

**WOMEN'S COMMUNITY CORRECTIONAL CENTER  
GENERAL POPULATION INMATE  
GUIDELINES**

**I. INMATE RESPONSIBILITY:**

Each inmate/detainee is completely responsible for her own behavior and conduct. Breaking **ANY** rule or regulation will result in the withdrawal of privileges, disciplinary action, and/or reprogramming. It is the responsibility of the inmate to become familiar with the rules set forth in these guidelines. It is also the responsibility of the inmate to bring to staffs' attention any rule that is not understood.

**II. GENERAL RULES AND REGULATIONS:**

1. Physical violence or threats against staff or inmates, sexual misconduct shall result in immediate lock down, disciplinary action and/or reprogramming.
2. Verbal abuse or harassment of any kind shall result in disciplinary action. Inmates are expected to conduct themselves in a respectful and disciplined manner.
3. Criminal contraband such as weapons, tools, drugs & intoxicants shall be confiscated and HPD and/or Sheriff's Office will be notified for criminal prosecution. Anything not authorized by the Warden or Chief of Security shall be confiscated and disciplinary action will follow.
4. Horseplay, loud noises or shouting will not be tolerated in any area of the facility, and will result in disciplinary action being taken.
5. Inmates shall be fully clothed at all times. Clothes will be changed behind the shower curtain in the shower stalls. There will be no changing within the open bathroom stalls or cubicles.
6. There will be no smoking within any housing area or the interior of any enclosed building. This includes the walkway between the cottages. (See smoking section)
7. Good personal hygiene will be practiced at all times. Showers must be taken daily (unless specified otherwise by the HCU)
8. Only the facility store order food is allowed in the cubicle areas. Any individual caught pilfering food items from the dining area or the kitchen areas will be charged accordingly. No food items will be allowed outside housing units at any time. No store order items are to be passed within or out of the housing units. Any items passed will be subject to confiscation and charges filed accordingly. Authorized medical food is to be consumed in the dining room upon distribution. No snacks from the HCU will be allowed in the housing areas.
9. All residents of a housing area are responsible for ensuring the toilet, sinks, showers, walls, cabinets, and floors are kept clean.
10. Walls, furniture, fixtures, cabinets, or any state property and equipment shall not be defaced, moved, or intentionally damaged. Any such acts shall result in disciplinary action.

11. No inmate shall enter another dorm or cubicle area that they are not assigned to at any time for any reason unless authorized by security staff.
12. Inmates shall not climb, sit, or put their feet on the wall or railings. Inmates shall not stand on any furniture, sink, toilet, dividers, tables or the top of the bunks.
13. There will be no loitering in or around the ACO stations, entrance areas, storage rooms, bathroom area, hallways and aisles.
14. Windows, entryways, fixtures, cell doors, walkways, and front of cubicles shall not be obstructed.
15. Incoming calls for inmates are **NOT** allowed.
16. No inmate is authorized to change beds, cells, or cubicles assignments unless authorized. All movements will require the approval from Administrative/Security staff.
17. Hot water will be available during the first and last five minutes of the scheduled free time hours. Inmates will retrieve hot water in full uniform; no exception to this rule. Inmates are responsible to observe and abide by the time schedule. Other provisions will be made for morning kitchen work lines. All inmates are to retrieve their **OWN** hot water.
18. Inmates are not allowed to trade phone times with another inmate unless authorized by the housing ACO.
19. No blankets, linens, towels or pillows are allowed outside of the dorm.
20. Sitting, laying, or standing on tables, cubicle dividers, bed frames, cabinets, sitting or lying on floors is not permitted.
21. Physical or sexual contact of any nature will not be allowed at any time. This includes massages, holding hands, hugging, kissing and hickeys. Any of these actions will be dealt with accordingly through disciplinary action.
22. Beds will be made at all times when the inmate is not in her bunk. The only exception is when she goes to the bathroom.
23. Each inmate is responsible for the cleanliness and orderliness of the area around her bunk, cubicle and cell.
24. Housing unit lights shall remain on from 0600 hours till 2200 hours daily. Reading lights will be turned on and used at the discretion of the inmate during the hours of 2200 hrs until 2300 hrs. After 2300 hours all lights in the dorm area (individual cells) will be turned off with the exception of the restroom/hallway lights.
25. All residents that wish to eat will report to the dining area for designated meals. This will be done in mass movement and in an orderly manner. No one is permitted to bring their own food into the dining area. Hot water will be offered the first five minutes of a meal. Those who do not wish to eat at that time may get hot water if they wish to do so. All inmates must be fully uniformed for meals.
26. Mass movements will be conducted in a quiet and orderly manner. All inmates are expected to proceed to the designated area in a single file line; there will be no loitering or conversing during this time.

27. Inmates will not yell or call out to staff or other inmates from their housing unit.

### III. HEADCOUNT PROCEDURES:

1. Upon announcement of headcount, inmates shall return to their respective cubicle/cells and stand near or sit on their bunks. There will be no talking or movement until the count is cleared by the housing ACO. No exceptions to these procedures. Anyone found in violation of this rule is subject to disciplinary action.
2. Inmates are responsible for knowing regular headcount schedules. The scheduled headcount are as follows:

#### First Watch:

2200 hours	Standing Headcount
0200 hours	Headcount
0400 hours	Headcount
0545 hours	Headcount

#### Second Watch:

0600 hours	Standing Headcount
0730 hours	Headcount
1130 hours	Headcount
1345 hours	Headcount

#### Third Watch:

1400 hours	Standing Headcount
1800 hours	Headcount
2145 hours	Headcount
2200 hours	Standing Headcount

Headcounts may also be called at unscheduled times.

3. Inmates are responsible to prepare themselves for headcounts in a prompt and orderly manner. There will be no one in the bathroom or shower during all headcounts. Standing headcounts must be complied with, no exceptions unless medically authorized to remain in their bunk.

### IV. SMOKING:

1. WCCC is a non-smoking facility.
2. There is no smoking within any of the building structures or housing areas within the facility complex, including all program / education rooms, Library, Laundry, Dining areas, Indoor Recreation rooms, C US Rev, Warehouse area and any other enclosed areas.
3. No tobacco/tobacco products, paraphernalia is allowed within the secured area of the facility; if any is found the inmate will face disciplinary action which shall also result in immediate lock down.

**V. SHOWERS AND PERSONAL HYGIENE:**

1. Inmates are allowed to shower between 0600 hrs to 2100 hrs except during headcount times. Select work lines will be an exception to this rule.
2. Inmates will shower in their respected dorms only. No more than one inmate per shower.
3. Inmates will be fully clothed when entering and exiting the showers.
4. A reasonable time will be allotted for each inmate to shower (10-15 minutes). Inmates are reminded to be considerate of others.
5. Personal items left in the bathroom area will be confiscated and disposed of.
6. Sanitary napkins and tampons shall be properly disposed of. They are **NOT** to be flushed in the toilet. Any violations of safety and sanitation rules shall result in disciplinary action.
7. Inmates will keep their fingernails trimmed to no more than ¼" in length.
8. Razors will be issued out by housing ACO during normal shower times. Should inmate use the razor for other than the purpose of keeping proper hygiene; the use is a violation of safety and sanitation rules, shaving heads or cover is missing upon return the razor will be disposed of; inmate may face disciplinary actions for such violations.

**VI. FREE TIME / NEWSPAPER / RECREATION:**

1. Free time will be announced by housing ACO at specified times.
2. Authorized inmates will sign for their newspapers with their housing ACO. All old or excessive amounts of newspaper must be disposed of immediately or inmate may lose the right of ordering future newspapers.
3. Board games and puzzles are provided for amusement only. There will be no gambling or hoarding of games; should there be any violation, board games, etc... will be suspended for use. All games are to remain in the recreation area.
4. Outdoor recreation will be to the discretion of the Watch Commander. Weather and other security factors will be taken into consideration.

**VII. INSPECTIONS:**

1. Daily inspections will be conducted at 0900 hours Monday through Friday (no exceptions). Inmates must be out of their bunks for inspection. Inmates are responsible for their respective areas at all times. On Saturday, Sunday & Holidays the dorm inspections will be conducted at 1430 hours.
2. Inmates are responsible for cleaning their living areas, and making their beds prior to the inspection.
3. No inmate shall be inside of their bed during inspection without written authorization from the Health Care Unit.
4. Inmates scheduled for programs, court, or any other activity, shall clean their area of responsibility and make their beds before leaving.

5. No items are allowed on the top of the cabinets at any time (with the exception of a Bible). All books, letters, photos and any other paper goods will not be allowed to stay on the cabinets, cubicle walls, bunks, or shelves located in the housing area.
6. Inmates' shoes may be stored under the bunk or cabinet. Personal hygiene items shall be stored in the cabinets or trunks.
7. Towels and other linen shall not hinder the view of staff. Wet towels and clothing should be hung at the back of the bunk (close to the wall). All other wet linen should be hung within the cabinets or behind the cabinets.
8. Posters / photos, articles, newspaper / magazine clippings, make shift clothes lines are not permitted on walls, bunks, outside of a trunk/cabinet, bed lights, air vents, windows, etc... All photos should be placed within a folder or envelope. Any such acts shall result in disciplinary action and confiscation of items.
9. No items are allowed on the cubicle partitions, hung on fans, fixtures, trunk/cabinets or bed frames.

#### **VIII. HEALTH CARE UNIT SERVICES:**

1. Office visits require authorization and scheduling by the HCU.
2. Any inmate needing to see the nurse or medical unit staff for other issues that can not be resolved by going to sick call may fill out a medical request form. After completing the form, turn it in to staff for notation and place it in the medical request box. All inmates may sign up for sick call Monday to Friday excluding holidays with housing unit ACO. This procedure will be followed unless an emergency has been determined.
3. Any injury incurred must be reported immediately to staff. Inmates must request assistance from staff to contact the medical unit for minor injuries and treatment.

#### **IX. TELEPHONE / VISIT REQUEST FORMS AND PROCEDURES:**

1. Telephone calls are scheduled to inmates on a "first come first serve" basis. Inmates are scheduled by the Housing staff. Inmates are responsible to check with staff for available listing times.
2. All personal phone calls are "collect". One inmate will utilize the telephone at a time. You will lose this privilege if phone time is given to another inmate, inmate stays on longer than allotted or found to have done three way calling.
3. Official calls are to be approved by Offender Services. All inmates must sign up on the legal call list.
4. All visit requests will be submitted and pick up with regular mail for distribution to visiting officer. Special visit requests are handled by Offender Services.
5. Inter-Unit request forms are provided for your use and not to be used as scratch paper. All forms will be issued to you by 2100 hours Monday to Friday.

#### **X. MAIL:**

1. The distribution of incoming mail will be done on a daily basis. Inmates are not allowed to handle or distribute anyone's mail.

2. Indigent inmates may be provided the maximum of (1) envelope, (1) stamp, (2) writing papers once per week for personal mail. Indigent inmates requesting correspondence materials for ongoing legal cases shall be afforded the necessary materials after the inmate provides proper documentation to the Department staff that they have an active case currently filed in court. The inmate must attach two copies of the inter-unit request to the Business Office for supplies. If only the (1) stamp is needed then the request must be stapled to the letter that will be sent out.
3. See **attachment A** for details and complete rules, regulations and procedure for Mail and incoming cashier's checks, books, magazines, legal mail and other correspondence.

#### **XI. UNIFORMS:**

1. Inmates are issued three sets of facility uniforms.
2. Inmates are responsible to know the laundry schedules as posted in the housing units, shall have clean uniforms at all times.
3. Inmates are responsible to notify the laundry supervisor via inter-unit request with the laundry slip for all items not returned.
4. Inmates will not deface uniforms with drawings, sewing or writing. Any uniforms found damaged shall result in disciplinary action.
5. No cuffing of pants or sleeves at any time. This applies to both work line and facility uniforms.
6. Work line uniforms will be permitted to be worn only one (1) hour prior to start of work schedule and one (1) hour after work. Recreation uniforms and sweats are to be worn only during scheduled recreation hours or within the housing unit dorm.
7. Inmates are required to be in full uniform whenever leaving the housing unit. This includes all programs and transports. Underwear will be worn at all times. No wearing of sweats or recreation clothing under inmate uniforms. White shirts are optional.

#### **XII. VISITATION:**

1. Visiting hours for general population inmates are from 0800 hours to 0930 hours. Either on Saturday or Sunday, cottages rotate on a monthly basis. Hina Mauka Program is on Saturday's and Sundays from 0800 hours to 0930 hours.
2. Visitation may commence on selected State and Federal Holidays as determined by the Chief of Security or Warden.
3. Inmates are to remind visitors of facility rules regarding proper attire and jewelry (only wedding bands and religious medallion allowed).
4. Inmates and visitors are responsible for children's behavior. At no time shall children be allowed to disturb other visits or participate in horse play that may cause harm or injury to self and or others. Any violations from visitors and inmates will result in cancellation and/or suspension of the visit.
5. Inmates are allowed to kiss and hug upon initial meeting and departure. Legs shall not straddle benches, chairs or visitor. Hands are to remain visible to staff. Sexual intimate contact or any nature is

strictly prohibited. Failure to adhere to rules and regulations will result in cancellation and/or suspension of the visit.

6. Inmates will not be allowed to take anything with them to their visit or take anything from their visitor.
7. Inmates will be stripped searched prior to returning back to the housing unit. Any inmate requesting to use the restroom during their visit will be strip searched in the holding cell first.

### **XIII. INMATE PROGRAMS:**

1. Inmates are responsible to check the bulletin boards for program time and schedules.
2. Inmates are required to check in with their housing ACO upon returning from programs.
3. The housing officer will announce a program and given one (1) last call on the intercom system. Inmates are to assemble in a single file line fronting the Control Station and wait for mass movement to the designated area. All inmates will receive a gate pass indicating the location of event she is attending. The inmate is responsible for her pass whenever leaving the designated area and when returning to housing.
4. No Walkmans will be allowed outside of the housing unit with the exception of free time and recreation.
5. When attending programs and/or activities there will be no returning to the housing unit until it is completed. If you return to your housing unit during recreation and/or free time you will not be allowed to return to the activity

### **XIV. PROPERTY:**

1. Personal property months are February and August. Only those who are approved on the visiting list may mail in property.
2. All new intakes will be allowed to have a thirty (30) day drop off and pick up of excess property by an immediate family member.
3. Excess inmate property remaining after thirty (30) days will be disposed.
4. Inmates wanting to send out/CTR (consent to release) excess property must submit a request to the Property Officer and wait to be called.
5. 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 after issuance.
6. Inmates are not allowed to borrow, barter, gamble, or give their personal property or state-issued items to other inmates.
7. WCCC will not be responsible for loss or damage to inmate's personal property that cannot be attributed to staff neglect.
8. See **Attachment B** for details and complete rules, regulations, procedures and guidelines for property.

**XV. AUTHORIZED ITEMS FOR RETENTION"**

1. Hygiene items must be in accordance to the "limit" allowed to purchase through inmate store order.
2. Stamps purchased through the inmate store order and in accordance with inmate store order "limit".
3. Five (5) pieces of incoming mail to include letters, greeting cards and postcards.
4. No more than 12 photos, maximum size is 4" X 6".
5. One radio/walkman purchased through store order.
6. Ten (10) total reading materials, including library books, dictionary, religious materials, educational materials, and consumable and/or dated items, such as magazines/book catalog, religious pamphlets, substance abuse pamphlets, educational pamphlets. The Bible, Inmate Guidelines, Parole Handbook, and the daily newspaper will not be counted as part of the ten (10) reading materials allowed to retain. However, no more than two (2) days of daily newspaper will be allowed to be retained at one time.
7. Legal paperwork should not be in excess of four (4) inches.
8. Any item(s) as approved through the inmate store order as long as it is within the established "limit" indicated.

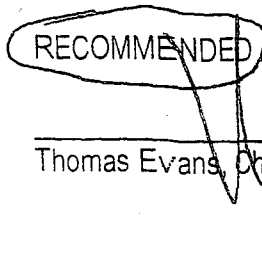
**XVI. DINING ROOM / AREA:**

1. Inmate shall not give, pass, switch, or accept food during meal times.
2. Each inmate is afforded 20 minutes to finish her meal.
3. Once an inmate receives her tray and sits down, she shall not stand up except to refill her cup, with staff approval. There shall be no "table hopping" or moving from table to table.
4. Inmates shall not communicate with the kitchen work line.
5. Inmates shall deposit their tray, cup, spoons, etc... at one time. All inmates are responsible for clearing their area of rubbish, extra condiments and leftover food in the appropriate receptacles. Inmates shall not bring food, condiments, or eating utensils back to the housing unit.
6. Tables will seat 12 inmates per table, starting with the table near the Kitchen serving area.

General Inmate Guidelines will take effect upon the recommendation of the Chief of Security and approval of the Warden.

This women's Community Correctional Center Inmate Guidelines, supersedes any previous guidelines issued and may be revised, modified, or amended upon approval of the Warden without prior notice to the inmates.

**RECOMMENDED** NOT RECOMMENDED:

  
\_\_\_\_\_  
Thomas Evans, Chief of Security Date

JUL 09 2012

APPROVED:

  
\_\_\_\_\_  
Mark Patterson, Warden Date

JUL 09 2012

Date