

MAUI COMMUNITY CORRECTIONAL CENTER (MCCC)

INMATE RESPONSIBILITIES

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

INMATE GRIEVANCE

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

TELEPHONE PRIVILEGES

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

In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family), request to speak to the Watch Commander and state the nature of the emergency.

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

MAIL PROCEDURES

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

First/Last Name Return Address	Inmate's First/Last Name c/o Maui Community Correctional Center 600 Waiale Drive Wailuku, HI 96793	Stamp
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All correspondence must go through approved channels. Staff monitors incoming/outgoing mail. Any suspicious mail that appears to cause a threat to the safety and security of MCCC may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue, drawings, bookmarks, lipstick/kiss marks, or inappropriate content (i.e. pornography, threatening remarks).

PROHIBITED ITEMS

The following is a list of items that are prohibited from the Correctional mail system. This applies to incoming and outgoing mail.

- Any over-the-counter drugs/alcohol/illegal drugs/drug paraphernalia or any mind altering substance; for example, pills, liquids, powder, etc.
- Written communication containing threats of violence against staff, civilian personal or vendors. Any other type of threat that compromises the overall security of the facility and/or the safety of the staff and inmates.
- Stationery products: stamps, blank paper, blank greeting or postcards, electronic musical cards, gift cards, calling cards
- Photo magnets, laminated plastic or hard cover items (book markers, frames, sheet protectors, tattoo stencils)
- Plant shavings (flower petals), body hair
- Calendars, maps, electrical wiring diagrams, blue prints

- Glitter, glue, ink stamps, lipstick and or kiss marks, stickers
- Heavily perfumed or scented envelopes
- Newspaper clippings and store coupons, poems or musical printouts (lyrics), digital downloads photos and poems and lyrics
- Third party correspondence
- Sweepstake prizes, pre-approved credit cards. Participation in a related event is not permitted.
- Personal checks, money order or cash
- Paper clips, ribbons, candy
- All photos must be 4" x 6" or smaller. No altering of photos - no cut-up, torn, pasted or laminated. Photographs depicting nudity, gang graffiti or affiliation or alcohol are prohibited.
- Drawings/colors or any gang related material or affiliations (only black ink or pencil drawings are approved)
- Disc jockey request to radio stations and solicitations
- Subscriptions to a publication (book, manual, magazine or newspaper) without prepayment and prior written approval

LEGAL MAIL

Mail from government officials, attorney of record, and the courts are considered Legal Mail.

Legal Mail shall be addressed in the following format:

Attorney First/Last Name, Agency	Stamp
Attorney Bar Number	
Attorney Address	
	LEGAL MAIL
	Inmate First/Last Name
	c/o Maui Community Correctional Center
	600 Waiale Drive
	Wailuku, HI 96793

MONEY PROCEDURES

An inmate may not possess money. Each inmate is assigned a MCCC account. Only individuals, who are on an inmate's approved visitation list, may mail in **CASHIER'S CHECK ONLY** to MCCC, on behalf of an inmate. Cashier's checks mailed in by unauthorized persons will not be accepted, and returned to the sender.

Cashier's checks shall be made payable to *Maui Community Correctional Center*, with the inmate's first/last name printed on the bottom. A maximum of \$200.00/month, per inmate will be accepted. The envelope shall be marked with the sender's first/last name and address. Personal checks and cash are not accepted.

MCCC will not release information regarding an inmate's account balance or verify receipt/non-receipt of funds by phone or letter. MCCC will only provide this information to the inmate. Any concerns will be addressed with the inmate.

Disputes regarding money posted to the inmate's account can be submitted in writing to the Business Office. A specific request and detailed information must be stated. Faxes to MCCC will not be accepted.

VISITATION PROCEDURES

For 30 days, newly admitted inmates may have visits with immediate family members without having to fill out a visitation list. Immediate family members include father, mother, husband, wife, child, brother, or sister. "Hanai" family members may be considered as part of the inmate's immediate family, for those who function in the roles as parent(s), sibling(s) or child(ren). Once an individual is placed on an inmate's visitation list, the 30-day period is terminated. Once the 30-day period expires, only those individuals listed on the inmate's visitation list will be allowed to visit.

It is the inmate's responsibility to complete a visitation list that includes the visitor's name, current address, social security number, date of birth, and relationship to the inmate.

Individual shall be approved for visitation after the completion of the required process. A visitation list may not have more than 12 individuals.

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

Visits are on a first-call, first-serve basis. Visits are once a week, for 1 hour. Visitors may call (808)243-5101 to schedule a visit. Calls will be accepted on Monday and Tuesday, from 8:00am-10:00am and 1:00pm-2:30pm.

VISITATION HOURS

<u>Visit Day</u>	<u>Visit Time</u>	<u>Housing Unit</u>	<u>Visit Location</u>
Wednesday	6:45pm – 7:45pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Wednesday	8:00pm – 9:00pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Thursday	6:45pm – 7:45pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Thursday	8:00pm – 9:00pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Saturday/Sunday	8:00am – 9:00am	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Saturday/Sunday	8:00am – 9:00am	All Females	Sub-Visit
Saturday/Sunday	9:15am– 10:15am	Dorm 6 & 7	Gazebo
Saturday/Sunday	9:15am– 10:15am	All Females	Sub-Visit
Saturday/Sunday	12:00am– 1:00pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Saturday/Sunday	12:00am– 1:00pm	All Females	Sub-Visit
Saturday/Sunday	1:15pm – 2:15pm	Dorm 6 & 7	Gazebo
Saturday/Sunday	1:15pm – 2:15pm	All Females	Sub-Visit
Sunday	6:45pm – 7:45pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit
Sunday	8:00pm – 9:00pm	Modules A/B/C and Dorms 1, 2 & 3	Central Visit

Visitors shall check-in at least 45 minutes prior to the scheduled visitation time, and must complete forms DOC 8247, "Visiting/ Correspondence Application," and DOC 8252, "Notice and Consent to Search" form. All visitors must sign the visitor's log. Only 2 adult visitors shall be allowed to visit with an inmate. The inmate's minor children shall not be counted. Other minor children (siblings, relatives, or friends) are limited to 2 per visit, and must be accompanied by a legal guardian. An approved adult, who is on the inmate's visitation list, must escort a visitor under the age of 18. A legal guardian must complete the "Notice of Waiver" form for each visitor under the age of 18. The adult escort must remain with the minor during the entire visit and the minor shall not be left unattended. If the legal guardian is unable to bring the minor into the facility, the legal guardian is required to complete the "Parental Consent for Minors" form and notarize the form. Visitors age 13 and above must present a photo identification (ID). Visitors under the age of 13 may provide a non-photo ID. Visitors may also be required to provide a marriage license and birth certificates upon request (i.e. if different last names). Approved photo ID shall be limited to the following:

- Valid state ID (out-of-state ID is acceptable)
- Driver's license
- Passport
- Government (i.e. city, state, federal) ID
- Military ID
- School ID (13 years or older)
- "Other" photo ID that can verify identity

Visitor's personal belongings and valuables shall be secured in the visitor's vehicle, and may not be left at the facility's gatehouse or with the adult correctional officer (ACO) on duty. It is suggested that personal belongings and valuables be left at home. MCCC will not be responsible for the loss or damage of property.

All visitors and any item(s) entering into the MCCC will be subject to a frisk/pat search. When probable cause exists, visitors may be subjected to a strip search. Contraband that is discovered on a visitor's person will result in the suspension of visitation privileges, pending an investigation

and possible criminal charges. Contraband is anything not specifically authorized by the Warden for use by an inmate or which inmates are prohibited from obtaining or possessing by statute, rule, regulation, or order. Any item given to an inmate without approval is considered contraband. "Promoting Prison Contraband" is punishable by up to 5 years imprisonment. Visitors will not enter MCCC unless the Warden or Chief of Security has granted clearance.

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

VISITOR DRESS CODE

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

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

DRESS CODE FOR FEMALE/MALE ADULT VISITORS

- Undergarments (i.e. panties, bras, slips, boxers, briefs)
 - Must be worn
 - No bras without straps, no underwire
 - Pantyhose do not constitute undergarment
- Dresses and Muumuus
 - Must not be shorter than 2 inches above the kneecap when seated
 - Must not have slits that rise higher than the kneecap when seated
 - No false pockets
 - Must be worn with slips

- Blouses and Tops

- Must not be tucked into pants/jeans
- Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)
- Must have sleeves
- Must appropriately conceal shoulder, midriff, back, and cleavage (No sweaters or jackets, or other clothing shall be used to conceal prohibited attire)
- Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)

- Pants and Trousers

- No cuffs
- No false pockets
- No form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)
- Must be comfortable and loose, but ensuring that it does not slip off
- Must be standard length, down to the ankle
- No shorts

- Footwear

- Must wear slippers, sandals, or shoes
- No bare feet

PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE ADULT VISITORS

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

- No handbags (i.e. purses, wallets)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

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

VISITORS WITH INFANTS OR BABIES

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

SPECIAL VISITATION

If an immediate family member from another island or the mainland is unable to visit during regular visiting hours, a “special visit” must be approved in advance. A 1-week advanced notice that includes the visitor’s name, current address, social security number, date of birth, date/time of the visit, is normally required. Special visits may be permitted on weekends. An inmate is allowed only one special visit per month. Round-trip airline tickets may be requested as proof of travel.

Special visits for non-immediate family members shall be allowed, based upon the relationship to the inmate, the need of the inmate, availability of time and space, and the approval of the Visitation Clerk/Chief of Security.

PHYSICALLY DISABLED VISITORS

Inmates or visitors who are physically disabled may apply to have visitation in an area that will best accommodate their special needs.

VEHICLE DOCUMENTS

Visitors may be required to provide current vehicle safety check, registration, and no-fault insurance card.

INMATE PROPERTY PROCEDURES

Upon approval, property may be dropped-off/picked-up on Tuesday (6:00pm-9:00pm) and Saturday (3:15pm-6:15pm). Only individuals who are on the inmate's approved visitation list may drop off or mail in property. ALL inmates wanting personal property brought in, must have a Property Request form approved. Call the contact the Property Officer at (808)243-5101, at least 24-hours in advance, to confirm the approval.

ALL incoming property must be clearly marked for identification with indelible ink. Each item of property must be clearly marked with the inmate's complete last name. Unmarked incoming property will not be accepted. Once an inmate receives property the inmate will be allowed to make an exchange of property every six months, upon approval from the Property Officer. Those unable to come to MCCC (i.e. off-island, mainland) may mail the "approved property" to MCCC (inmate's name), c/o Property Officer at 600 Waiale Drive, Wailuku, HI 96793. A complete return address must be on the front of the mailed items. MCCC will not assume the cost of having property mailed to MCCC.

EXCESS AND DISALLOWED PROPERTY

Inmates have 30 days to have prohibited or excess property picked-up or mailed out to family member/friends. Failure to comply within 30 days shall result in the property being presumed abandoned. The property will be disposed of in accordance with the provision of State Law (HRS Chapter 523A, Uniform Unclaimed Property Act) or donated to a non-profit organization.

ALLOWED PROPERTY

All personal items brought to MCCC must be clearly marked with the inmate's last name, using a permanent marker. The following personal items are what ALL inmates are entitled to have dropped off or mailed to MCCC: 1 Bible (no cover), 5 pictures (not to exceed 4"x6")-no Polaroid, 1 cup, plastic (no covers; not to exceed 12 ounces), 1 wedding band (engagement rings excluded), 1 religious medallion (not to exceed 1" at any point), 1 chain (must be a "breakaway" chain less than 24"), 1 light gray sweatshirt (no pockets, strings, hood or large logo), 1 light gray sweatpants (no pockets, strings, large logo), 3 solid-colored gym shorts (except black, no pockets or strings), 5 white t-shirts (no pockets or large logo), 5 underwear-bvd, briefs, boxer, panties (no thongs, g-string, or see-through), 5 white pairs of socks, 5 elastic hair ties (no scrunchies, pins or clips), 5 bras-sport or fitted (no underwire), 1 white gym shoes (last name on outside heel), 1 pair rubber slipper, 1 toothbrush (non-electric, no battery operated), 1 toothpaste, 1 soap (bar only), 1 plastic soap dish, 1 wash cloth (cotton or nylon), 1 plastic brush or comb, 1 deodorant (non-alcoholic type), 1 shampoo (must be clear; see-through)

*In addition to the above, female inmates will be allowed 1 lipstick and 1 eyebrow pencil

SENTENCED INTERMITTENT INMATE (WEEKENDER)

Inmates serving time on weekends only, shall be provided a hygiene kit upon admission. Hygiene kits shall be marked with inmate's last name and returned to Intake upon release. Weekenders shall be limited to bringing in the following articles with exceptions/limitations as noted above: 3 articles of underwear, 1 light gray sweatshirt, 1 rubber slipper OR white gym shoe, 1 plastic hairbrush/comb, and 1 washcloth. Property is released upon release of inmate.

BAIL, RELEASE, & SUPERVISED RELEASE ISSUES

Bail can only be paid in cash or cashier's check. The cashier's check shall be made payable to either the *Maui District Court* or *Maui Second Circuit Court* from 8:00am-4:00pm, Mondays through Fridays, excluding State Holidays. The court's fiscal office is located at 2145 Main Street, Suite 137, Wailuku, HI 96793, (808)244-2999. After hours, bail/bond can be posted through a surety company or the Maui Police Department.

Once bail is paid/posted, the release documents/receipt must be taken to the main entrance of MCCC. MCCC does not address questions related to an individual's release time. For information regarding bail amounts and charges, contact the appropriate court office where the inmate's case is being heard. For questions related to court hearings, contact the inmate's attorney or Public Defender. For additional information, contact MCCC's Intake/Records section at (808)243-5101 Ext. 308/353. For questions related to pretrial detention or supervised release, call the Maui Intake Service Center (MISC) at (808)244-5008.