience on the day the request is approved. Correspondence by letter is preferable.
 - b) The Residency Sergeant must approve all other calls.
 - i. Incoming attorney calls shall be accepted provided the call occurs during non-lockdown hours and the attorney is properly identified by staff (i.e. attorney number and/or call back to official place of business).
 - ii. Outgoing attorney phone calls shall be permitted upon approval of the case manager as described in facility policy. Otherwise alternate forms of attorney/client contact shall be utilized (attorney visit, correspondence or law library).
 - c) Long Distance telephone calls shall be conducted during the normal fifteen-minute phone period. More than one call may be placed during this time period. The receiver of the call must not enable calling features such as call forwarding, ID Blocking, conference calling, etc. The receiver of the call must accept all charges.
 - d) If there is a death in the inmate's immediate family, the Case Manager/ Residency Sergeant, will consider the inmate to call, based on their request.
 - e) Other circumstances will depend on its urgency and may be approved or disapproved by the Residency Sergeant on duty.
- .7 No incoming telephone call will be routed to any inmate.
- .8 All calls shall be logged by staff. Abuse of the phone privilege in any form will result in immediate suspension of phone privileges for the individual and could result in further disciplinary action. Phone calls to other Buildings by inmates is strictly prohibited.
- .9 Telephone P&P's are to be adhered to by all Buildings. Exceptions are to be approved by the Residency Sergeant, Watch Commander or Chief of Security only.

6. **CONTROL STATION:**

- .1 Inmates are not allowed around the Control Station or zone without staff permission. Inmates reporting to the Control Station (by staff request or inmate initiative) will wait for staff permission before approaching the Control Station.
- .2 Inter-Unit Request forms must be dropped off at the Control Station to be processed each morning no later than 8:00am during 2nd Shift. The designated area will be chosen by the 2nd Shift ACO.
- .3 Before leaving the Building, the inmate will report to the Control Station, drop off his I.D. card to the ACO, and retain a Gate Pass before leaving.
- .4 Except for recreation or work, inmates must wear their uniform, slippers, NO socks or "pegged" pants. No crease marks are to be ironed on any uniform.
- .5 Inmates will not remove anything from the Control Station without permission from the ACOs. Inmates will not read any material on the desk nor reach over the desk for anything without staff permission.
- .6 Requests and other inmate forms will not be filled out at the Control Station. Signing in/out and bringing the in-house workline book up to date will be the only exception.
- .7 All Controlled items (i.e. scissors, iron, guitars, Ukuleles, games, etc.) checked out from the Control Station will be returned after use and before lockdown at 22:30 (10:30 p.m.). Controlled items are not permitted inside individual rooms. The inmate who checked out the item is responsible for personally returning the borrowed items.
- .8 Grievance forms shall be issued upon request and the number entered in the appropriate logbook. Ensure one topic/issue per grievance form. Attempt resolution through the informal process before submitting a grievance. Grievances must be submitted within 14 days on which the basis of the alleged complaint occurred.
 - a. Step I: addressed by the Chief of Security. Response will be within 15 working days. To appeal the response or if no response, you must submit an appeal within 5 days to proceed to the next step.
 - b. Step II: addressed by the Facility Warden. Response will be within 15 working days. To appeal the response or if no response, you must submit an appeal within 5 days to proceed to the next step.
 - c. Step III: addressed by the Department of Public Safety. Response will be within 20 working days or more if time is needed to conduct an investigation.

- d. An Administrative Review may be initiated after the steps have been exhausted. See PSD P&P 493.12.03 for details (Law Library).

7. **RECREATION:**

- .1 White or red T-shirts, shorts (solid color, no pockets) and shoes may be worn to go to recreation. No writing on clothes. If uniform is to be worn, it must be in full uniform (both pants and shirt).
- .2 All inmates shall wear undergarment with white or red T-shirt and shorts when they go out for recreation.
- .3 No other items can be taken out of the Building for recreation.
- .4 While standing outside the Building, shoes and socks must be removed and inmate ready for pat-search upon returning from recreation. Refer to Posted Recreation Field Schedule in Building.
- .5 Indoor Recreation:

Module board games and their paraphernalia will not be kept or used in individual rooms. They are to remain in the Program areas or stored in the Recreation equipment cabinet. All Building games, recreation equipment, and musical instruments will be turned in to staff prior to Building lockdown 22:30 (10:30p.m.).

8. **PROGRAM AREAS:**

- .1 Horseplay (pushing, shoving, etc.) is not allowed at any time. Yelling, swearing, abusive language or loud noises are not allowed in the Building.
- .2 Communicating or signaling through windows, doors, etc. to inmates/staff outside of the Building is not allowed.
- .3 Smoking in the Building is absolutely **FORBIDDEN**. Smoking is only allowed in the designated areas. Smoking is not allowed in offices, bathrooms, etc.
- .4 All board games will be controlled and monitored by staff/recreation monitor. Games are to be checked out by the inmate by leaving his pass card at the Control Station.
- .5 Guitars/Ukuleles are to be played in the program area unless approved by the ACO to be played elsewhere in the Building.
- .6 Building magazines may not be kept in the inmates' room.

- .7 Television volume will be set at a reasonable level. Television sets are to be turned off if no one is watching and will be the responsibility of the last inmate watching. Violation of this rule or if responsibility cannot be determined may result in loss of TV viewing privileges.
- .8 Clean up after yourself when leaving any program or activity area. Your mess is your own responsibility.
- .9 Program areas are not lounging areas. Share the chairs and do not lie on them. They are built to be sat on. Feet are to be placed on floors and not on other chairs, tables, TV stand or walls.
- .10 Use the furniture and Building equipment correctly. Proper use and respect of furniture and Building equipment is the responsibility of each inmate. No inmate shall sit on any tables, counters, ledges, etc.
- .11 Headphones/radio shall not be worn outside of your room, except in the program area.

9. WORKLINES:

- .1 You are expected to stay on your workline for the complete shift. Extra trips back to the Building for cigarette, etc. is not permitted.
- .2 Nothing is to be brought back from the workline except personal clothing. Exceptions must have prior approval of the Building staff.
- .3 Sickness: If you are sick, it is your responsibility to report to sick call on the first day of illness for excused absence from work. Unexcused absences will not be allowed.
- .4 Inmates shall perform their assigned tasks diligently and conscientiously. Shirking, pretending illness, evading work, or encouraging others to do so is a violation of the rules and regulations. Inmates shall report to work as scheduled and not leave without permission.

10. INMATE PROPERTY:

- .1 All state issued clothing is considered State property and must be returned by the inmate to staff prior to leaving the Institution.
- .2 All clothing in the inmate's possession must be labeled with the inmate's name. **Staff will confiscate any unmarked clothing.** No borrowing, trading or selling of clothing is allowed.
- .3 All clothing is to be marked with your last name only. No uniform may be altered. No cutting or alteration of any inmate uniforms is allowed.

- .4 All clothing will be inventoried by staff. Unwanted or excess clothes must be turned in and disposed of by staff. This will insure an accurate and up-to-date clothing inventory. Any article of personal property not listed in your inventory will be confiscated and if not claimed, destroyed. Excessive clothing is a violation of facility policy.
- .5 No kitchen utensils, plates, food, condiments or bread wrappers are allowed in the Building. Anything in the rubbish can is rubbish and is not to be removed unless ordered by staff. Anything found on the floor that does not belong to you is to be turned in to the Control Station. All trash will be disposed of properly.
- .6 Laundry schedule is posted. The laundering of sheets and blankets is mandatory.
- .7 Hygiene request slips are to be submitted in accordance with the Building schedule.
- .8 Store orders – check with staff on duty.
- .9 Personal property, visit and mail information – check with staff on duty.

11. HEADCOUNT:

- .1 All headcounts (scheduled or unscheduled) will be verbally announced by staff on duty and/or by the blinking of the Building lights. Inmates will go directly downstairs and line up in the section they are assigned to without delay.
- .2 Absolutely NO talking, stirring or movement is allowed during the headcount procedure. No wearing of headphones/radios.
- .3 Official Headcount Time:

a)	2 nd Shift:	0600 hours	0800 hours	1100 hours	
b)	3 rd Shift:	1400 hours	1600 hours	1900 hours	2100 hours
c)	1 st Shift:	2200 hours	2400 hours	0200 hours	0400 hours
- .4 All headcounts are Standing Headcounts unless otherwise specified. Headcounts may be conducted at any time.

NOTE: On weekends and holidays, 2nd Shift 0800 count will be conducted at 0730. The 1100 count will be conducted at 1000.

12. INMATES IN LOCKDOWN:

- .1 All food served during mealtime must be eaten prior to tray pick-up. No saving of food is allowed (drinks included).

- .2 Building recreation/shower periods will be conducted daily, except during lockdown periods, by the ACO on duty.

13. RESTRICTED AREAS:

- .1 No entry except for designated workers during working hours and/or prior staff's permission in the following areas:
 - a) Kitchen
 - b) Janitor Room
 - c) Staff Restroom
 - d) Interview Room
 - e) Storage Room
 - f) Control Station

14. FAILURE TO FOLLOW FACILITY/BUILDING RULES & REGULATIONS WILL RESULT IN DISCIPLINARY ACTION IN ACCORDANCE TO THE ADMINISTRATIVE RULES AND REGULATIONS OF THE CORRECTIONS DIVISION:

- .1 Building Rules/Minor Misconduct:
 - a) Verbal counseling and reprimand
 - b) Loss of privileges up to 14 days (all visits, store order purchases, telephone calls, in-house recreation/program/workline activities)
 - c) Impounding of inmate personal property
 - d) Room/Module confinement
 - e) Extra duty
 - f) Repeated minor misconduct will result in a 107 write-up
- .2 Moderate to Greatest Misconduct (107):
 - a) Loss of all privileges
 - b) Loss of workline and re-housing
 - c) Disciplinary segregation up to 60 days
 - d) Disciplinary segregation of more than 60 days requires a 30-day review, Residency Sergeant recommendation, and PSD approval.
 - e) Reprogramming
 - f) Custody increase and facility transfer

15. FIRE SAFETY PROCEDURES

- A. Inmates shall assure that they are familiar with fire and emergency evacuation plans, policies, and procedures so they will be prepared in the event evacuation becomes necessary. If in doubt, it is the inmate's responsibility to see their housing ACOs for training.

- B. When an inmate discovers a fire, he shall alert the nearest staff member so that appropriate action can be taken.
- C. If there is a need to evacuate, all inmates will evacuate the building in an orderly manner and assemble in the parking lot adjacent to the building unless directed to an alternate area of refuge.
- D. In the event of a fire emergency, inmates shall follow all commands from uniform and/or civilian staff members.
- E. Inmates shall not possess flammable, toxic, or caustic materials.
- F. The overall use of electrical power within sleeping areas shall be controlled by facility administration.
- G. When authorized by the Warden, inmates may possess and use one Underwriters Laboratory (U.L.) listed extension cord, not exceeding nine feet in length, and minimum 16-gauge wire.
- H. "Home-made" lampshades and electrical devices are prohibited.
- I. Books, clothing, and other combustible personal property allowed in sleeping areas shall be stored in metal lockers or fire resistant containers when not in use. Department personal property limitations for inmates will be followed.
- J. All exits shall be continuously maintained free of all obstructions or impediments to allow for full instant use.
- K. No furnishings, decorations, or other objects shall be so placed as to obstruct exits.

16. OTHER INFORMATION:

- A. Visitation Hours:
 - Kashbox-Buildings 9&10 (Kashbox Area)
 - 1) 7:45am to 9:45am (Entrance cutoff time 9:15am)
 - General population-Buildings 2, 4, and 6 (Pavilion Area)
 - 2) 11:30am to 1:30pm (Entrance cutoff time 1:00pm)
 - 3) On weekends: 1 visit day only – 4 approved visitors only
 - 4) On Holidays: regular visitation – 4 approved visitors only
 - 5) 60 minutes each visit
 - 6) Exception: Special visits must be approved by the Chief of Security
- B. Business Office:
 - 1) Money drop-off is from 7:00am to 1:30pm, Monday through Friday except on Holidays

- 2) **Only those who are on your Visit List or approved list are permitted to deposit money into your account.**
- 3) **Cash, Money Order or Cashier's Check accepted ONLY**
- 4) **If mailed, Money Order or Cashier's Check shall be payable to WCF "inmate name".**

C. **Library Use:**

- 1) **Law Library:**
 - a) **Sign-up list will be posted every Monday**
 - b) **You must sign-up to be placed on the schedule**
 - c) **You must initial and specify reason on the schedule if you are not able to attend on your scheduled day**
 - d) **If photocopying is requested you will be charged \$0.50 per photocopy.**
- 2) **Recreational Library:**
 - a) **You may also sign-up for recreational library**
 - b) **All books/magazines/reading material must be returned as directed.**
 - c) **Upon release, all borrowed items must be returned.**

D. **Education:**

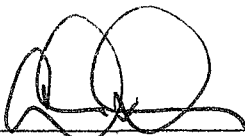
- 1) **You must request and sign-up for educational classes**
- 2) **You can only attend the classes when you are scheduled**

E. **Worklines:**

- 1) **You must request and sign-up for either Facility Worklines or In-House worklines.**
- 2) **You can be assigned to either of the worklines when approved.**

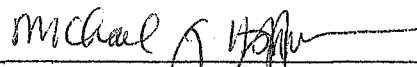
F. **Store Order:**

- 1) **Store orders are every other week**
- 2) **Money must be received on Mondays no later than 1:30pm for the week of the Store Order.**



Capt. Roldan
Acting COS

Date: JAN 17, 2007



Michael Hoffman
Acting Warden

Date: 1/17/07

HOUSE RULES

- NO** Illegal Clothes Lines
Shoes in the House/ Walls/ Furniture
Washing clothes/ Hanging in Windows or Beds
Yelling to Other Buildings
Smoking in any Building
Water bottles in Freezer
- NO** Horse Playing, Rough Housing, Boxing, Sparring, etc.
Exercising using Furniture, Tandem Exercising
Talking/Moving during Headcount
Walkmans on during Headcount
Walkman's volume excessive level – not loud
Headphone/ hat on during Headcount
Going outside before count clears
- NO** Going past A sections (buildings 4,5,6) after 7 p.m.
Buildings 9 & 10 going past the smoke shack
Inmate(s) in wrong room (not their own).
Yelling "Coming down" warning others of approach of the ACO
Loitering anywhere on the way to your destination
Leaving games / pool cues unattended
Sunbathing

ALWAYS Communicate/ Announce your name to the ACO and where you are going to and returning from.

ALWAYS Empty your Pockets before being Pat Searched
Carry Nothing with you to Chow. If you have mail/ request drop off before chow

ALWAYS After Meals – WAIT IN FRONT OF FSU BY THE PALM TREES/BARBECUE AREA NOT ON THE ROAD. Do not walk down to the building without the ACO.

ANY QUESTIONS ABOUT CLARIFICATION OF THESE RULES–
ASK THE ACO DUTY

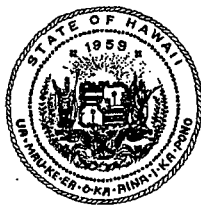
INTAKE - AREA

Policies & Procedures / Guidelines

Request Forms
for
Incoming / Outgoing Mail

(Mail) Drop Boxes
Visitation List / Request Forms
Incoming / Outgoing Property Process

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
WAIAWA CORRECTIONAL FACILITY
P.O. Box 1839
Pearl City, Hawaii 96782-8839

JAMES L. PROPOTNIK
ACTING DIRECTOR

CLAIRE Y. NAKAMURA
Deputy Director
Administration

FRANK LOPEZ
Deputy Director
Corrections

Acting Deputy Director
Law Enforcement

No. _____

TO: ALL INMATES
FROM: CAPT. M. HOFFMAN, COS
THRU: ACO III G. W. PHILHOWER, INTAKE / RELEASE OFFICER
UPDATED: AUGUST 21, 2002

REQUEST FORMS

REQUEST FORMS ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED IN DUPLICATE FOR THE FOLLOWING:

1. INCOMING / OUTGOING PROPERTY, ALSO QUESTIONS REGARDING CORRESPONDENCE / MAIL AND VISIT REQUESTS SHOULD BE DIRECTED TO THE INTAKE OFFICER.
 2. FACILITY STORE: FOR STATE ISSUED ITEMS AND STORE PURCHASES.
 3. TO SEE ANY WAIAWA STAFF MEMBER.
- FOR INFORMATION FROM OTHER DEPARTMENTS. (EXAMPLE: ACCOUNTING, WARDEN, ETC.)
INMATE REQUEST FORMS MUST CONTAIN THE INMATE'S NAME, BUILDING NUMBER, DATE, AND SIGNATURE BEFORE IT CAN BE PROCESSED.

DROP BOXES

1. OUTGOING MAIL WILL BE DROPPED IN BLDG. 3, BOTTOM FLOOR IN BOX MARKED U. S. MAIL.
2. ALL INMATE REQUEST FORMS WILL BE DROPPED IN BLDG. 3, BOTTOM FLOOR IN THE UNMARKED BOX.
3. ALL INMATE MEDICAL REQUEST ARE TO BE DROPPED IN THE BOX AT BACK DOOR OF MEDICAL UNIT.
4. EACH BUILDING HAS A DROP BOX FOR COMPLAINTS / GREIVANCES.

VISITATION LIST

1. AN INMATE WHO TRANSFERS FROM ANOTHER CORRECTIONAL FACILITY WILL HAVE TO SUBMIT A WAIAWA VISITORS LIST.
2. THE INMATE MAY HAVE HIS IMMEDIATE FAMILY ONLY TO VISIT FOR THE FIRST 30 DAYS OR UNTIL HIS VISIT REQUEST HAS BEEN APPROVED, AFTER WHICH ONLY THE INDIVIDUALS ON THE APPROVED LIST WILL BE PERMITTED TO VISIT, SEND MONEY AND PERSONAL PROPERTY.
3. THE INMATE'S MINOR CHILDREN NEED NOT BE ON HIS VIST LIST, BUT PROPER ID MUST BE SHOWN.
4. CHANGES ON VISIT LIST MAY BE MADE FOUR (4) TIMES A YEAR, JANUARY, APRIL, JULY, AND OCTOBER, FROM THE 1ST TO THE 15TH.
NEW ARRIVALS HAVE THIRTY (30) DAYS TO SUBMIT A VISIT LIST. OBTAIN THE PROPER FORMS FROM THE VISIT OFFICER. NOTE: AT THE EXPIRATION OF THE 30-DAY PERIOD, AN APPROVED VISIT LIST IS REQUIRED FOR ALL MONIES SENT OR DROPPED AT THE FACILITY (NO VISIT LIST, NO PROPERTY, VISITS OR MONEY).

**PROPERTY
INCOMING / OUTGOING**

INCOMING:

A. INMATES WHO WANT PROPERTY BROUGHT INTO THE FACILITY MUST:

1. FIRST HAVE AN **APPROVED VISIT LIST**.
2. SUBMIT AN INMATE REQUEST FORM, IN DUPLICATE, TO THE PROPERTY OFFICER.
3. AN APPROVED / DISAPPROVED COPY OF THE REQUEST FORM WILL BE RETURNED TO THE INMATE. ITEMS CAN ONLY BE DROPPED OFF AFTER THE INMATE HAS RECEIVED HIS COPY BACK APPROVED.

PROPERTY (APPROVED) WILL BE MAILED IN.

~~B. PROPERTY DROP OFF WILL BE ALLOWED ON MONDAY, WEDNESDAY, FRIDAY, BETWEEN 0800 AND 1500 HRS. PROPERTY WILL BE ISSUED TO THE INMATE AFTER IT HAS BEEN INSPECTED AND INVENTORIED BY THE PROPERTY OFFICER.~~

~~C. THERE WILL BE NO DROP OFF OF PROPERTY ON ANY HOLIDAY, REGULAR VISIT DAY OR SPECIAL VISIT DAY.~~

~~D. PROPERTY WILL BE DROPPED OFF AT THE FRONT GATE.~~

~~E. IT IS THE INMATE'S RESPONSIBILITY TO ADVISE FAMILY AND FRIENDS THAT THE REQUEST HAS BEEN APPROVED AND WHAT ITEMS AND AMOUNTS CAN BE DROPPED OFF. THE PROPERTY OFFICER WILL NOT GIVE OUT THIS INFORMATION TO ANYONE OVER THE PHONE.~~

F. REQUEST WILL BE GOOD FOR 30 DAYS, THIS INCLUDES MAILED IN PROPERTY. AFTER 30 DAYS, THE INMATE WILL HAVE TO SUBMIT ANOTHER REQUEST.

OUTGOING:

A. INMATES WANTING TO SEND OUT ITEMS, VIA ~~TRUCK~~ OR MAIL, MUST FILL OUT A REQUEST FORM IN DUPLICATE, AND SUBMIT IT TO THE PROPERTY OFFICER.

B. PROPERTY OFFICER WILL APPROVE / DISAPPROVE THE REQUEST. A COPY OF THE REQUEST WILL BE RETURNED TO THE INMATE.

C. UPON APPROVAL OF THE REQUEST, THE INMATE WILL BRING THE ITEMS TO BE SENT OUT ALONG WITH THE COPY OF THE APPROVED REQUEST TO THE PROPERTY OFFICER.

~~D. PROPERTY BEING PICKED UP AT THE FRONT GATE, MAY BE PICKED UP ON MONDAYS, WEDNESDAYS, FRIDAYS, BETWEEN 0800 AND 1500 HOURS.~~

~~E. THERE WILL BE NO PICK UP ON HOLIDAY, REGULAR VISIT DAYS OR SPECIAL VISIT DAYS.~~

~~F. IT IS THE INMATE'S RESPONSIBILITY TO ADVISE THEIR FAMILY AND FRIENDS THAT PROPERTY IS AVAILABLE.~~

H. OUTGOING PROPERTY WILL BE CHECKED BY THE PROPERTY OFFICER **TO INSURE THAT:**

1. STATE PROPERTY OR UNAUTHORIZED PROPERTY / ITEMS ARE NOT GOING OUT.
2. ANY UNAUTHORIZED PROPERTY THAT IS FOUND GOING OUT WITH THE INMATE'S OUTGOING PROPERTY **WILL BE CONFISCATED** AND THE INMATE WILL BE SUBJECT TO **DISCIPLINARY ACTION**.

DISPOSAL OF PROPERTY:

- A. INMATE WILL SUBMIT A REQUEST TO THE PROPERTY OFFICER, REQUESTING TO DISPOSE OF PROPERTY.
- B. PROPERTY OFFICER WILL ADVISE INMATE WHEN TO BRING PROPERTY TO HIS / HER OFFICE.
- C. PROPERTY OFFICER WILL ADJUST INMATE PERSONAL PROPERTY RECORDS ACCORDINGLY.
- D. NO INMATE WILL BE PERMITTED TO GIVE PROPERTY TO ANOTHER INMATE.

MAIL
INCOMING / OUTGOING

INCOMING:

- 1. ALL INCOMING MAIL MUST HAVE THE INMATE'S COMPLETE NAME AND ADDRESS, TO INCLUDE BUILDING NUMBER FOR PROPERTY PROCESSING.
- 2. ALL INCOMING MAIL MUST CONTAIN THE SENDER,S FULL NAME AND ADDRESS.
- 3. MAIL OFFICER HAS THE RIGHT TO REFUSE DELIVERY OF ANY UNAUTHORIZED MAIL IN ACCORDANCE WITH DEPARTMENTAL POLICIES.
- 4. CORRESPONDENCE BETWEEN INMATES FROM DIFFERENT FACILITIES MUST FIRST HAVE APPROVAL FROM BOTH WARDENS FROM EACH FACILITY.
- 5. ANY MONEY ARRIVING THROUGH THE MAIL MUST BE IN THE FORM OF A ~~BANK DRAFT, MONEY ORDER, OR~~ CASHIERS CHECK. FOR MONIES TO BE PROCESSED PROPERLY – THEY MUST:
 - A, BE PAYABLE TO WAIAWA CORRECTIONAL FACILITY (OR WCF) IN CARE OF (OR C/O) THE INMATE,S NAME.
 - B. SENDER'S NAME AND ADDRESS SHOULD BE INCLUDED ON ALL FORMS OF CHECKS – NO PERSONAL CHECK IS ALLOWED AND WILL BE RETURNED TO SENDER
 - C. ANY CASH RECEIVED WILL BE RETURNED TO SENDER.
 - D. ALL MAIL WILL BE CENSORED WITH THE EXCEPTION OF LEGAL MAIL.
 - E. ALL LEGAL MAIL WILL BE LOGGED / DELIVERED WITHIN 24 HRS.

OUTGOING:

- 1. MAIL WILL NOT BE SEALED EXCEPT FOR LEGAL MAIL.
- 2. ALL OUTGOING MAIL WILL BE CENSORED WITH THE EXCEPTION OF LEGAL MAIL.
- 3. LEGAL MAIL WILL BE SEALED BY THE INTAKE / RELEASE OFFICER ONLY.

VISITS

A. REGULAR VISITS:

1. ONE VISIT PER WEEK.
2. ONE (1) HOUR VISIT.
3. ON A THREE (3) DAY WEEKEND (HOLIDAY) - COMBINATION OF ANY TWO (2) DAYS IS ALLOWED.
4. VISITING HOURS FOR KASH BOX: 0745 - 0945
& GENERAL POPULATION: 1130 - 1:30

B. SPECIAL VISITS: SPECIAL VISITS ARE FOR EXTENUATING CIRCUMSTANCES, AND/OR A VISIT WITH A PERSON NOT ON THE INMATES REGULAR VISITING LIST.

1. ALL SPECIAL VISITS SHOULD BE SUBMITTED TO THE CASE MANAGERS AS FAR IN AS POSSIBLE. (WITH THE EXCEPTION OF UNFORSEEN CIRCUMSTANCES)
2. ALL SPECIAL VISITS WILL BE COUNTED AS A REGULAR VISIT FOR THE WEEK.
3. VISITORS WILL BE "COMPUTER CLEARED" BEFORE A VISIT IS ALLOWED.

B. VISIT RULES:

1. INMATES AND ADULT VISITORS ARE RESPONSIBLE FOR THEIR CHILDREN.
2. DURING VISITS THERE WILL BE NO:
 - A. SITTING ON LAPS - (EXCEPT FOR CHILDREN).
 - B. PROLONGED KISSING.
 - C. DRAPING LEGS ACROSS LAPS OR STRADDLING THE BENCH.
 - D. FONDLING OF BREASTS OR PRIVATE PARTS.

WAIAWA CORRECTIONAL FACILITY	EFFECTIVE DATE: 03-19-01	POLICY NO.: 04.08.62
	SUPERSEDES (Policy No. & Date): NEW / SUPERSEDES 4.08.57 SUB-SECTIONS 3.6 THROUGH 3.8	
SUBJECT: VISITOR DRESS CODE		Page 1 of 4

1.0 PURPOSE

To set forth dress standards for all persons desiring access onto Waiawa Correctional Facility.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes: Restricted Access to Correctional Facilities, 353.11.5
- b. Department of Public Safety: P&P Manual, Visitation 493.15.04
- c. Oahu Community Correctional Facility: P&P Manual, Visitor Dress Code 7.15.55

.2 Definitions:

- a. Visitor- Defined as someone who seeks approval or has authorization to enter the Facility for a predetermined purpose. This also includes, but not limited to, Deliveries, Repairmen, and Commercial Visitors.
- b. Staff- Permanent or Temporary facility employee assigned to Waiawa Correctional Facility.

3.0 POLICY

Waiawa Correctional Facility personnel will follow these procedures when processing a visitor for entry/access to the Facility. Staff of Waiawa Correctional Facility must also comply with this policy when on the facility. If at anytime the policy does not address the problem, the use of good judgement and common sense will prevail.

4.0 PROCEDURES

.1 General Rules for all

- a. Any person desiring to enter this facility, official visit, inmate visit, staff, must be dressed in a neat, conservative, and appropriate attire in a presentable manner.
- b. All personnel of the Waiawa Correctional Facility who receive and process Visitors and Staff will enforce this policy in a consistent, firm, and polite manner.
- c. All Visitors and Staff are subject to search before entering the facility, and at any time while on the facility.
- d. All Staff and Inmates under the jurisdiction of Waiawa Correctional Facility are expected to know and inform their Visitors of this Dress Code prior to the visitor(s) arrival.
- e. Service / Delivery / Commercial Visitors are allowed to wear short pants if it is a part of their uniform (e.g. 'UPS' drivers, 'FedEx' drivers, etc.).

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.2 Adult Female Visitors

- a. Must wear undergarments, which include brassiere and underpants. Underwire bras are not allowed. Pantyhose do not constitute as an undergarment. Removable 'Enhancements' will be taken out prior to entry of the facility.
- b. Dresses, skirts, and Mu'umu'us:
 1. Must cover the bottom of the kneecaps when the person is sitting.
 2. Dresses, skirts, and Mu'umu'us may not have slits higher than the bottom of the kneecap when seated.
- c. All clothing will have the shoulders, midriff, back, and upper legs covered.
 1. This is defined as NO spaghetti straps or clothing tops (blouses) with shoulder straps. ALL dresses, blouses, shirts, tops, etc. must have sleeves.
- d. Forbidden is low cleavage attire, shorts, bathing suits (on or underneath clothing), tube or tank tops, and similar attire.
- e. Must wear slips under sheer tops or blouses, thin dresses, or Mu'umu'us.
 1. No tight fitting or see-through clothing will be allowed.
 2. No spandex or tight fitted pants. Pants must be at least to the ankle in length.
 3. Slips need not be worn when the material is heavy or opaque enough to obstruct clear vision of the skin and/or undergarments.
- f. No visitor will be allowed to wear anything over to conceal inappropriate, improper, or indecent attire.
- g. Must wear footwear at all times (shoes, sandals, slippers, etc.). Barefoot is not allowed. *Revised 08-29-01.*
- h. Red colored shirts/tops is not allowed.
- i. Are forbidden from wearing lined or padded sweaters or jackets, hats, caps, curlers, beads, clips, hair combs, bandanas, scrunchies or other hair binders, stickpins or any other pins, leis or flowers. Hair and clothing accessories are not allowed into visit areas.
- j. No jackets or sweaters unless it is the winter months between October through March, or weather/temperature on the facility is consistent with the winter months.

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.3 Adult Male Visitors

- a. Must wear underpants, sleeved shirt, long trousers (to ankles), and footwear.
- b. Are forbidden from wearing lined or padded sweaters or jackets, hats, caps, curlers, beads, clips, hair combs, bandanas, scrunchies or other hair binders, stickpins or any other pins, leis or flowers. Hair and clothing accessories are not allowed into visit areas.
- c. Red colored shirts/tops is not allowed.
- d. No visitor will be allowed to wear anything over to conceal inappropriate, improper, or indecent attire.
- e. No jackets or sweaters unless it is the winter months between October through March, or weather on the facility is consistent with the winter months.
- f. Will not be allowed to wear shorts, bathing suits, tank tops, or lavalava. Exception to the wearing of the lavalava are:
 1. A visitor who is a resident of the Western Pacific Region who will not be making his permanent residence in the United States may be allowed to wear a dress lavalava, but will be instructed to wear long trousers for all subsequent visits.
- g. Must wear footwear at all times (shoes, sandals, slippers, etc.). Barefoot is not allowed. *Revised 08-29-01.*

.4 Minor Visitors (children)

- a. Must wear conservative appropriate attire.
- b. Shirt or top; girls may wear dresses.
- c. Under shorts, briefs, panty, or diaper must be worn.
- d. Footwear must be worn at all times (shoes, sandals, slippers, etc.). Barefoot is not allowed. *Revised 08-29-01*
- e. No lined or padded clothing will be permitted.
- f. No jackets or sweaters unless it is the winter months between October through March, or weather on the facility is consistent with the winter months.
- g. **Minor Females**, age twelve (12) years or older, who are mature or mature looking must wear Adult Female attire, see section 4.2 of this policy. The determining factor/decision will be the staff processing the person for access/visit. The visit will be denied if the person if not properly dressed.
- h. **Minor Males**, age twelve (12) years or older, who are mature or mature looking must wear Adult Male attire, see section 4.3 of this policy. The determining factor/decision will be the staff processing the person for access/visit. The visit will be denied if the person if not properly dressed.
- i. No visitor will be allowed to wear anything over to conceal inappropriate, improper, or indecent attire.
- j. One (1) single (unlined, unpadded, non-quilted, etc.) blanket may be allowed for an infant child.

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.5 Permitted authorized items

a. Jewelry:

1. Wedding rings must be shown to the receiving/processing officer before and after entry/visit.
2. Freshly pierced earrings will be allowed for one (1) month and will be shown to the receiving/processing officer before and after entry/visit.
3. Any item that can not be removed due to physical confinement (e.g. arm/wrist/hand grown larger than a bracelet diameter).

b. Infant/baby supplies:

1. Two (2), diapers and appropriate wipes.
2. One (1), bottle of liquid.
3. One (1), blanket that conforms with sections 4.2, 4.3, and 4.4 of this policy.
4. NO 'baby' food will be allowed.

.6 Denying Entry / Visit

If the receiving/processing officer disallows a visitor access/entry on the basis of that the visitor attire does not conform to this policy, the officer will:

- a. Courteously inform the disallowed visitor of the reason for denial.
- b. Complete a notice (if Inmate visit) stating the reason for denial and submit it to the Chief of Security through the Chain of Command. A copy is to be made and given to the inmate. A copy is to also be made and forwarded to the respective counselor/case manager and the Intake/visit officer.

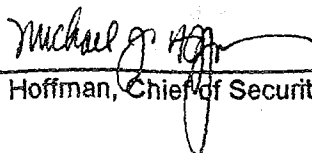
5.0 REVIEW

On an annual basis the warden shall review this policy and decide whether a revision is needed. If no changes are scheduled to be made this policy will remain in effect.

6.0 SCOPE

These procedures will be implemented and followed by all Correctional Workers, Volunteers, and Visitors under the jurisdiction of Waiawa Correctional Facility. This document will not be changed or altered without the prior authorization of the Warden.

APPROVED:


 M. Hoffman, Chief of Security 3/19/01
 Date

APPROVED:


 P. Zuminello, Warden 3/19/01
 Date

Inter-Office
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. _____
Suspense: _____

November 27, 2009

TO: All WCF Inmates
FROM: S. Harrington, Chief of Security *Harrington 11/27/09*
SUBJECT: Requirement of Bottom Bunk / Recreational Activities

Effective immediately, if you require or have a bottom bunk because of a medical memo you will not participate in these specific recreational activities either at the Recreation Field or Housing Unit:

Basketball
Handball
Volleyball
Baseball / Softball
Running / Jogging
Use of any Workout Station / Workout Pad
Exercise to increase muscle mass or shape
Strenuous Exercise

You may attend recreation to sit or walk. Failure to follow this Directive will result in disciplinary action.

C: Watch Commanders, HCU, Kash Box Staff, B4, B5, B6, B9, B10