

**PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER**



INMATE GUIDELINES

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Refer to the housing unit INMATE BULLETIN BOARD(S) in regards to the subjects listed below. Some subjects are unique to the housing unit.

- I. **AUTHORIZED ITEMS FOR RETENTION**
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PART I

**INFORMATION &
CONCERNS**

HAWAII COMMUNITY CORRECTIONAL CENTER

PART I – INFORMATION AND CONCERNS

I. PURPOSE

To provide an operational overview for expectations and guidelines for all inmates committed to HCCC.

II. DEFINITIONS

Out Door Recreation – Scheduled time outside of the cell/or bunk areas (cubicle/dormitory) and housing unit confines, within secured, designated recreation yard to provide exercise, sunshine and fresh air.

Out-of-Cell Time – Scheduled time outside of the cell/or bunk area (cubicle/dormitory), within the confines of the housing unit.

General Population – A housing determination for those inmates not on restriction.

New Arrival (N/A) – Term used to identify inmates newly admitted for incarceration. Inmates on this status are restricted to their cell awaiting clearance.

III. ADMISSION / INTAKE

A. Newly Arrived Inmates (NA):

1. You shall be placed on (NA) status (restricted to cell) upon admission/intake.
2. While on this status you will be screened by the Medical Unit your conduct and behavior will be monitored by Security.

3. Clearance will be reviewed after 3 days for appropriate placement. Once cleared, you may be allowed into the general population. Inmates with medical or behavior problems may take longer.
4. Inmates on (NA) status shall not be allowed visits.
5. Phone Use:
 - a. Upon intake, non-sentenced inmates shall be allowed a telephone call. This shall include attorney, bail bondsman and personal call of choice. Calls shall be limited to (5) five minutes each.
 1. If no contact is made during your initial call, you may request to use the phone during your assigned housing unit's out-of-cell time.
 - b. Upon intake, sentenced inmates shall not be given any admission calls, rather they may request to make phone calls during their assigned housing unit's out-of-cell time.

B. Personal property upon arrival:

1. All personal items will be inventoried upon your arrival.
2. Items not authorized for your retention will be placed in storage. You have (30) thirty days to arrange and send items home. (Refer to PART IV, INMATE BULLETIN BOARDS; AUTHORIZED ITEMS FOR RETENTION)
3. Procedures to dispose of items will proceed thereafter.
4. Items authorized for retention may vary among the different housing unit. Refer to authorized item for retention on the units Bulletin Boards.

C. Money upon arrival:

1. Money in your possession shall be inventoried and deposited into a Personal Inmate Account Fund. You shall receive a money receipt for this.

IV. HOUSING ASSIGNMENT

A. Your conduct, behavior, security and medical status will determine your housing needs.

B. Inmate Responsibilities:

- a. Each inmate is responsible for keeping their assigned area clean and orderly.
- b. Cleaning of responsible area shall be done daily.
 - 1) Floor to be swept and mopped.
 - 2) Dust all surface areas.
 - 3) Empty waste containers.
 - 4) Wash basin and toilet bowl scrubbed and disinfected.
 - 5) Issued mattress shall be sanitized each week as scheduled.
 - 6) Personal and issued items shall be stored neatly away.
 - 7) Showers, restrooms shall be scrubbed and disinfected twice each week. Once each on Wednesday and Saturday. This is done by the work line inmates.
 - 8) Inmates failing to comply shall be subject to disciplinary action.

V. MEALS

- A. You shall be provided (3) three meals each day. Breakfast, lunch and dinner.
- B. Each group scheduled for meals is limited to (20) twenty minutes.
- C. Special diets will be determined by the Medical Unit.
Vegetarian diets may be requested to the Food Service Unit.
- D. Noise level will be kept to a minimum.
- E. Leftover meals, condiments and food containers (i.e., packets, boxes, wrappers, etc.) shall be returned.
- F. Disciplinary Segregation (ISO), Pre-Hearing Detention (PHD), Administrative Segregation (AS), Medical Isolation (MI), Protective Custody (PC), shall consume their meals in cells.
- G. No items shall be brought out of cell during scheduled meal times.
- H. Any meal items kept shall be considered as contraband and subject violator to disciplinary action.

VI. Laundry Services:

- 1. Laundry services shall be provided as scheduled. Each housing unit schedule is different.
- 2. Instructions on "How to" and laundry schedule are posted on the Inmate Bulletin Board of each unit. (Refer to PART IV, INMATE BULLETIN BOARDS; LAUNDRY SCHEDULE)
- 3. Inmates shall comply with each housing units laundry schedule by turning in dirty laundry when required.

VII. VISITS

A. Personal Visits:

1. Visits are held on weekends and State recognized Holidays:
2. General population inmates may be permitted visits.
3. You are limited to maintain a list of (10) ten approved visitors.
4. It is your responsibility to submit these names to the Visitations Officer. Request for change may be made every (90) days during the first week of January, April, July and October of each year.
5. These visitors must complete an application and be cleared to visit.
6. Visitation is a privilege and may be suspended for violating visitation rules.
7. Appeals to any decision shall be made through the Visitation Officer.
8. Former inmates released within (90) ninety days are permitted visits with approval of the Warden.
9. For more information on Visits, (REFER TO PART III, INMATE FORMS; VISITATION)

B. Official Visits:

1. You are permitted visits with your attorney representing you in your case.
2. Your attorney is responsible for scheduling these visits.

VIII. CORRESPONDENCE

- A. Correspondence with your friends and family is encouraged.
- B. Correspondence with inmates within the facility and at other correctional facilities may be considered according to the criteria set in the HCCC Policy and Procedures. (Refer to PART III, INMATE FORMS; CORRESPONDENCE)
- C. Inmates with funds must purchase their own pen, writing paper, envelopes and stamps through authorized store order.
- D. Inmates without funds (indigents) will be provided with necessary stationary materials, as ordered in indigent store order.
 - 1. Letters mailed by indigent shall be marked "NF" in the upper right hand corner of the envelope where stamp is usually placed.
 - 2. Deadline for "NF" letters is at 0700 hrs., (1) one on Monday and (1) one on Wednesdays **ONLY**.
- E. You must write your full name, first and last, in the upper left hand corner of return address.

Inmate's Full Name
60 Punahale St
Hilo, Hawaii 96720
- F. The full name of person you are corresponding with shall be written on letter.
- G. All outgoing mail shall not be sealed. Mail shall be deposited into the mail boxes provided in each multi-purpose room, during your scheduled out-of-cell time.
- H. All incoming and outgoing letters, except "**Official or Privileged**" mail, will be scanned.

- I. All incoming and outgoing "**Official or Privileged**" mail will be inspected in your presence.
- J. "**Official or Privileged**" mail shall be sealed in staff presence.
- K. Lieutenant on duty will insure that incoming mail is to be picked up and delivered daily, Monday through Friday and Holidays.
- L. Mail not properly processed will be returned to inmate.
- M. Mail will not be distributed by inmates.

IX. USE OF TELEPHONE:

A. Outgoing Personal:

- 1. Once placed in general population, you will be permitted personal calls during your scheduled out-of-cell time.
- 2. Calls made by you shall be conducted on the pay phones.
- 3. Calls are limited to:
 - a. (10) ten minutes at Punahele.
 - b. (15) fifteen minutes at Komohana. (10) ten minutes when housing counts exceeds (64) sixty four inmates.
 - c. (15) fifteen minutes at Waianuenu. (10) ten minutes when housing counts exceeds (50) fifty inmates.
 - d.. (15) fifteen minutes at Hale Nani. (10) ten minutes when housing count exceeds (100) hundred inmates.
- 4. Person receiving the call will be billed collect.
- 5. All calls are subjected to monitoring without notice.

6. The use of telephone is a privilege and may be terminated for rule violations such as threats, unauthorized contacts (TRO), illegal activities, etc.
7. Use of calling cards, wonder phones and conference calling is prohibited and may result in your call being terminated and disciplinary actions.

B. Incoming Personal:

1. Incoming personal calls are prohibited.
2. Taking and passing of messages by staff is prohibited.
3. Emergency personal calls may be considered by the Watch Commander **ONLY**.

C. Outgoing Official:

1. Inmates shall be afforded up to (3) three official calls each week, via an approved legal call request. (Refer to PART III, INMATE FORMS; REQUEST FORMS)
2. Calls to the ombudsman will not count as one of the three per week.
3. Additional Official calls may be requested through the Warden for approval on a case by case bases.

D. Incoming Official:

1. You will be allowed to receive and/or return incoming official calls. If you are not on out of cell time, a message will be taken and you will be afforded the official call as soon as possible.

X. INMATE FUND ACCOUNT

- A. Incoming inmate monies/funds will be accepted **ONLY** through mail. Drop off at the facility is prohibited.

B. Funds will be accepted in the form of a money order or cashier's check **ONLY**. Cash, personal checks, employee paychecks or welfare check shall not be accepted.

C. Funds shall be mailed to HCCC's Business Office, separate from the inmate's personal mail, in the following manner:

Inmate's Full Name
Business Office/Inmate Account
60 Punahale St.
Hilo, Hi. 96720

D. Funds mailed directly to inmates will be returned to sender. Inmates are responsible for notifying their family and friends of this procedure.

E. Primary use of money shall be for store order purchases. Special exceptions for other use may be considered for family emergencies or purchasing of airline tickets for court condition releases.

F. Upon your release, the balance of account will be paid in check form. Checks may not be available during unscheduled releases.

G. Inmates with scheduled releases may, at the time of release receive the return of their unused funds in check form from the Watch Commanders office.(Release of funds form and I.D. required.)

H. If check of unused fund is unavailable at the time of release then he/she may request for funds to be forwarded to a forwarding address.

XI **STORE ORDERS**

A. Purchases of selected store goods are available through HCCC's Store Order.

B. Items authorized and limit of purchase varies for each housing unit.

- C. Store order forms will be issued out on the Sunday prior to the store order, during 3rd Watch. They shall be completed and submitted in duplicates by lockdown that night.
- D. Snacks, medical, hygiene, stamps, stationary supplies, etc., are available for purchase and may vary by housing units at the discretion of the Warden.
- E. Store orders purchased will be issued out on the Thursday following the order, during the 3rd Watch.
- F. It is your responsibility to complete order forms correctly. Items cannot be returned for refund or exchanged. If part of the order is wrong, the entire order must be returned for corrections.
- G. Store orders are limited to \$125.00 each order.
- H. Indigent inmates are allowed to order indigent supplies during this time.

XII. AUTHORIZED PERSONAL PROPERTY:

- A. Personal items may be mailed to or dropped off at the facility within the first 14 days of Inmates incarceration with **PRIOR APPROVAL ONLY**.
- B. Approvals must be granted through the Intake Officer via Inmate Request Form.
- C. Packages arriving through U.S. Postal Service without approval will be marked **Returned to Sender**.
- D. Approved property being dropped off shall be excepted between the hours as set, according to the Intake / Property Unit.
Tue and Thurs: 0900-1200 hrs.
Sat, Sun & Holidays: 0830-1430 hrs
- E. **ONLY** previously approved property will be accepted.
- F. Civilian clothing and shoes for inmates scheduled for Jury Trial may be accepted on a one for one basis.

- G. Unauthorized items arriving in mail packages will be inventoried and stored. Unauthorized items will be handled as indicated in III. ADMISSIONS/INTAKE, B PERSONAL PROPERTY, No. #2 and #3.
- H. Inmates are responsible for informing their families and friends of this procedure.
- I. Personal musical instruments are allowed to be requested to be brought in to HCCC after the inmate has been incarcerated at HCCC for at least (30) thirty days.
 - 1. Instruments allowed shall be limited to acoustic (nylon strings) guitars, ukuleles and harmonicas
 - 2. An inmate shall not be allowed to request or receive a musical instrument if his/her behavior has been unacceptable, pending any misconducts or less than (30) thirty days has passed since the last disciplinary period.
 - 3. Instruments shall remain and be played in assigned cells or bunk areas at all times, unless a request has been submitted and approved for the inmate owner to share his/her instrument with other Inmates in a common-area activity room, other than the housing unit's multi-purpose room.
 - 4. Inmate owners shall be responsible for the safe retention and care of their instrument.
 - 5. Inmates shall play instruments during out of cell hours and at reasonable noise levels.

XIII. PROGRAMS

Inmates are encouraged to participate in facility programs.

A. Religion:

- 1. Services for the different religious denominations are limited.

2. Attendance of services and bible studies shall be done by signing of a sign up sheet available at the ACOs desk in each unit. This shall be done during your scheduled out-of-cell time.
3. A Department Chaplain is available for discussions upon request through the Inmate Request Form.
4. Bibles are available through the Department Chaplain.

B. Education:

1. G.E.D., Computer, Art, Language classes, etc. are available upon request to the Education Specialist.
2. Participation is based on availability and length of time.
3. Any questions concerning education may be addressed to HCCC's Education Specialist.

C. Self-improvement:

1. Alcohol, Narcotic Anonymous sessions are available by signing up on sign up sheets available at ACOs desk.
2. Participation is limited to space availability.
3. Any questions may be addressed to HCCC's Offender Service Case Workers.

D. Worklines:

1. Various worklines programs are available for inmate participation.
2. Assigned housing unit, sentence, classification, attitude, behavior and physical capabilities shall determine selection.
3. Clearance from the medical unit is required as it involves physical labor.

4. Inmates must be cooperative, polite, courteous, willing, and conscientious to participate.
5. Inmates with pending charges and misconduct are not qualified.

XIV. ACTIVITIES

A. Law Library:

1. HCCC's Law Library may be utilized by submitting a Inmate "Law Library" Request Form to HCCC's Librarian.
2. You will be permitted to attend as scheduled.
3. Pro-se inmates must provide the court order and docket number to the librarian for additional library time

B. Out of Cell Time:

1. Inmates shall be appropriately dressed during this activity. (Refer to PART IV, INMATE BULLETIN BOARDS; INMATE DRESS CODE)
2. **ALL INMATES SHALL BE PROVIDED WITH OUT OF CELL TIME.** During this time, you may socialize **ONLY** with inmates in your scheduled activity group. Other activities includes reading, playing table games (i.e., chess, checkers, cards, etc.) and viewing of television.
3. Requests for writing material, envelopes, request forms, toilet supplies, controlled items, etc., shall be taken care of during out-of-cell time.
4. Use of telephone calls for both personal and official purposes shall be done during this time.
5. Out-of-cell time may be rescheduled or cancelled for cause.
6. Authorized footwear is mandatory at all times

C. Outdoor Recreation:

1. Inmates shall be appropriately dressed during this activity; T-shirt, shorts, footwear. (Refer to PART IV, INMATE BULLETIN BOARDS; INMATE DRESS CODE)
2. Outdoor recreation is limited to walking, jogging, and sitting. Contact sports are prohibited. Additional activities may be permitted for inmates housed at the Hale Nani Housing Unit.
3. Outdoor recreation may be rescheduled or cancelled for cause.
4. Authorized footwear is mandatory at all times.
5. T-shirts must be worn at full length for all inmates at H.C.C.C. facilities.

XV. MEDICAL/DENTAL/PSYCHOLOGICAL

HCCC provides basic treatment for these areas. Inmates receiving medical, dental or psychological attention, treatment or medication prior to incarceration will be screened by HCCC's Medical Unit. Certain medication even if prescribed by your personal physician may be prohibited and controlled as described by Departmental Policies.

- A. If you feel ill, have dental or mental problems you may seek assistance through the Medical Unit, via a medical request form. Forms are obtained by ACO Staff while on (NA) status and during out-of-cell time.
- B. Emergency cases will be determined by the Medical Unit.
- C. You are responsible for any medical expense prior to and after your incarceration.
- D. Dental treatment is determined by Department Policy.

- E. Read the Health Care Services pamphlet for policies on service fees.

XIV. PERSONAL HYGIENE:

You are expected to practice good personal hygiene.

- A. HCCC will provide you with basic hygiene supplies (1) toilet paper,(1) one toothbrush, (1) one tube of toothpaste, (1) one deodorant, (1) one comb and (1) one bar of soap upon your admission.
- B. Replacements may be issued Mon./Wed./Fri. on a one-for-one basis. Toilet paper will be distributed upon return of empty toilet paper roll. The used item shall be turned in to your housing officer.
- C. Razors will be issued on a controlled basis. You are required to return razor after use.
- D. Razors will be issued Mon./Wed./Fri. upon request during your scheduled shower.
- E. Hygiene items not issued by HCCC, may be purchased on store order purchases.
- F. Your hair will be ordered cut if you let it become a medical problem.
- G. Each complex has a different shower schedule.
- H. Fingernails shall be neatly trimmed, not to exceed ¼” and not sharpened in a manner which could be a danger to staff and others.

XVII. DRUG DETECTION

- A. To provide a safe and secure atmosphere, all inmates will be drug tested randomly or as ordered.
- B. Refusing to comply shall be processed as possession and result in disciplinary action.

XVIII. GRIEVANCES/COMPLAINTS

- A. If you believe that you have a grievable issue, You have a responsibility to first make a sincere effort to resolve any problems informally through a staff member.
- B. If you cannot resolve the issue informally complaints or grievances filed through the Grievance process.
(Refer to PART IV, INMATE BULLETIN BOARDS; GREIVANCES)
- C. If the problem cannot be resolved informally, Grievance/Complaint forms are available during out-of-cell time **ONLY**.
- D. Completed forms shall be deposited into the Grievance/Complaint box during your out-of-cell time.
- E. Use of Grievance forms for purposes other then intended may result in limited access to forms.

XIV. INMATE REQUEST FORMS:

- A. This form is provided as a means of communication between you and designated HCCC staff.
(Refer to PART III, INMATE FORMS; REQUEST FORMS)
- B. This form shall not be abused or misused.
- C. Repeated requests on matters that decisions have been rendered may result in a **Stop Order**.
- D. Failure to comply may subject you to disciplinary action.
- E. Forms are available at the beginning of out-of-cell on All watches, and shall be completed and submitted by the end of that out-of-cell period.

XX. HEADCOUNTS:

- A. Counts of inmate population shall be conducted at various times (24) twenty-four hours a day.

- B. Counts are not just for accountability, but to assure you are healthy and alive.
- C. When "**Standing Headcounts**" are announced, you are required to stand at the foot of your bunks unless otherwise directed. If on recreation, movements shall cease, stand in your position or as ordered.
- D. When "**NAME TO FACE OR ROSTER HEADCOUNTS**" are announced at Komohana, Waianuenue, & Hale Nani you are required to announce your name in full as the ACO approaches you.
- E. When "**STANDING HEADCOUNT**" is conducted at Punahele, inmates are required to stand, facing the cell window to be identified by the ACO.
- F. Cooperation is expected. Failure to comply may result in disciplinary action.

Approved by:

Chief of Security

Date

Warden

Date

PART II
FACILITY RULES

HAWAII COMMUNITY CORRECTIONAL CENTER

POSITIVE ATTITUDE CONCEPT

(P.A.C)

I SHALL REFRAIN FROM SWEARING OR THE USE OF ABUSIVE LANGUAGE

I SHALL REFRAIN FROM TEASING, CALLING OTHERS INAPPROPRIATE NAMES OR MAKING RACIAL OR SEXUAL COMMENTS.

I SHALL RESPECT FACILITY PROPERTY AND THE PROPERTY OF OTHERS.

I SHALL FOLLOW ALL RULES AND FACILITY POLICIES.

I SHALL BE RESPONSIBLE FOR MY ACTIONS AND NOT PLACE THE BLAME ON OTHERS.

I SHALL BE RESPECTFUL, CONSIDERATE, COURTEOUS AND HELPFUL TOWARDS OTHERS.

I SHALL COMMIT MYSELF TO A POSITIVE CHANGE IN ATTITUDE AND BEHAVIOR

I SHALL ATTEND ALL AVAILABLE TRAINING DEVELOPMENT OR EDUCATIONAL PROGRAMS THAT ARE OFFERED TO ME.

I SHALL NOT TAKE PART IN UNSAFE, HAZARDOUS, OR CHILDISH ACTIVITIES.

I SHALL DISPLAY RESPECT TOWARDS STAFF, INMATES, AND VOLUNTEER WORKERS.

I SHALL NOT BE AFRAID OR ASHAMED TO REACH OUT FOR HELP

I SHALL SEARCH FOR WHAT IS RIGHT AND REJECT WHAT IS WRONG

I SHALL TAKE PART IN DAILY ACTIVITIES TO DEVELOP SELF-DISCIPLINE AND UNDERSTANDING OF MIND, BODY, AND SPIRIT

I SHALL NOT RESORT TO VIOLENCE IN THOUGHTS OR ACTIONS, BUT COMMUNICATE WITH OPENNESS

H.C.C.C
GENERAL HOUSE RULES

1. RESPECT STATE PROPERTY AND PROPERTY OF OTHERS.
2. OBEY ALL FACILITY RULES AND REGULATIONS.
3. BE RESPECTFUL AND COURTEOUS TO STAFF, VISITORS AND INMATES.
4. CONSEQUENCES SHALL BE DETERMINED BY THE CHOICES YOU MAKE.

PUNAHELE

HAWAII COMMUNITY CORRECTIONAL CENTER
PUNAHELE SPECIAL NEEDS HOUSING COMPLEX
HOUSE RULES FOR SPECIFIC HOUSING UNIT

PUNAHELE

Inmates are subjected to all State of Hawaii Laws, Public Safety Department and Hawaii Community Correctional Center Policies and Procedures, Rules and Regulations. Any deviation from these guidelines may subject the inmate to program hearing and/or disciplinary action/criminal charges.

The following are the Housing Rules for inmates placed in Punahale Special Needs Housing Complex under the Hawaii Community Correctional Center.

CELL RULES

1. No blocking of windows or bunk area.
2. No clothesline allowed.
3. No yelling or swearing from cells.
4. No condiments or food items shall be taken into cells.
5. No exercising allowed in cells.
6. No pictures or magazine cut outs are to be hung on walls, windows.
7. No gambling or the use of parlor games allowed in cells.
8. No pounding on cell doors, walls, windows, or bunks.
9. No slamming cell doors or blocking locking devices.
10. No writing on walls, windows, doors and bunks.
11. No scissors allowed in cells.
12. No hoarding toilet paper, facility clothing, hygiene's or books in cells.
13. No entering another inmates cell.
14. No sliding anything under another cell door.

OUT OF CELL TIME

1. No tampering or removing items posted on bulletin boards.
2. Bunks must be fixed, area neat during out of cell time.
3. Do not cross the red line area to the ACO's desk.
4. No unauthorized gathering allowed in the restroom.
5. No tampering or altering the Television set.
6. Do not place feet on chairs while watching T.V. or save chairs for another.
7. No yelling, swearing, horse playing, exercising, running or tossing objects allowed.
8. No gambling allowed
9. Do not spit on the floor or in the water fountain.
10. Do not slide anything under another cell door.
11. No excessive loud noises shall be made on the MP floor.
12. No tampering or removing I.D. tags.

HOUSING RULES
GENERAL POPULATION
PUNAHELE SPECIAL NEEDS COMPLEX

HEAD COUNT

1. There shall be no movement or talking during headcounts
2. There shall be no echoing staff during the head count
3. There shall be no reading or looking at magazines during head counts.

LOCK DOWN

1. There shall be no pounding on cell doors.
2. There shall be no yelling from cells.

DINING AREA

1. You shall not give, pass, switch, or accept food from other inmates during meals.
2. Moving from table to table is not allowed unless authorized by staff.
3. Meals must be eaten in the designated area as instructed.
4. You shall not be allowed to remove food items or condiments from dining area.
5. You shall not be allowed to carry another inmate's plate unless authorized by staff.
6. Inmates shall throw any excess food in designated area and stack their own plates.
7. There shall be no cutting in serving line.
8. No tossing of food or horse playing during mealtime.
9. Arguing or interfering with the serving line and workers will not be allowed.

SHOWERS

1. Shirt, shorts and foot wear shall be worn to and from showers.
2. No tampering with shower heads, shut off valves, shower curtains or faucets.
3. There shall be no showering with another inmate.
4. After showers, you shall throw away your own trash (soap wrappers, plastic, containers)
5. All inmates are required to shower daily, during designated hours.
6. You shall remove your dirty clothing after showering.

HOUSING RULES
GENERAL POPULATION
PUNAHELE SPECIAL NEEDS COMPLEX

OUT DOOR RECREATION RULES

1. No talking or movements allowed during recreation yard head count.
2. There shall be no yelling, whistling or screaming.
3. No horse playing allowed.
4. Do not cross the yellow lines or touch the fence
5. Do not talk to anyone outside the recreation fence.
6. There shall be no talking to the Gun Post ACO.
7. Shorts, T-shirt, and footwear must be worn to, from, and during recreation period.
8. T-shirts must be worn at full length during recreation period.
9. Contact sports are prohibited.
10. Sexual activity is prohibited.

TELEPHONE RULES

1. Slamming or damaging the phone is prohibited.
2. Three way calls, conference calls and use of calling cards are prohibited.
3. Interfering, listening or sharing the phone is prohibited.
4. Using the phone out of turn (before or after your allowed time) is prohibited.
5. Intimidating for time slot is prohibited.
6. Threats, unauthorized contact, illegal activities, etc are prohibited.

MEDICAL RULES

1. You shall be courteous and cooperative towards the medical staff.
2. You shall not give out assigned medication from blister packs issued by medical staff
3. All controlled medication must be taken in the view of the medical staff.
4. Misuse of medication is prohibited.
5. Hoarding medication is prohibited.

VISITATION RULES

1. Unauthorized or excessive physical and all sexual contact is prohibited.
2. Verbal abuse, arguing, loud yelling are prohibited.
3. Passing of any unauthorized items are prohibited.

CORRESPONDENCE

1. Gang logo and gang activity are prohibited.
2. Taking mail out of the facility without going through proper channels are prohibited.
3. Misuse of the mail privilege may result in disciplinary actions.

HOUSING RULES
GENERAL POPULATION
PUNAHELE SPECIAL NEEDS COMPLEX

STORE ORDER

1. Inmates are not allowed to gamble, exchange, or sale their store order items.
2. Inmates are not allowed to give staff or other Inmates their store order for favors.
3. Inmates are not allowed to strong arm, intimidate or steal other inmates store order.
4. Hoarding or stock piling store order items is not allowed.
5. Store order packages (brown bags) shall be given to staff when items are taken out.

Approval Recommended By:

Chief of Security

Date

Approved By:

Warden

Date

PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER

AUTHORIZED ITEMS
PUNAHELE

All property shall be kept in an assigned drawer in a neat and orderly fashion. All clothing shall be folded or rolled. Any items that cannot be stored in drawers due to the excessive amount of property shall be considered excess property. Inmate shall decide on what property will be sent out to make available space within the assigned drawer. Special consideration shall be made by inmate request on a case by case basis. Approved requests shall be kept with allowed property at all times. Any items that are attached to facility property (i.e. photos glued to walls) shall be confiscated.

The authorized items are as follows:

CLOTHING

- 1) 6 – Pair of Socks
- 2) 6 – Underwear (briefs, boxers)
- 3) 2 – T – shirts (facility issued)
- 4) 2 – Shorts (facility issued)
- 5) 1 – Sweater / Sweat Pants (store ordered)
- 6) 1 – Pair slippers (facility issued / store ordered)
- 7) 1 – Laundry bag (facility issued)

TOILETRIES

- 1) 1 – Towel (facility issued)
- 2) 1 – Wash cloth (store ordered)
- 3) 1 – Each of all facility issued hygiene's
(toothpaste/toothbrush/deodorant/comb(if available)/toilet paper)

STORE ORDER SUPPLY

All store order supplies shall be held in its original containers (i.e. if the shampoo bottle states strawberry shampoo, then there shall be strawberry shampoo in the bottle). Empty boxes from store orders may be used to aid in the storage of inmate's property, but not allowed for arts & crafts.

READING MATERIAL

- 1) 2 – Books (facility issued)
- 2) 1 – Bible (facility issued)
- 3) Store Ordered/Authorized magazines shall be kept intact. Any magazine found with pages ripped/cut out are not allowed.
- 4) Education Material/Books

BEDDING

- 1) 1 – Fitted Sheet (facility issued)
- 2) 1 – Flat Sheet (facility issued)
- 3) 1 – Pillow case (facility issued, when available)
- 4) 1 – Pillow (facility issued, when available)
- 5) 1 – Mattress (facility issued)
Medical clearance may allow for a thicker mattress

MAIL/PHOTOS

Mail, writing material and photos shall be stored in assigned drawers/plastic bins. Legal mail shall be stored in a marked “legal mail.” Any items other than legal mail is not allowed to be stored in a manila folder marked “legal mail.” The storage and amount of legal mail shall be on a case by case basis as approved by the Watch Commander.

Photos shall be kept in Photo Album (1-store ordered) or neatly stacked together. Photos shall not be attached to any part of facility property.

ITEMS AUTHORIZED ON DESK

- 1) 1 – Authorized cup (store ordered)
- 2) 1 - Picture

MEDICAL

Any expired or empty blister packs are not allowed and should be turned into the Medical box. All other medication containers shall only contain the medication stated on the label and no other items or medication.

Chief of Security

Date

Warden

Date

KOMOHANA

HAWAII COMMUNITY CORRECTIONAL CENTER
KOMO HANA MALE GENERAL POPULATION HOUSING UNIT

PRE-TRIAL INMATES

HOUSE RULES FOR SPECIFIC HOUSING UNIT

KOMO HANA

Inmates are subjected to all State of Hawaii Laws, Public Safety Department and Hawaii Community Correctional Center Policies and Procedures, Rules and Regulations. Any deviation from these guidelines may subject the inmate to program hearing and/or disciplinary action/criminal charges.

The following are the Housing Rules for inmates placed in General Population at Komohana Pre-Trial Inmate Housing Unit under the Hawaii Community Correctional Center.

CUBICLE RULES

1. No blocking of windows or bunk area.
2. No clothesline allowed.
3. No yelling or swearing from cells.
4. No condiments or food items shall be taken into cells.
5. No exercising allowed in cells.
6. No pictures or magazine cut outs are to be hung on walls, windows.
7. No gambling or the use of parlor games allowed in cells.
8. No entering another inmate's cell, bunk,
9. No writing on walls, windows, doors and bunks.
10. No scissors allowed in cells.
11. No hoarding toilet paper, facility clothing, hygiene's or books in cells.
12. No sleeping, lying down on another inmates bunk within the cells.
13. No tampering or removing I.D. tag. I.D must be worn when out of cell.

OUT OF CUBICLE TIME

1. No tampering or removing items posted on bulletin boards.
2. Bunks must be fixed, area neat during out of cell time.
3. Do not cross the red line area to the ACO's desk.
4. No pounding or leaning on railing. Keep off of 2nd. Floor railing.
5. No sitting, standing, or leaning on the stairway.
6. No tampering or altering the Television set.
7. Do not place feet on chairs while watching T.V. or save chairs for another.
8. No inmates are allowed to enter another inmates cell.
9. No yelling, swearing, horse playing, exercising, running or tossing objects allowed.
10. Do gambling allowed
11. Do not slide anything under the doorway into cells.
12. Do not spit on the floor or in the water fountain.
13. Inmates shall read newspaper, play board games on M.P. floor only. Games are to be signed out at the ACO desk.
14. No excessive loud noises shall be made on the MP floor.
15. No entering another inmates cell or talking through cell doors to other Inmates.

HOUSING RULES
GENERAL POPULATION
KOMOHANA HOUSING UNIT

HEAD COUNT

1. There shall be no movement or talking during headcounts
2. There shall be no echoing staff during the head count
3. There shall be no reading or looking at magazines during head counts.

LOCK DOWN

1. There shall be no pounding on cell doors.
2. There shall be no yelling from cells.

DINING AREA

1. You shall not give, pass, switch, or accept food from other inmates during meals.
2. Moving from table to table is not allowed unless authorized by staff.
3. Meals must be eaten in the designated area as instructed.
4. You shall not be allowed to remove food items or condiments from dining area.
5. You shall not be allowed to carry another inmate's plate unless authorized by staff.
6. Inmates shall throw any excess food in designated area and stack their own plates.
7. There shall be no cutting in serving line.
8. No tossing of food or horse playing during mealtime.
9. Arguing or interfering with the serving line and workers will not be allowed.

SHOWERS

1. Shirt, shorts and footwear shall be worn to and from showers.
2. No tampering with showerheads shut off valves, shower curtains or faucets.
3. There shall be no showering with another inmate.
4. After showers, you shall throw away your own trash (soap wrappers, plastic, containers)
5. All inmates are required to shower daily, during designated hours.
6. You shall remove your dirty clothing after showering.

HOUSING RULES
GENERAL POPULATION
KOMOHANA HOUSING UNIT

OUT DOOR RECREATION RULES

1. No talking or movements allowed during recreation yard head count.
2. There shall be no yelling, whistling or screaming.
3. No horse playing allowed.
4. Do not cross the yellow lines or touch the fence
5. Do not talk to anyone outside the recreation fence.
6. There shall be no talking to the Gun Post ACO.
7. Shorts, T-shirt, and footwear must be worn to, from, and during recreation period.
8. T-shirts must be worn at full length during recreation period.
9. Contact sports are prohibited.
10. Sexual activity is prohibited.

TELEPHONE RULES

1. Slamming or damaging the phone is prohibited.
2. Three way calls; conference calls, and use of phone cards are prohibited.
3. Interfering, listening or sharing the phone is prohibited.
4. Using the phone out of turn (before or after your allowed time) is prohibited.
5. Intimidating for time slot is prohibited.
6. Threats, unauthorized contact, illegal activities, etc are prohibited.

MEDICAL RULES

1. You shall be courteous and cooperative towards the medical staff.
2. You shall not give out assigned medication from blister packs issued by medical staff
3. All controlled medication must be taken in the view of the medical staff.
4. Misuse of medication is prohibited.
5. Hoarding medication is prohibited.

VISITATION RULES

1. Unauthorized or excessive physical and all sexual contact is prohibited.
2. Verbal abuse, arguing, loud yelling are prohibited.
3. Passing of any unauthorized items are prohibited.

CORRESPONDENCE

1. Gang logo and gang activity are prohibited.
2. Taking mail out of the facility without going through proper channels are prohibited.
3. Misuse of the mail privilege may result in disciplinary actions.

HOUSING RULES
GENERAL POPULATION
KOMOHANA HOUSING UNIT

STORE ORDER

1. Inmates are not allowed to gamble, exchange, or sale their store order items.
2. Inmates are not allowed to give staff or other inmates their store order for favors.
3. Inmates are not allowed to strong arm, intimidate or steal other inmates store order.
4. Hoarding or stock piling store order items is not allowed.
5. Store order packages (brown bags) shall be given to staff when items are taken out.

Approval Recommended By:

Chief of Security

Date

Approved By

Warden

Date

PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER

AUTHORIZED ITEMS
KOMOHANA

All property shall be kept in an assigned container in a neat and orderly fashion. All clothing shall be folded or rolled. Any items that cannot be stored in the container due to the excessive amount of property shall be considered excess property. Inmate shall decide on what property will be sent out or make available space within the assigned container. Special consideration shall be made by inmate request on a case-by-case basis. Approved requests shall be kept with allowed property at all times. Any items that are attached to facility property (i.e. photos glued to walls) shall be confiscated.

The authorized items are as follows:

CLOTHING

- 1) 6 – Pair of Socks
- 2) 6 – Underwear (briefs, boxers)
- 3) 2 – T – shirts (facility issued)
- 4) 2 – Shorts (facility issued)
- 5) 1 – Sweater / Sweat Pants (store ordered)
- 6) 1 – Pair slippers (facility issued / store ordered)
- 7) 1 – Laundry bag (facility issued)

TOILETRIES

- 1) 1 – Towel (facility issued)
- 2) 1 – Wash clothe (store ordered)
- 3) 1 – Each of all facility issued or store ordered hygiene's
(toothpaste/toothbrush/deodorant/comb(when available)/toilet paper)

STORE ORDER SUPPLY

All store order supplies shall be held in its original containers (i.e. if the shampoo bottle states strawberry shampoo, then there shall be strawberry shampoo in the bottle). Empty boxes from store orders may be used to aid in the storage of inmate's property, but not allowed for arts & crafts.

READING MATERIAL

- 1) 2 – Books (facility issued)
- 2) 1 – Bible (facility issued)
- 3) Store Ordered/Authorized magazines shall be kept intact. Any magazine found with pages ripped/cut out are not allowed.
- 4) Education Material/Books

BEDDING

- 1) 1 – Fitted Sheet (facility issued)
 - 2) 1 – Flat Sheet (facility issued)
 - 3) 1 – Pillow (facility issued if available)
 - 4) 1 – Pillow case (facility issued if available)
 - 5) 1 – Mattress (facility issued)
- Medical clearance may allow for a thicker mattress

MAIL/PHOTOS

Mail, writing material and photos shall be stored in assigned drawers/plastic bins. Legal mail shall be stored in a marked “legal mail.” Any items other than legal mail is not allowed to be stored in a manila folder marked “legal mail.” The storage and amount of excess legal mail shall be on a case-by-case basis as approved by the Watch Commander.

Photos shall be kept in Photo Album (1 - store ordered) or neatly stacked together. Photos shall not be attached to any part of facility property.

ITEMS AUTHORIZED ON DESK

- 1) 1 – Authorized cup (store ordered)
- 2) 1 - Picture

MEDICAL

Any expired or empty blister packs are not allowed and should be turned into the Medical box. All other medication containers shall only contain the medication stated on the label and no other items or medication.

Chief of Security

Date

Warden

Date

WAIANUENUE

HAWAII COMMUNITY CORRECTIONAL CENTER

WAIANUENUE MALE GENERAL POPULATION HOUSING UNIT

SENTENCE INMATES

HOUSE RULES FOR SPECIFIC HOUSING UNIT

WAIANUENUE

Inmates are subjected to all State of Hawaii Laws, Public Safety Department and Hawaii Community Correctional Center Policies and Procedures, Rules and Regulations. Any deviation from these guidelines may subject the inmate to program hearing and/or disciplinary action/criminal charges.

The following are the Housing Rules for inmates placed in General Population at Waianuenue Sentence Inmate Housing Unit under the Hawaii Community Correctional Center.

CUBICLE RULES

1. No blocking of windows or bunk area.
2. No clothesline allowed (except during overcrowding).
3. No yelling or swearing from cubicles.
4. No condiments or food items shall be taken into cubicles.
5. No exercising allowed in cubicles.
6. No pictures or magazine cut outs are to be hung on walls, windows.
7. No gambling or the use of parlor games allowed in cubicles.
8. No entering another inmate's cubicle, bunk, or locker.
9. No writing on walls, windows, doors and bunks.
10. No scissors allowed in cubicles.
11. No hoarding toilet paper, facility clothing, hygiene's or books in cubicles.
12. No sleeping, lying down on another inmates bunk within the cubicle.
13. No tampering or altering with cubicle fans

OUT OF CUBICLE TIME

1. No tampering or removing items posted on bulletin boards.
2. Bunks must be fixed, area neat during out of cubicle time.
3. Do not cross the red line area to the ACO's desk.
4. No unauthorized gathering allowed in the restroom.
5. No tampering or altering the Television set.
6. Do not place feet on chairs while watching T.V. or save chairs for another.
7. No inmates are allowed to enter another inmates cubicle.
8. No tampering or removing I.D. tag.
9. No yelling, swearing, horse playing, exercising, running or tossing objects allowed.
10. Do gambling allowed
11. Do not spit on the floor or in the water fountain.
12. Inmates shall read newspaper, play board games on M.P. floor only. Games are to be signed out at the ACO desk.
13. No excessive loud noises shall be made on the MP floor.

HOUSING RULES
GENERAL POPULATION
WAIANUENUE COMPLEX

HEAD COUNT

1. There shall be no movement or talking during headcounts
2. There shall be no echoing staff during the head count
3. There shall be no reading or any other activity during head counts.

LOCK DOWN

1. There shall be no movement within the unit.
2. You shall remain in your assigned bunks.

DINING AREA

1. You shall not give, pass, switch, or accept food from other inmates during meals.
2. Moving from table to table is not allowed unless authorized by staff.
3. Meals must be eaten in the designated area as instructed.
4. You shall not be allowed to remove food items or condiments from dining area.
5. You shall not be allowed to carry another inmate's plate unless authorized by staff.
6. Inmates shall throw any excess food in designated area and stack their own plates.
7. There shall be no cutting in serving line.
8. No tossing of food or horse playing during mealtime.
9. Arguing or interfering with the serving line and workers will not be allowed.

SHOWERS

1. Shower times: 0730 – 1000
1230 – 1400
1400 – 1430 Cleaning by work line
1830 – 2100
2100 – 2130 Cleaning by work line
2. Shirt, shorts and foot wear shall be worn to and from showers.
3. No tampering with shower heads, shut off valves, shower curtains or faucets.
4. There shall be no showering with another inmate.
5. After showers, you shall throw away your own trash (soap wrappers, plastic, containers)
6. All inmates are required to shower daily, during designated hours.
7. You shall remove your dirty clothing after showering.

HOUSING RULES
GENERAL POPULATION
WAIANUENUE COMPLEX

OUT DOOR RECREATION RULES

1. No talking or movements allowed during recreation yard head count.
2. There shall be no yelling, whistling or screaming.
3. No horse playing allowed.
4. Do not cross the yellow lines or touch the fence
5. Do not talk to anyone outside the recreation fence.
6. There shall be no talking to the Gun Post ACO.
7. Shorts, T-shirt, and footwear must be worn to, from, and during recreation period.
8. T-shirts must be worn at full length during recreation period.
9. Contact sports are prohibited.
10. Sexual activity is prohibited.

TELEPHONE RULES

1. Slamming or damaging the phone is prohibited.
2. Three way calls, conference calls and use of calling cards are prohibited.
3. Interfering, listening or sharing the phone is prohibited.
4. Using the phone out of turn (before or after your allowed time) is prohibited.
5. Intimidating for time slot is prohibited.
6. Threats, unauthorized contact, illegal activities, etc are prohibited.

MEDICAL RULES

1. You shall be courteous and cooperative towards the medical staff.
2. You shall not give out assigned medication from blister packs issued by medical staff
3. All controlled medication must be taken in the view of the medical staff.
4. Misuse of medication is prohibited.
5. Hoarding medication is prohibited.

VISITATION RULES

1. Unauthorized or excessive physical or sexual contact is prohibited.
2. Verbal abuse, arguing, loud yelling are prohibited.
3. Passing of any unauthorized items are prohibited.

CORRESPONDENCE

1. Gang logo and gang activity are prohibited.
2. Taking mail out of the facility without going through proper channels are prohibited.
3. Misuse of the mail privilege may result in disciplinary actions.

HOUSING RULES
GENERAL POPULATION
WAIANUENUE COMPLEX

STORE ORDER

1. Inmates are not allowed to gamble, exchange, or sale their store order items.
2. Inmates are not allowed to give staff or other inmates their store order for favors.
3. Inmates are not allowed to strong arm, intimidate or steal other inmates store order.
4. Hoarding or stock piling store order items is not allowed.
5. Store order packages (brown bags) shall be given to staff when items are taken out.

Approval Recommended By:

Chief of Security

Date

Approved By:

Warden

Date

PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER

AUTHORIZED ITEMS
WAIANUENUE

All property shall be kept in an assigned drawer in a neat and orderly fashion. All clothing shall be folded or rolled. Any items that cannot be stored in drawers due to the excessive amount of property shall be considered excess property. Inmate shall decide on what property will be sent out to make available space within the assigned drawer. Special consideration shall be made by inmate request on a case by case basis. Approved requests shall be kept with allowed property at all times. Any items that are attached to facility property (i.e. photos glued to walls) shall be confiscated.

The authorized items are as follows:

CLOTHING

- 1) 6 – Pair of Socks
- 2) 6 – Underwear (briefs, boxers)
- 3) 2 – T – shirts (facility issued)
- 4) 2 – Shorts (facility issued)
- 5) 1 – Sweater / Sweat Pants (store ordered)
- 6) 1 – Pair slippers (facility issued / store ordered)

TOILETRIES

- 1) 1 – Towel (facility issued)
- 2) 1 – Wash cloth (store ordered)
- 3) 1 – Each of all facility issued or store ordered hygiene's
(toothpaste/toothbrush/deodorant/comb(if available)/toilet paper)

STORE ORDER SUPPLY

All store order supplies shall be held in its original containers (i.e. if the shampoo bottle states strawberry shampoo, then there shall be strawberry shampoo in the bottle). Empty boxes from store orders may be used to aid in the storage of inmate's property, but not allowed for arts & crafts.

READING MATERIAL

- 1) 2 – Books (facility issued)
- 2) 1 – Bible (facility issued)
- 3) Store Ordered/Authorized magazines shall be kept intact. Any magazine found with pages ripped/cut out are not allowed.
- 4) Education Material/Books

BEDDING

- 1) 1 – Fitted Sheet (facility issued)
- 2) 1 – Flat Sheet (facility issued)
- 3) 1 – Pillow (facility issued, when available)
- 4) 1 – Pillow case (facility issued, when available)
- 5) 1 – Mattress (facility issued)
Medical clearance may allow for a thicker mattress

MAIL/PHOTOS

Mail, writing material and photos shall be stored in assigned drawers. Legal mail shall be stored in a marked "legal mail." Any items other than legal mail is not allowed to be stored in a manila folder marked "legal mail." The storage and amount of excess legal mail shall be on a case by case basis as approved by the Watch Commander.

Photos shall be kept in Photo Album (1 – store ordered) or neatly stacked together. Photos shall not be attached to any part of facility property.

ITEMS AUTHORIZED ON DESK

- 1) 1 – Authorized cup (store ordered)
- 2) 1 - Picture

MEDICAL

Any expired or empty blister packs are not allowed and should be turned into the Medical box. All other medication containers shall only contain the medication stated on the label and no other items or medication.

Chief of Security

Date

Warden

Date

**HALE NANI
MAUKA**

HAWAII COMMUNITY CORRECTIONAL CENTER
HALE NANI COMMUNITY BASE PROGRAM AND RELEASE CENTER
MALE GENERAL POPULATION
HOUSE RULES FOR SPECIFIC HOUSING UNIT

HALE NANI - MAUKA

Inmates are subjected to all State of Hawaii Laws, Public Safety Department and Hawaii Community Correctional Center Policies and Procedures, Rules and Regulations. Any deviation from these guidelines may subject the inmate to program hearing and/or disciplinary action/criminal charges.

The following are the Housing Rules for inmates placed in General Population at Hale Nani Mauka Community Base Program and Release Center under the Hawaii Community Correctional Center.

DORMITORY RULES

1. No blocking of windows or bunk area.
2. No clothesline allowed.
3. No yelling or swearing or tossing of objects is allowed.
4. No condiments or food items shall be taken into dorm.
5. No exercising or horse playing allowed in dorm.
6. No pictures or magazine cut outs are to be hung on walls, windows.
7. No gambling or the use of parlor games allowed in dorm.
8. No sleeping or lying down on another inmates bunk.
9. No entering lockers from other inmates or tampering with combination pad locks.
10. No scissors allowed in dorm.
11. No writing on wall or bunks.
12. No tampering with fire exit doors.
13. No hats are to be worn indoor.

OUT OF CUBICLE TIME

1. No tampering or removing items posted on bulletin boards.
2. Bunks must be fixed, area neat during out of dorm time.
3. Do not cross the red line area to the ACO's desk.
4. No unnecessary gathering allowed in the rest room.
5. No tampering or altering the Television set.
6. Do not place feet on chairs while watching T.V. or save chairs for another.
7. No tampering or removing I.D. tag. From inmate movement board.
8. No yelling, swearing, horse playing, exercising, running or tossing objects allowed.
9. Do gambling allowed.
10. Do not enter the unit that is not assigned to you.
11. Do not spit on the floor or in the water fountain.
12. Inmates shall read newspaper, play board games on M.P. floor only. Games are to be signed out at the ACO desk.
13. No excessive loud noises shall be made on the MP floor.
14. Hats are allowed while working outside in garden area.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAUKA HOUSING UNIT

HEAD COUNT

1. There shall be no movement or talking during headcounts
2. There shall be no echoing staff during the head count
3. There shall be no reading or looking at magazines during head counts.

LOCK DOWN

1. There shall be no movement within the dorm area.
2. You shall remain in your assigned bunk area.

DINING AREA

1. You shall not give, pass, switch, or accept food from other inmates during meals.
2. Moving from table to table is not allowed unless authorized by staff.
3. Meals must be eaten in the designated area as instructed.
4. You shall not be allowed to remove food items or condiments from dining area.
5. You shall not be allowed to carry another inmate's plate unless authorized by staff.
6. Inmates shall throw any excess food in designated area and stack their own plates.
7. There shall be no cutting in serving line.
8. No tossing of food or horse playing during mealtime.
9. Arguing or interfering with the serving line and workers will not be allowed.

SHOWERS

1. Shirt, shorts and foot wear shall be worn to and from showers.
2. No tampering with shower heads, shut off valves, shower curtains or faucets.
3. There shall be no showering with another inmate.
4. After showers, you shall throw away your own trash (soap wrappers, plastic, containers)
5. All inmates are required to shower daily, during designated hours.
6. You shall remove your dirty clothing after showering.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAUKA HOUSING UNIT

OUT DOOR RECREATION RULES

1. No talking or movements allowed during recreation yard head count.
2. There shall be no yelling, whistling or screaming.
3. Do not throw rocks, horseshoes or any objects at each other.
4. Do not go beyond the hill in front of Mauka Bld.
5. Do not talk to anyone at Hale Nani Makai Bld.
6. Shorts, T-shirt, and footwear must be worn to, from, and during recreation period.
7. T-shirts must be worn at full length during recreation period.
8. Contact sports are prohibited.
9. Sexual activity is prohibited.

TELEPHONE RULES

1. Slamming or damaging the phone is prohibited.
2. Three way calls, conference calls, and calling cards are prohibited.
3. Interfering, listening or sharing the phone is prohibited.
4. Using the phone out of turn (before or after your allowed time) is prohibited.
5. Intimidating for time slot is prohibited.
6. Threats, unauthorized contact, illegal activities, etc are prohibited.

MEDICAL RULES

1. You shall be courteous and cooperative towards the medical staff.
2. You shall not give out assigned medication from blister packs issued by medical staff
3. All controlled medication must be taken in the view of the medical staff.
4. Misuse of medication is prohibited.
5. Hoarding medication is prohibited.

VISITATION RULES

1. Unauthorized or excessive physical and all sexual contact is prohibited.
2. Verbal abuse, arguing, loud yelling are prohibited.
3. Passing of any unauthorized items are prohibited.

CORRESPONDENCE

1. Gang logo and gang activity are prohibited.
2. Taking mail out of the facility without going through proper channels is prohibited.
3. Misuse of the mail privilege may result in disciplinary actions.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAUKA HOUSING UNIT

STORE ORDER

1. Inmates are not allowed to gamble, exchange, or sale their store order items.
2. Inmates are not allowed to give staff or other inmates their store order for favors.
3. Inmates are not allowed to strong arm, intimidate or steal other inmates store order.
4. Hoarding or stock piling store order items is not allowed.
5. Store order packages (brown bags) shall be given to staff when items are taken out.

Approval Recommended

Chief of Security

Date

Approved by:

Warden

Date

PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER

AUTHORIZED ITEMS
HALE NANI MAUKA BLD.

All property shall be kept in an assigned locker in a neat and orderly fashion. All clothing shall be folded or rolled. Any items that cannot be stored in locker due to the excessive amount of property shall be considered excess property. Inmate shall decide on what property will be sent out to make available space within the assigned locker. Special consideration shall be made by inmate request on a case-by-case basis. Approved requests shall be kept with allowed property at all times. Any items that are attached to facility property (i.e. photos glued to walls) shall be confiscated.

The authorized items are as follows:

CLOTHING

- 1) 6 – Pair of Socks
- 2) 6 – Underwear (briefs, boxers)
- 3) 2 – T – shirts (facility issued)
- 4) 2 – Shorts (facility issued)
- 5) 1 – Sweater / Sweat Pants (store ordered)
- 6) 1 – Pair slippers (facility issued / store ordered)
- 7) 1 – Laundry bag (facility issued)

TOILETRIES

- 1) 1 – Towel (facility issued)
- 2) 1 – Wash clothe (store ordered)
- 3) 1 – Each of all facility issued hygiene's or store ordered.
(Toothpaste/toothbrush/deodorant/comb(if available)/toilet paper)

STORE ORDER SUPPLY

All store order supplies shall be held in its original containers (i.e. if the shampoo bottle states strawberry shampoo, then there shall be strawberry shampoo in the bottle). Empty boxes from store orders may be used to aid in the storage of inmate's property, but not allowed for arts & crafts.

READING MATERIAL

- 1) 2 – Books (facility issued)
- 2) 1 – Bible (facility issued)
- 3) Store Ordered/Authorized magazines shall be kept intact. Any magazine found with pages ripped/cut out are not allowed.
- 4) Education Material/Books

BEDDING

- 1) 1 – Fitted Sheet (facility issued)
- 2) 1 – Flat Sheet (facility issued)
- 3) 1 – Pillow (facility issued, when available)
- 4) 1 – Pillow case (facility issued, when available)
- 5) 1 – Mattress (facility issued)
 Medical clearance may allow for a thicker mattress

MAIL/PHOTOS

Mail, writing material and photos shall be stored in assigned drawers. Legal mail shall be stored in a marked "legal mail." Any items other than legal mail is not allowed to be stored in a manila folder marked "legal mail." The storage and amount of legal mail shall be on a case-by-case basis as approved by the Watch Commander.

Photos shall be kept in Photo Albums or neatly stacked together. Photos shall not be attached to any part of facility property.

ITEMS AUTHORIZED ON DESK

- 1) 1 – Authorized cup (store ordered)
- 2) 1 - Picture

MEDICAL

Any expired or empty blister packs are not allowed and should be turned into the Medical box. All other medication containers shall only contain the medication stated on the label and no other items or medication.

Chief of Security

Date

Warden

Date

**HALE NANI
MAKAI**

HAWAII COMMUNITY CORRECTIONAL CENTER

HALE NANI-MAKAI FEMALE HOUSING UNIT

PRE-TRIAL & SENTENCE INMATES

HOUSE RULES FOR SPECIFIC HOUSING UNIT

HALE NANI-MAKAI

Inmates are subjected to all State of Hawaii Laws, Public Safety Department and Hawaii Community Correctional Center Policies and Procedures, Rules and Regulations. Any deviation from these guidelines may subject the inmate to program hearing and/or disciplinary action/criminal charges.

The following are the Housing Rules for inmates placed in General Population at Hale Nani-Makai Pre-trial & Sentence Female Inmate Housing Unit under the Hawaii Community Correctional Center.

DORMITORY RULES

1. No blocking lights, air vents, windows or bunk area.
2. No clothesline allowed.
3. No yelling or swearing from dormitory area.
4. No condiments or food items shall be taken into dorm.
5. No unauthorized items allowed in dorm.
6. No pictures are to be hung on walls, windows, bunks of dorm and covers of container bins.
7. No pounding on dorm walls, windows, or bunks.
8. No slamming dorm gates, bathroom doors or blocking locking devices.
9. No writing on walls and bunks.
10. No tampering with television or video system.
11. No placing items on window ledge of dorm.
12. No hoarding toilet paper, facility clothing, hygiene's or books in dorm.
13. No scissors allowed in dorm.
14. No blocking of exit doors.
15. No sitting or lying in other inmate bunk.
16. For sanitary purpose no opening of water cooler.

OUT OF DORMITORY TIME

1. No tampering or removing items posted on bulletin boards.
2. Bunks must be fixed, area neat at all times.
3. Do not cross the red line area to the ACO's desk to remove items.
4. No tampering or altering the Television set or the radios.
5. Do not place feet on chairs while watching T.V. or save chairs for another.
6. Do not enter or converse with inmates in opposite dormitory
7. No yelling, swearing, horse playing, exercising, running or tossing objects allowed.
8. No gambling allowed.
9. Do not spit on the floor or into the water fountain.
10. Do not enter the work line storage room.
11. Inmates shall read newspaper, play board games in rec. rooms only. Games are to be signed out at the ACO desk.
12. No excessive loud noises shall be made on the MP floor.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAKAI BLD.

HEAD COUNT

1. There shall be no movements or talking during head count.
2. There shall be no echoing during the head count.
3. There shall be no reading during head count.
4. There shall be no listening to the radio (walkman) during headcounts.

LOCK DOWN

1. There shall be no movement within the unit.
2. You shall remain in your assigned bunk.

DINING AREA

1. You shall not give, pass, switch or accept food from other inmates during meals.
2. Moving from table to table is not allowed unless authorized by staff.
3. Meals served must be eaten in the designated area as instructed.
4. You shall not be allowed to remove food items or condiments from dining area .
5. You shall not be allowed to carry another inmates tray.
6. All inmates will stack their own tray, throw away any food in designated area.
7. There shall be no cutting in the serving line.
8. No tossing food or horse playing allowed .
9. Arguing or interfering with the serving line and workers will not be allowed.
10. Meals are limited to 20 minutes.

SHOWERS / BATHROOM

1. Shirt, shorts and foot wear to be worn to and from showers.
2. No tampering with shower heads, shut off valves, shower curtains or faucets
3. There shall be no bathing with another inmate.
4. After showers, you shall throw away your own trash (soap wrappers, sanitary pads, plastic containers), etc.
5. All inmates are required to shower daily, during designated hours.
6. You shall remove your dirty clothing from bathroom after showering.
7. No unnecessary gathering or loitering in bathroom.
8. No washing of cloths in bathroom
9. No standing on toilets, bench etc. to look out windows.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAKAI BLD.

OUT DOOR RECREATION RULES

1. No talking or movements allowed during recreation yard head count
2. There shall be no yelling, whistling or screaming.
3. No horse playing allowed.
4. Do not pull or lean on the fence.
5. Do not talk to anyone outside the recreation yard.
6. T-shirt must be worn at full length during recreation period.
7. Shorts, T-shirt and footwear must be worn to and from recreation yard.
8. Contact sport is prohibited.
9. Sexual activity is prohibited.

TELEPHONE RULES

1. Slamming or damaging the phone is prohibited.
2. Three way phone calls, conference calls, and phone cards are prohibited.
3. Interfering, listening or sharing the phone is prohibited.
4. Using the phone out of turn is prohibited.
5. Intimidating for time slot is prohibited.
6. Threats, unauthorized contact, illegal activities, etc. Are prohibited.

MEDICAL RULES

1. You shall be courteous and cooperative towards medical staff.
2. You shall not give out assigned medication from the blister packs issued by medical unit.
3. All controlled medication must be taken in the view of the medical staff.
4. Misuse of medication is prohibited.
5. Hoarding medication is prohibited.

VISITATION RULES

1. Unauthorized or excessive physical and all sexual contact is prohibited
2. Verbal abuse, arguing, loud yelling are prohibited.
3. Passing notes are prohibited.
4. Passing of any unauthorized items are prohibited.
5. Inmate and visitor is to sit across each other during visit times.

CORRESPONDENCE

1. Gang logo and gang activity are prohibited.
2. Taking mail out of the facility without going through the proper channels are prohibited.
3. Misuse of the mail privilege may result in disciplinary actions.

HOUSING RULES
GENERAL POPULATION
HALE NANI MAKAI BLD.

STORE ORDER

1. Inmates are not allowed to gamble, exchange, or sale their store order items.
2. Inmates are not allowed to give staff their store order for favors.
3. Inmates are not allowed to strong arm, intimidate or steal other inmates store orders.
4. Hoarding or stock piling store order items isn't allowed
5. Inmates are not allowed to receive walk man radios from inmates being released.

SMOKING

1. No smoking in unauthorized area.
2. Smoking under tent area ONLY.
3. Misuse of smoking privilege may result in disciplinary action.
4. Inmates are not to give out cigarettes to other inmates.
5. No indigent smoking.

APPROVAL RECOMMENDED BY:

Chief of Security

Date

APPROVED BY:

Warden

Date

PUBLIC SAFETY DEPARTMENT
HAWAII COMMUNITY CORRECTIONAL CENTER

AUTHORIZED ITEMS
HALE NANI MAKAI BLD.

All property shall be kept in an assigned container in a neat and orderly fashion. All clothing shall be folded or rolled. Any items that cannot be stored in container due to the excessive amount of property shall be considered excess property. Inmate shall decide on what property will be sent out to make available space within the assigned container. Special consideration shall be made by inmate request on a case-by-case basis. Approved requests shall be kept with allowed property at all times. Any items that are attached to facility property (i.e. photos glued to walls) shall be confiscated.

The authorized items are as follows:

CLOTHING

- 1) 6 – Pair of Socks
- 2) 6 ea. – Underwear (panties, sport bras)
- 3) 3 – T – shirts (facility issued)
- 4) 3 – Shorts (facility issued)
- 5) 1 – Sweater / Sweat Pants (store ordered)
- 6) 1 – Pair slippers (facility issued / store ordered)
- 7) 1 – Laundry bag (facility issued)

TOILETRIES

- 1) 2 – Towel (facility issued)
- 2) 1 – Wash clothe (store ordered)
- 3) 1 – Each of all facility issued hygiene's or store ordered.
(Toothpaste/toothbrush/deodorant/comb(if available)/toilet paper)

STORE ORDER SUPPLY

All store order supplies shall be held in its original containers (i.e. if the shampoo bottle states strawberry shampoo, then there shall be strawberry shampoo in the bottle). Empty boxes from store orders may be used to aid in the storage of inmate's property, but not allowed for arts & crafts.

READING MATERIAL

- 1) 2 – Books (facility issued)
- 2) 1 – Bible (facility issued)
- 3) Store Ordered/Authorized magazines shall be kept intact. Any magazine found with pages ripped/cut out are not allowed.
- 4) Education Material/Books

BEDDING

- 1) 1 – Fitted Sheet (facility issued)
- 2) 1 – Flat Sheet (facility issued)
- 3) 1 – Pillow (facility issued if available)
- 4) 1 – Pillow case (facility issued if available)
- 5) 1 – Mattress (facility issued)
Medical clearance may allow for a thicker mattress

MAIL/PHOTOS

Mail, writing material and photos shall be stored in assigned drawers. Legal mail shall be stored in a marked “legal mail.” Any items other than legal mail is not allowed to be stored in a manila folder marked “legal mail.” The storage and amount of legal mail shall be on a case-by-case basis as approved by the Watch Commander.

Photos shall be kept in Photo Albums or neatly stacked together. Photos shall not be attached to any part of facility property.

ITEMS AUTHORIZED ON DESK

- 1) 1 – Authorized cup (store ordered)
- 2) 1 - Picture

MEDICAL

Any expired or empty blister packs are not allowed and should be turned into the Medical box. All other medication containers shall only contain the medication stated on the label and no other items or medication.

Approval Recommended By:

Approved By:


Chief of Security

Date

Warden

Date

RULE VIOLATION

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: FEB 04 2010	POLICY NO.: COR.13.03
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.13.03 & 10/01/02	
	SUBJECT: ADJUSTMENT PROCEDURES GOVERNING SERIOUS MISCONDUCT VIOLATIONS AND THE ADJUSTMENT OF MINOR MISCONDUCT VIOLATIONS		Page 1 of 18

1.0 PURPOSE

To provide guidelines and standard of procedures for adjustment of misconducts and rule/directive violations.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Section 26-14.6 Department of Public Safety (PSD); and Section 353C-2 of Hawaii Revised Statutes (HRS), Director of Public Safety, Powers and Duties.
- b. Standards for Adult Correctional Institutions (4th Edition), American Correctional Association (ACA), Part 3, Section C, Rules and Discipline,
- c. Department Policies and Procedures, COR.10.1E.09, Segregated Inmates.

.2 Definitions

- a. Adjustment Committee: A committee composed of three staff members who are not biased against the inmate/detainee. Facilities with less than four hundred (400) inmates/detainees (small facility) may designate one person to act in the capacity of the adjustment committee.
- b. Administrative Segregation: A non-punitive form of segregation from the general population authorized by the Warden or his designee, when the continued presence of the inmate in the general population would pose a serious threat to property, self, staff, other inmates, the security or orderly running of the facility or the community.
- c. Counsel Substitute: A staff member who did not actively participate in the process by which the inmate was brought before the committee. Counsel substitute is necessary when it is apparent that an inmate is not capable (i.e. mentally deficient, unable to read or write, deaf, blind, etc.) of collecting and presenting evidence effectively on his or her behalf. Pursuant to departmental policy COR.12.08.
- d. Directives: Departmental, facility, and residency unit policies, procedures, orders, memoranda, and other administrative directions for conduct and process. Often informally called "rules." Rules are more correctly defined in 2.2.f below.

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- e. Disciplinary Segregation: The placement of an inmate in a segregation unit separated from the general population after being found guilty by an adjustment committee or misconduct violation(s), conduct rules or directives.
- f. Minor Misconduct Adjustment: The resolution of minor infractions of a conduct rule or directive between the inmate and an employee, other than the one who reports the infraction, through a process which enables appropriate sanctions for minor infractions and enables prompt and fair dispositions of minor offenses.
- g. Minor Rule or Directive Violation: One that poses no serious threat to safety, security, or welfare of the staff, other inmates, or the institution, or subjects the individual to the imposition of lesser penalties. Any violation of low moderate category (9) and minor misconduct category (10) shall be considered a minor violation.
- h. Pre-Hearing Detention: A non-punitive form of segregation from the general population based on a pending disciplinary action, authorized by the Warden or his designee, when the continued presence of the inmate in the general population would pose a serious threat to property, self, staff, other inmates, the security or orderly running of the facility, the community. Pursuant to departmental policy COR.11.01.
- i. Privileges: Something granted by a Warden or his designee such as visitation, smoking, personal phone calls, personal correspondence, access to commissary, community recreation, etc. Pursuant to departmental policy COR.15.02.
- j. Rules: Laws, Executive Orders or Legislative Orders for conduct or administrative proceedings, usually adopted after due process and/or hearings. Also called "Rules and Regulations."
- k. Serious Misconduct: A serious rule violation, moderate or above category miscondacts, all of which are considered to pose a serious threat to the safety, security or welfare of the staff, other inmates, or the institution, and subjects the inmate to the imposition of serious penalties such as segregation for longer than four hours. Any violation of greatest category (6) through moderate category (8) shall be considered a serious misconduct.
- l. Serious Misconduct Adjustment: A serious misconduct shall be addressed through the adjustment committee process.

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m. Violation or Misconduct: Breaking, or failing to follow, laws, rules, policies and procedures, or other directives, whether willfully or unintentionally, knowingly or unknowingly.

3.0 POLICY

- .1 Behavior, which is, or appears to be a violation or misconduct, must be brought to the attention of the appropriate authorities. Any employee who witnesses, or has a reasonable belief of, an occurrence of a violation or misconduct shall prepare an Incident Report Form, PSD 8214 (see attachment).
- .2 Nothing in this policy and procedure relieves staff members of their responsibility to direct and correct day-to-day behavior of inmate/detainee in the attempt to prevent the occurrence of misconduct.
- .3 The Department shall have a system of inmate discipline that serves to protect the public, inmates, and staff, and maintains order in the facility, through the impartial application of a set of rules and regulations and a hearing procedure the incorporates due process requirements.
- .4 The adjustment process tailors sanctions for a specific rule violation to the inmate's institutional adjustment and recommended program needs. The goal is to maintain facility order and ensure respect for the rules and the rights of others.
- .5 To ensure the integrity of the adjustment process and the constitutional right of due process, offenders charged with rule violations shall receive a hearing within a reasonable frame time.

4.0 MISCONDUCT RULE VIOLATIONS AND SANCTIONS

- .1 The following is a list of misconduct violations. The violations can be categorized as serious misconducts and minor violations. In the event that an inmate is charged with a minor violation concurrently with a serious misconduct, then the serious misconduct adjustment procedures shall be initiated.
- .2 Greatest Misconduct Violations (6).
 - a. 6 (1) Sexual Assault.
 - 6 (2) Killing.
 - 6 (3) Assaulting any person, with or without a dangerous instrument, causing bodily injury.

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- 6 (4) The use of force on or threats to a correctional worker of the worker's family.
- 6 (5) Escape:
 - (A) From closed confinement, with or without threat of violence;
 - (B) From an open facility or program involving the use of violence or threat of violence.
- 6 (6) Setting a fire.
- 6 (7) Destroying, altering or damaging government property or the property of another person resulting in damage of \$1,000.00 or more, including irreplaceable documents.
- 6 (8) Adulteration of any food or drink, which may result in serious bodily injury or death.
- 6 (9) Possession, introduction or manufacture of explosive or ammunition.
- 6 (10) Possession, introduction or manufacture of any firearm, weapon, sharpened instrument, knife or other dangerous instrument.
- 6 (11) Rioting.
- 6 (12) Encouraging others to riot.
- 6 (13) The use of force or violence resulting in the obstruction, hindrance, or impairment of the performance of a correctional function by a public servant.
- 6 (14) Possession, tampering, compromising or manufacturing of any security equipment or locking mechanism, such as, but not limited, to handcuffs, handcuff keys, or any tool designed to lock or unlock any type of locking mechanism.
- 6 (15) Throwing or attempting to throw feces, urine, blood, or other types of bodily fluids (including spitting) at or on staff.
- 6 (16) Attempting, tampering, or obstructing the lawful collection of a urine sample.
- 6 (17) Extortion, blackmail, protection: demanding or receiving anything of value (goods, services, or money directly or indirectly) in return for protection against others, to avoid bodily harm, or under threat of informing.
- 6 (18) Possession of electronics by an inmate/detainee not authorized for purchase through regular institutional channels. (Cell phones, PDA's, computers, two way radios, GPS, CD players, MP3's, etc)
- 6 (10) Any lesser or reasonably included offense of the acts in paragraph (1) to (17).
- 6 (20) Any other criminal act which the Hawaii Penal Code classifies as a class A felony.

b. Sanctions that may be imposed as punishment for acts listed above shall include one or more of the following:

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- 1) Disciplinary segregation up to sixty days.
- 2) Any other sanctions other than disciplinary segregation.

.3 High Misconduct Violations (7).

- a.
 - 7 (1) Fighting with another person.
 - 7 (2) Threatening another person, other than a correctional worker, with bodily harm, or with any offense against the other person or the other person's property.
 - 7 (3) Assaulting any person without weapon or dangerous instrument.
 - 7 (4) Escape from an open institution or program, conditional release center, work release center or work release furlough, which does not involve the use or threat violence.
 - 7 (5) Attempting, planning, aiding or abetting and escape, including creating or possessing a dummy or dummy-like object.
 - 7 (6) Destroying, altering or damaging government property or the property of another person resulting in damages between \$500-\$999.99.
 - 7 (7) Adulteration of any food or drink, which could or does result in bodily injury or sickness.
 - 7 (8) Possession of an unauthorized tool.
 - 7 (9) Possession, introduction, manufacturing or use of any narcotic paraphernalia, drugs, intoxicants or alcoholic beverages not prescribed for the individual by the medical staff, which includes any form of being intoxicated.
 - 7 (10) Possession of any staff member's clothing or equipment.
 - 7 (11) Encouraging or inciting others to refuse to work or to participate in work stoppage.
 - 7 (12) The use of physical interference or obstacle resulting in the obstruction, hindrance, or impairment of the performance of a correctional function by a public servant.
 - 7 (13) Giving or offering any public official or staff member a bribe.
 - 7 (14) Flooding, plugging or attempting to flood or plug an apparatus, which causes a potentially unsanitary or unsafe environment.
 - 7 (15) Possession, introduction or use of any tobacco or tobacco product.
 - 7 (16) Any deviation from the following: date of validity, time expiration, destination, and purpose/intent of any furlough pass.
 - 7 (17) Any lesser or reasonably included offense of paragraphs (1) to (15).
 - 7 (18) Any other criminal act which the Hawaii Penal Code classifies as a class B felony.
- b. Sanctions that may be imposed as punishment for acts listed in the above shall include one or more of the following:

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- 1) Disciplinary segregation up to thirty days.
- 2) Any other sanctions other than disciplinary segregation.

.4 Moderate Misconduct Violations (8).

- a. 8 (1) Engaging in sexual acts.
- 8 (2) Making sexual proposals or threats to another.
- 8 (3) Indecent exposure.
- 8 (4) Wearing a disguise or mask.
- 8 (5) Destroying, altering or damaging government property or the property of another person resulting in damages between \$50-\$499.99.
- 8 (6) Theft.
- 8 (7) Misuse of authorized medication.
- 8 (8) Possession of unauthorized money or currency.
- 8 (9) Loaning of property or anything of value for profit or increased return.
- 8 (10) Possession of anything not authorized for retention or receipt by the inmate/detainee and not issued to the inmate/detainee through regular institutional channels.
- 8 (11) Refusing to obey an order of any staff member, which may include violations in the low moderate category.
- 8 (12) Failing to perform work as instructed by a staff member.
- 8 (13) Lying or providing false statements, information, or documents to a staff member, government official, or member of the public.
- 8 (14) Counterfeiting, or unauthorized reproduction of any document, article, or identification, money, security, or official paper.
- 8 (15) Participating in an unauthorized meeting or gathering.
- 8 (16) Being in an unauthorized area.
- 8 (17) Failing to stand count or interfering with the taking of count.
- 8 (18) Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
- 8 (19) Unauthorized contacts with the public or other inmates.
- 8 (20) Giving money or anything of value to or accepting money or anything of value from an inmate/detainee, a member of the inmate's/detainee's family or friend.
- 8 (21) Smoking where prohibited.
- 8 (22) Tattooing or self-mutilation or possession of tattooing tool/implements.
- 8 (23) Harassment of employees.
- 8 (24) Any lesser and reasonably included offense of paragraphs (1) to (23).
- 8 (25) Any other criminal acts which the Hawaii Penal Code classifies as a class C felony and misdemeanor.

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b. Sanctions that may be imposed as punishment for acts listed in above shall include one or more of the following:

- 1) Disciplinary segregation up to fourteen days.
- 2) Any other sanctions other than disciplinary segregation.

.5 Low Moderate Misconduct Violations (9)

- a. 9 (1) Destroying, altering or damaging government property or the property of another person resulting in damages less than \$50.
9 (2) Possession of property belonging to another person.
9 (3) Possession of unauthorized clothing.
9 (4) Malingering, feigning an illness.
9 (5) Using abusive or obscene language to a staff member.
9 (6) Unauthorized use of mail or telephone.
9 (7) Correspondence or conduct with a visitor in violation of rules.
9 (8) Violating a condition of any community release or furlough program.
9 (9) Unexcused absence from work, or other authorized assignment.
9 (10) Failure to follow safety or sanitary rules.
9 (11) Using any equipment or machinery not specifically authorized or contrary to instructions or posted safety standards.
9 (12) Being unsanitary or untidy; failing to keep one's person and one's quarter in accordance with posted safety standards.
9 (13) Any lesser and reasonable included offense of paragraphs (1) to (12).
9 (14) Any other criminal act which the Hawaii Penal Code classifies as a petty misdemeanor.

b. Sanctions that may be imposed as punishment for acts listed above shall include one or more of the following:

- 1) Disciplinary segregation up to four (4) hours in cell.
- 2) Monetary restitution.
- 3) Loss of privileges (i.e., community recreation, commissary, snacks, personal visits, personal correspondence, personal phone calls for not longer than fifteen days.)
- 4) Impound inmate's personal property.
- 5) Extra duty.
- 6) Reprimand.
- 7) Any sanction other than disciplinary segregation.

.6 Minor Misconduct Category (10)

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- a. Criminal acts that the Hawaii Penal Code classifies, as a violation shall be considered to be minor misconducts.
- b. Sanctions that may be imposed as punishment for acts in subsection (a) shall include one or more of the following:
 - 1) Loss of privileges (i.e., community recreation, commissary, snacks, personal visits, personal correspondence, personal phone calls for not longer than fifteen days.)
 - 2) Impound inmate's personal property.
 - 3) Extra duty.
 - 4) Reprimand.
- .7 Attempting to commit any of the above acts, aiding another person to commit any of the above acts, and conspiring to commit any of the above acts shall be considered the same as a commission of the act itself.

5.0 PROCEDURES FOR SERIOUS MISCONDUCTS

- .1 The Warden or his designee shall appoint and assign staff members to an Adjustment Committee as defined by COR 13.02. The Warden or his/her designee shall assign a staff member to be the "chairperson" of the Adjustment Committee. The Adjustment Committee shall be composed of three members, who are not biased against the inmate. A small facility (a facility with less than 400 inmates/detainees) may designate one person to act in the capacity of the adjustment committee.
- .2 Chairperson
 - a) The Chairperson ensures compliance with all procedural requirements listed in the Departmental Policies and Procedures.
 - b) The Chairperson shall review all misconducts reported on an Incident Report Form, PSD 8214 and investigations to determine if the evidence can substantiate the charge(s) and if an adjustment hearing is warranted.
 - c) If the misconduct report or investigation does not appear complete, the Chairperson can forward the misconduct for further investigation through the appropriate chain of authority.

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.3 Committee Members

- a. The adjustment committee member(s) will review all evidence presented at the hearing and make a determination about an inmate's guilt or innocence.
- b. The committee member(s) may rely on any form of evidence, documentary, or testimonial that it believes is reliable. Formal rules of evidence shall not apply (i.e. Hawaii Rules of Evidence or the Federal Rules of Evidence).

.4 Upon receipt of an Incident Report Form, PSD 8214, the Warden or his/her designee shall have a staff member conduct a complete investigation into the facts of the alleged misconduct to determine if there is probable cause to believe the inmate committed the misconduct. If the investigator/staff member finds sufficient cause to believe that a rule violation has occurred, the adjudication procedures may be initiated. If the investigator/staff member has included a minor misconduct violation with a serious misconduct violation, then the serious misconduct adjustment procedures shall be initiated.

.5 Notice

- a. The inmate/detainee shall receive prior notice that an adjustment committee hearing will be held regarding the inmate.
- b. Within a reasonable time, not less than twenty-four (24) hours before the hearing, the charged inmate/detainee shall be served with written notice of the time and place of the adjustment committee hearing, what the specific charges are, including a brief notation of the facts on PSD 8210A. If the inmate waives twenty-four (24) hours notice, the waiver shall be reduced to writing and signed by the inmate on PSD 8210A.
- c. The inmate/detainee or counsel substitute shall have the opportunity to review all relevant non-confidential reports of the misconduct during the period between the notice and the hearing. If an inmate submits a written request for copies of the non-confidential reports, then the inmate will be charged the cost for copying and his inmate trust account will be debited.
- d. The misconduct report shall briefly explain the following:
 - 1) The specific rule violated.
 - 2) The facts supporting the charge.

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- 3) Any unusual inmate behavior.
- 4) Any staff or inmate witnesses; the disposition of any physical evidence.
- 5) Any immediate action taken.

.6 Hearing

- a. The inmate/detainee has the right to appear at the adjustment committee hearing, except where institutional safety or the good government of the facility would be jeopardized. If the individual is excluded from the hearing, the reasons shall be noted in the adjustment committee's disposition. If the inmate declines to attend the hearing, it shall be held regardless of the inmate's absence.
- b. The committee shall explain the reason for the hearing and the nature of the charge(s) against the inmate. The inmate shall plead guilty or not guilty to the charges. A failure to plead shall be accepted as a plea of not guilty.
 - 1) A plea of guilty does not eliminate the need to consider other evidence against the inmate, who shall then be given an opportunity to explain the actions or offer evidence of mitigation.
 - 2) A plea of not guilty necessitates the consideration of evidence against the inmate.
- c. The inmate shall be advised of the right to remain silent, but that silence may be used as a permissible inference of guilt. An inmate cannot, however be compelled to testify against oneself without the granting of immunity and may not be required to waive that immunity.
- d. The inmate shall be advised that criminal charges may be pursued, if warranted by the offense.
- e. Formal rules of evidence shall not apply (i.e. Hawaii Rules of Evidence or the Federal Rules of Evidence). The committee may rely on any form of evidence, documentary, or testimonial that it believes is reliable.
- f. Confrontation and cross-examination at the discretion of Adjustment Committee.
 - 1) The inmate may be given privileges to confront and cross-examine adverse witnesses.

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- 2) The committee may deny confrontation and cross examination and identification of adverse witnesses if in its judgment such a confrontation would:
 - (A) Subject the witness to potential reprisal;
 - (B) Jeopardize the security or good government of the facility;
 - (C) Be unduly hazardous to the facility's safety or correctional goals; or
 - (D) Otherwise reasonably appear to be impractical or unwarranted.

- 3) If confrontation and cross-examination and identification of adverse witnesses are denied, the committee shall enter it in their written disposition and provide an explanation for the denial to the inmate.

- 4) The inmate may be given an oral or written summary of the confidential evidence against the inmate and provided an opportunity to respond.

- g. The inmate shall be given an opportunity to respond to evidence against the inmate, explain the alleged misconduct or offer evidence of mitigation.
 - 1) The inmate should be permitted to call witnesses and present evidence of defense as long as it will not be unduly hazardous to institutional safety or correctional goals.

 - 2) The committee may deny the inmate's calling of certain witnesses or presentation of certain evidence, after being given an offer of proof as to the nature of the evidence, for reason such as:
 - a) Irrelevance
 - b) Lack of necessity;
 - c) The hazards presented in inmate cases; or
 - d) Any other justifiable reason

The adjustment committee shall notate the justification for denying the inmate's request for witnesses in their disposition.

 - 3) The committee may keep the hearing within reasonable limits and refuse the presentation of evidence or the calling of witnesses, keeping in mind the right of the inmate to be heard. The committee shall state the reason for the refusal in their disposition.

- h. An inmate shall be permitted to employ counsel substitute as defined by COR.12.08, by submitting a written request to the Warden. An inmate, who is not

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capable of collecting and presenting evidence effectively on his/her behalf, should have appointed substitute counsel.

A counsel substitute shall be a member of the facility staff who did not actively participate in the adjustment process by which the inmate was brought before the committee.

- i. Inmates shall not have the right to be represented by legal counsel before an Adjustment Committee. Counsel may be allowed to participate on such proceedings in limited circumstances, but the granting of permission to participate shall be at the discretion of the Warden or his/her designee.

.7 Disposition and Findings

- a. The inmate has a right to be apprised of the disposition and findings of the adjustment committee.
- b. Upon completion of the hearing, the committee may take the matter under advisement and render a decision based upon evidence presented at the hearing to which the inmate had an opportunity to respond or any cumulative evidence which may subsequently come to light may be used as a permissible inference of guilty, although disciplinary action shall be based upon more than mere silence. A finding of guilt shall be made based on a preponderance of the evidence and where:
 - 1) The inmate admits the violation or pleads guilty.
 - 2) The charge is supported by a preponderance of the evidence, which should not be confused with the criminal trial standard of beyond a reasonable doubt.
- c. The inmate shall be given a brief written summary or disposition of the committee's findings, which shall be entered in the case file. The findings will briefly set forth the evidence relied upon and the reasons for the action taken. The findings may properly exclude certain items of evidence if necessitated by personal or institutional safety and goals. The fact that evidence has been omitted and the reason(s) therefore must be set forth in the disposition and finding.
- d. In the event the inmate is found not guilty of the violation, all information and documentation pertaining to the incident will be expunged from the inmate's institutional file.

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.8 Punishment

- a. The adjustment committee may render sanctions commensurate with the gravity of the rule, the severity of the violation, and based on the inmate's needs. Corporal punishment is prohibited. The adjustment committee may render the following types of punishment:
 - 1) Temporary loss of privileges.
 - 2) Segregation or confinement is not to exceed sixty days; however, a longer period may be imposed with the expressed written approval of the Institutions Division Administrator. The Warden or his designee shall review the inmate's confinement at least every thirty days and initiate a referral to the facility mental health unit team to conduct an evaluation of the inmate's adjustment to segregation confinement.
 - a) Inmates under Mental Health observation shall be placed on disciplinary lockdown, when sanctioned to segregation or confinement. Mental Health professionals on a daily basis shall monitor them until such time they are rendered mentally fit for general population and at such time they shall finish segregation in the facilities segregation unit. Segregation time in Mental Health disciplinary lockdown shall be counted towards sanction time.
 - b) If Medical or Mental Health staff recommend to the facility administrator that an inmate be removed from segregation if his/her health or mental stability deteriorates or segregation becomes detrimental to inmate's health, segregation shall discontinue until such time inmate's mental health has improved and inmate can continue with the sanction imposed by the Facility Adjustment Committee.
 - 3) Any other punishment deemed necessary by the adjustment committee.
- b. The committee may also refer the matter to the program committee for further action. A description of the basic living levels of disciplinary confinement shall be provided in section COR.11.01.

.9 Review

- a. An inmate has the right to seek administrative review of the decision of the adjustment committee and the adjustment process (inclusive of incident reports, investigations, and relevant staff members, etc.) through the grievance process.

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The inmate shall initiate a review on the prescribed form within fourteen calendar days of the date of receipt of the committee's decision (refer to COR.12.03).

- b. The Warden/designee may also initiate review of any adjustment committee decision and it shall be within the Warden's discretion to modify any committee findings or decisions. The Warden may remand any matter to the Adjustment Committee for further hearing or rehearing, if the Warden believes it to be in the interest of justice.

6.0 PROCEDURES FOR MINOR MISCONDUCTS

- .1 For those facilities that do not operate under the unit management team concept, the Warden, or designee, shall be responsible for carrying out the functions of the Residency Unit Manager as prescribed in these procedures.
- .2 Hearings Officers
 - a. Residency Unit Managers, Captains or Lieutenants shall appoint a staff member from the Second and Third Watches to act as a Hearings Officer for adjustment of minor rule or directive violations.
 - b. The Hearings Officer cannot also be an originating reporter. If a Hearings Officer is the originating reporter, the Unit Manager, Captain or Lieutenant or in his/her absence the Hearings Officer, shall designate another staff member to act as Hearings Officer.
- .3 Upon receipt of the Misconduct report (PSD 8210), the Unit Manager, Captain, or Lieutenant or the Hearings Officer shall determine the category of the alleged misconduct by referring to the appropriate Departmental Rules of Departmental Policies & Procedures. For low moderate or minor category misconduct, the Hearings Officer shall:
 - a. Meet with the inmate/detainee as soon as possible.
 - b. Inform the inmate/detainee that he is accused of committing the minor infraction.
 - c. Provide the inmate/detainee with a brief opportunity to respond, to admit he is guilty, to offer an explanation or defense in his behalf, or otherwise show that he is not guilty of the alleged misconduct or that there are mitigating factors.
 - d. If necessary, conduct brief interviews of staff/inmate/detainee/witness (es).

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e. Decide what appears to have happened and/or who appears to be in the right. Judicial certainty is not required. On this basis, determine whether the inmate is:

- 1) Guilty of the charge, with or without mitigating factors.
- 2) Guilty of a lesser-related or same category related charge.
- 3) Not guilty.

.4 Disposition

a. Not guilty finding.

The Hearings Officer shall:

- 1) Inform the inmate/detainee by memorandum.
- 2) Destroy all copies of the misconduct report.

b. Guilty finding.

The Hearings Officer shall:

- 1) Determine the appropriate sanctions(s) for the violation in accordance with appropriate Departmental Rules or Departmental Policies and Procedures.
- 2) List sanction(s) on misconduct report (PSD 8210) which shall indicate:
 - a) Number of hours of disciplinary segregation (low moderate category misconducts only and no longer than four (4) hours in cell;
 - b) Privileges(s) withdrawn and period of loss;
 - c) Number of hours of extra duty;
 - d) Item(s) of personal property to be impounded;
 - e) Nature of reprimand;

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f) Whether all or part of any sanction is suspended, condition(s) for re-imposition, and length of time after which suspended sanction(s) cannot be imposed.

3) Inform the inmate/detainee of the guilty finding:

- a) That the Unit Manager, Captain, or Lieutenant will review the finding and the sanction(s);
- b) The inmate/detainee has a right to administrative review of the decision, via the grievance process.

4) Acceptance of guilty finding by inmate/detainee.

Hearings Officer shall:

- a) Have the inmate/detainee sign the Misconduct Report;
- b) Impose or arrange the imposition of the sanction(s);
- c) Submit the Misconduct report to the Unit Manager, Captain or Lieutenant who shall:
 - (1) Review the report to assure that the findings and the sanction(s) are appropriate;
 - (2) Take corrective action, if required;
 - (3) Sign or initial the report;
 - (4) Have a copy of the report placed in the detainee's or inmate's institutional file and residency file;
 - (5) Give the Hearings Officer a copy of the report.
- d) Give a copy of the report signed by the Unit Manager, Captain or Lieutenant to the inmate/detainee.

5) Disagreement with guilty finding and/or sanction(s) by the inmate/detainee.
The Hearings Officer shall:

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- a) Note on the misconduct report that the inmate/detainee does not accept the findings and/or sanction(s);
 - b) Impose or arrange the imposition of the sanction(s);
 - c) Submit the misconduct report to the Unit Manager, Captains or Lieutenants who shall:
 - (1) Review the report to assure the findings and the sanction(s) are appropriate;
 - (2) Take corrective action, if required;
 - (3) Sign or initial the report;
 - (4) Have a copy of the report placed in the detainee's or inmate's institutional file and residency file;
 - (5) Give the Hearings Officer a copy of the report.
 - d) Inform the inmate/detainee that they may request an administrative review via the grievance procedure, and give the copy of the report signed by the Unit Manager, Captain or Lieutenant to the inmate/detainee.
- .5 Separation or Segregation (Reference DOC Policy on Inmate/Ward Segregation, No. COR.11.01).
- a. Any resolution/disposition, which includes disciplinary segregation, must be reported through channels to the facility Warden or the appropriate designee.
 - b. If pre-hearing detention or administrative segregation was ordered as an immediate response to the incident, the inmate/detainee shall be given credit for such time when the disposition/sanction is imposed.
- .6 Whenever sanctions are imposed that affect units or programs other than the living unit, copy (copies) shall be made, or a Memorandum shall be typed, and distributed to the affected parties. Examples:
- a. Loss of store order: Inmate Store and Business Office.
 - b. Loss if Visit: Visiting Officer

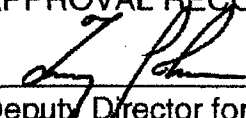
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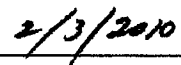
c. Restricted from program: Section Administrator, school, work line, supervisor, etc.

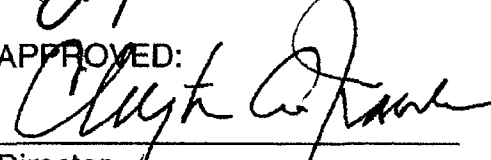
7.0 SCOPE


This policy shall apply to all correctional facilities of the Department.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections


 Date

APPROVED:

 Director


 Date

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
MISCONDUCT REPORT**

Facility: _____

Prepared On: _____

TO: _____ FROM: _____
(SUPERVISOR/HEARING OFFICER) (NAME, TITLE OF REPORTING OFFICER)

RE: _____ SSN: _____
(NAME OF VIOLATOR) (ID NO)

FACTS CONCERNING THE MISCONDUCT: (Give time occurred/discovered, rule(s) violated, location, what happened and time the incident ceased or was corrected.)

(SIGNATURE OF REPORTER)

INVESTIGATION: (by Supervisor - statements of violator, witness(es))

FINDINGS:	CHARGE(S)	RULE #
<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Referred to Facility/ Unit Adjustment Committee	_____	_____
	_____	_____
	_____	_____
	_____	_____

FORMAL ADJUSTMENT BY SUPERVISOR/HEARING OFFICER:

- Withdrawal of: _____
- Extra work assigned
- Confinement

PERIOD OF CORRECTIVE ACTION:

Beginning _____
(Time/Date)

and ending _____
(Time/Date)

BY: _____ DATE: _____
(INVESTIGATOR /HEARING OFFICER) (TITLE)

Acceptance of findings and disposition:

Receipt witnessed by:

(INMATE) (DATE) (NAME) (TITLE) (DATE)

Reviewed by: _____
(NAME, SUPERVISOR) (TITLE) (DATE)

Original: Inmate Active File
Copy: Adjuster; Inmate

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

INCIDENT REPORT

Facility: _____

Prepared on: _____

TO: _____ (Administrator/Section Supervisor) THRU: _____ (Watch Supervisor)

DATE	TIME	NARRATIVE (Specify inmate name & ID and location if related to misconduct)

By: _____
Reporting Officer/Employee Title

ORIG - FACILITY ADMINISTRATOR
CANARY - CONTROL OFFICER
PINK - ATTACH TO MISCONDUCT REPORT

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
FACILITY ADJUSTMENT HEARING PROCESS

Inmate Name: _____ SID#: _____

Housing: _____ Case No: _____ Hearing Date: _____

Pre-hearing Detention & Administrative Segregation time: _____

-
-
1. The Facility Adjustment Committee is composed of:
Chairperson: _____
Member: _____
Member: _____

 2. Were you given written notice of this hearing and a description of the charges against you at least 24 hours prior to this hearing?
 Yes No If yes, ask inmate to verify his signature and if no:
a) Do you waive your 24 hour notice Yes No
b) If not you hearing will be rescheduled and you will be notified of the new date.

 3. As this is not a judicial proceeding, you do not have the right to legal counsel; however you may retain a substitute counsel by following the facility guidelines.

a) If an inmate did not submit a written request and obtain prior authorization (as required by facility guidelines) for substitute counsel, he will not be allowed to have substitute counsel.
b) If request has been approved by Warden/designee, please list the name of the substitute counsel: _____
c) If substitute counsel was approved and is not present for the hearing, please state the action taken by the adjustment committee, _____

 4. You have the right to remain silent. You do not have to say anything or answer any questions, however, your silence may be used as a permissible inference of guilt to the charge(s) heard by the committee. The formal rules of evidence shall not apply. The committee may rely on any form of evidence, documentation, or testimonial that it believes to be reliable.

Do you understand what I have told you? Yes No

 5. You have the right to provide testimony to the committee to support you case. However, anything you preset may b used against you in this hearing or in the court of law. You are hereby informed that if]

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your violations rises to the level of criminal charges, this matter may be pursued in court.

6. You have the privilege to call relevant witness(es) on your behalf provided that this will not threaten the good government and ordering running of the facility, staff and other inmates.

a) Do you request to call any witness(es)? Yes No

b) If yes, name the witness(es) and have the inmate explain the offer of proof as to the nature/relevancy of the evidence the witness(es) will testify to: _____

c) If the committee denied witness(es) testimony, please identify your justification: Irrelevance or redundancy of testimony.

Lack of necessity.

Unduly hazardous/threatens the facility safety or correctional goals

Others: _____

7. You have the privilege of confronting adverse witness providing that such confrontation does/would not: i) subject the witness to potential reprisal: ii) jeopardize the security or good government of the facility: iii) be unduly hazardous to the facility's safety or correctional goals: or iv) otherwise reasonable appears to be impractical or unwarranted.

a) Do you request to confront such witness(es)? Yes No

b) This committee shall:

Grant you this privilege.

Deny you this privilege because: _____

8. The committee shall explain the reason for the hearing, the nature of the charge(s) against the inmate, identify the date of the incident and the charging staff member. You are being charged with, read the charges as listed on DOC 8210A

9. How do you plead to each of the charges against you? (Name the charge and identify as #1...). A failure to plead shall be accepted as a plea of not guilty. A plea of guilty eliminates the need to consider other evidence against the inmate who shall then be given an opportunity to explain the actions or offer evidence of mitigation.

Charge #1 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty
Charge #2 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty
Charge #3 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty
Charge #4 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty
Charge #5 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty
Charge #6 _____	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty

STATE OF HAWAII
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NOTE: A plea of not guilty necessitates the consideration of evidence against the inmate.

10. [] Were you placed in pre-hearing detention as a result of this incident?
[] Yes [] No If yes, how many days and when _____
[] Were you placed in administrative segregation as a result of this incident?
[] Yes [] No If yes, how many days and when _____

11. [] You may now present your testimony/evidence to this committee.

12. [] This committee has heard your testimony/evidence supporting your case. a final decision by the committee shall be made based upon all relevant reports, testimony, evidence presented, and any cumulative evidence that may subsequently come to light before this committee.

13. [] This completes this portion of the hearing, but not necessarily the hearing itself. You will be given a written summary of the Committee's findings within a reasonable period of time.

14. [] If you should disagree with the result of the hearing, you have 14 calendar days to file for an administrative review of your case through the grievance process (DOC 8215) at the second step.

15. [] FINDINGS & SANCTIONS

A finding of guilt shall be made where the inmate admits the violation or pleads guilty or the charge is supported by substantial evidence. The inmate shall be given a brief written summary of the committee's findings on DOC 8210A. The finding will briefly set forth the specific evidence relied upon and the reason for the action taken. The findings may properly exclude certain items of evidence if warranted by facility safety and goals, but the reasons for omission must be set forth in the findings.

Charge #1 _____ Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

Charge #2 _____ Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

Charge #3 Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

Charge #4 Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

Charge #5 Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

Charge #6 Guilty/Not Guilty
Sanction: () days lockdown, _____
Justification: _____

16. DISPOSITION

- a. () days lockdown with () days to be credited for Pre-hearing detention and/or Administrative Segregation. The remaining () days to be served in Special Holding.
- b. () days lockdown to be served in Special Holding (No credit time.)
- c. () days LOSS OF ALL PRIVILEGES in assigned housing unit.
- d. () days lockdown with () days credited for Pre-hearing. Detention and /or Administrative Segregation. The remaining () Days to be suspended for a period of () days/months provided no Infractions/violation occur within this time period.
- e. Other sanctions: _____
- f. No sanction or sanction time served or case dismissed. (Please circle.)

17. If lockdown sanctions exceeds a period of sixty (60) consecutive days, then authorization from the Institution Division Administrator is required.

18. Due to the seriousness of the offense(s), referred to the Facility Program Committee for reprogramming and/or reclassification. Yes No

Facility Adjustment Committee Chairperson

PART III
INMATE FORMS

HAWAII COMMUNITY CORRECTIONAL CENTER
INMATE REQUEST FORM

HOUSING UNIT: _____

DATE: _____

TO: _____

I, _____, SUBMIT THE FOLLOWING REQUEST: _____

Inmates Signature

Soc. Sec. No.

Sentenced: _____

Not Sentenced: _____

APPROVED: _____

DISAPPROVED: _____

COMMENTS/RECOMMENDATIONS:

Supervisor

Date

DISPOSITION:

Branch Administrator/Unit Supervisor

Date

Acknowledged By:

Witnessed By:

Inmate Signature

Date

Staff Signature

Date

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
H.C.C.C. FACILITY

INMATE REQUEST FORM
REQUEST FOR LAW LIBRARY SESSION

TO: LIBRARY UNIT

DATE: _____

FROM: _____
(PRINT) LAST FIRST

HSE: _____ - _____ - _____
MOD BLK QUAD

SECURITY CLASSIFICATION _____

SID NO# _____

DOCKETED STATUS: () YES () NO

Please schedule me for next week's LAW LIBRARY session:

(Scheduling will be space available. To be scheduled for more than one session you have documents on file with the Library unit indicating: your "Docketed Status").

NOTICE: YOU ARE RESPONSIBLE TO INFORM US OF THE NAME, DATE, AND TIME RELIGIOUS PROGRAMS WHICH MAY CONFLICT WITH SCHEDULING YOUR LAW LIBRARY TIME. Please clearly PRINT all conflicts on the lines below.

INMATE SIGNATURE

HAWAII COMMUNITY CORRECTIONAL CENTER
LEGAL / OFFICIAL CALL REQUEST

05.12.51
12/09/99

PLEASE PRINT CLEARLY

TO: () CASE MANAGER () WATCH SUPERVISOR - IMMEDIATE ATTENTION

INMATE: _____ HOUSING ASSIGNMENT: _____ DATE: _____

PRETRIAL () SENTENCED ()

CALL TO: _____ PHONE NUMBER: _____
(NAME)

TITLE: () ATTORNEY () CIRCUIT CRT.
() OMBUDSMAN () FAMILY CRT.
() ATTORNEY GENERAL () PROBATION OFFICER
() DISTRICT CRT.

() APPROVED () DENIED REASON: _____

CASE MANAGER/WATCH SUPERVISOR DATE

NOTIFICATION OF DENIAL:

INMATE SIGNATURE: _____ STAFF WITNESS: _____

APPROVED CALL MADE (DATE / TIME): _____

INMATE SIGNATURE: _____ STAFF WITNESS: _____

.....
ATTORNEY / OFFICIAL CALL RECEIVED:

(FROM, DATE, TIME) _____

() INMATE RECEIVED CALL () INMATE RETURNED CALL AT: _____

INMATE SIGNATURE : _____ STAFF WITNESS : _____

COMPLETED ORIGINALS TO INMATE FILE :

MEDICAL REQUEST

Date: _____

Facility: _____

Name: _____
(Print)

(Housing)

Problem:

Signature: _____
(Inmate)

(Date)

Date Received: _____

- Appointment Made
- Seen By Nurse

Health Care Staff Signature: _____

Date: _____

Original: HCU Medical Record
Canary: Inmate (Response)
Pink: Inmate (Receipt)

DOC 0450 (4/99)

CONFIDENTIAL

VISITATION

HAWAII COMMUNITY CORRECTIONAL CENTER

INMATE VISITOR REQUEST

I, _____, _____,
(Inmate's name, printed) (Social Security #)

request that the following people be included on my Social Visitation list.

VISITORS NAME	RELATIONSHIP	SSN.	DATE OF BIRTH
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Inmate Comments: _____

Inmate Signature Date Receiving ACO Signature Date

Staff Notes : _____

Hawaii Community Correctional Center
INMATE VISITATION GUIDELINES

I. INMATE VISITORS REQUEST

This form shall be completed as soon as possible, with the visitor's Social Security Numbers and Date of Birth if possible. (SSN's and DOB's of persons other than immediate family are most important because they are not allowed to visit until they are cleared and approved. if you have the info on immediate family, submit also.)

- A. Inmates are allowed a maximum of ten (10) approved Visitors on their Visitation List (CARD)
- 1) Any additions, deletions or other changes from the first list shall be allowed on a quarterly basis, every three months as scheduled.
 - 2) Once informed of your visitor's approval, it is your responsibility to NOTIFY them.
- B. Immediate Family (parent, sibling, spouse, children, grandchildren) shall be allowed up to a thirty (30) day grace period, pending security screen by security staff. The inmate must also be off New Arrival (NA) status.
- 1) The thirty (30) day grace period starts from The date the inmate is admitted into H.C.C.C.
 - 2) Personal Identification, reading and Understanding of NOTICE OF CONSENT TO SEARCH And HCCC's VISITATION RULES/DRESS CODE shall be necessary prior to visitation.

II. INMATE VISITATION

- A. APPROVED PHOTO IDENTIFICATIONS - Shall be valid or Expired cards if the person is clearly identifiable By the photo limited to the following;
- Driver's License / State I.D. / Passport / Military I.D. / Seniors Citizens photo I.D. / Bus Pass with Photo / Major Credit Card with Photo / Student I.D.
- B. Minors may show a Photo I.D. but must present their BIRTH CERTIFICATE upon the first, initial visit.
- C. VISITATION HOURS are scheduled as follows:
- NON-SENTENCED INMATES: 8:30 a.m. - 10:45 a.m.
SENTENCED INMATES: 12:20 p.m. - 2:45 p.m.
- D. A DRESS CODE is enforced. Inform visitors.
- E. More information on VISITS is available in the INMATE GUIDELINES at the housing ACO station.

HAWAII COMMUNITY CORRECTIONAL CENTER
60 Punahale St.
HILO, HAWAII 96720

VISITATION RULES

Welcome to HCCC. Visiting is governed by the facility's RULES and REGULATIONS. Visiting is **NOT A RIGHT, IT IS PRIVILEGES THAT MAY BE RESTRICTED OR RESCINDED FOR JUST CAUSE.** Inmates and visitors shall abide by the VISITATION RULES. The following is general information about social visitation by family and friends of persons detained at HCCC.

SCHEDULE AND INMATE ELIGIBILITY:

1. Non-Sentenced Inmates: (Detainees who are going through the court process) may receive visits on Saturday, Sunday and Holidays observed by the State of Hawaii from 8:30am. To 10:45am. (Each visit period runs for 45 minutes)
2. Sentenced Inmates: (Detainees who have been through the court process and have been sentenced) may receive visits on Saturday, Sunday and holidays from 12:30pm to 2:45pm. (Each visit period runs for 45 minutes)
3. Intermittent Inmates: (Sentenced and Non-Sentenced) shall ordinarily **not be allowed** visits because work furlough usually includes socializations time.
4. New Arrival Inmates: (NA) Inmates are limited to minimal movement privileges pending a medical review and behavioral clearance which is usually a period of seven (7) days. No OUT-OF-CELL TIME or VISITS allowed during this (NA) period.
5. Inmates being held for other facilities or jurisdictions, i.e., federal detainees, etc. shall be allowed social visits unless restricted by the agency requesting the inmate's detention.
6. Inmates may have their visitation privileges restricted for disciplinary reasons.
7. Visitation privileges may be terminated and/or suspended when such visit may have a detrimental effect on the inmate or the order and good government of the facility.
8. **VISITATION DAYS OR HOURS MAY BE CANCELLED AT ANY TIME WHEN EMERGENCY AND/OR OPERATIONAL CONDITIONS WARRANT THE CANCELLATION.**

VISITOR ELIGIBILITY

1. Inmates shall be allowed to request visits from family (parents, spouse, siblings, children and grandchildren), friends, social acquaintances, etc.
 - a. Step-parents, siblings, children upon proof of relationship.
2. MINORS shall be those persons under the age of eighteen (18) years of age who are the inmates own children or grandchildren, including adopted or step-children.
 - a. The inmate's own siblings, children and/or grandchildren are the ONLY MINORS that shall be allowed to visit, unless an exception is given by the Warden.
 - b. All other MINORS shall not be allowed to visit, except that married minors, having shown proof, shall be treated as adults.
 - c. Birth Certificates for all minors must be presented at the time of the visitor's first (initial) visit. A **red star (*) mark** shall be documented in the left corner of the name box on the Visitor Card, to show that the Birth certificate has been brought in to show proof of relationship. Thereafter, a birth certificate for that individual shall not be necessary.

SPECIAL VISITS:

1. Shall be during days or times not regularly scheduled and may be authorized only by the Warden of their designee. Reasons for considering special visits may include but are not limited to; Off-Island visitors, verified conflict of schedules, verified emergencies, etc.
2. A request for a special visit shall be initiated by the visitor and referred to the Visitation Officer. The visitor shall state their name, their relationship to the inmate and their reason for the request. Special visits shall be considered on a case by case basis and count as one (1) of the allowed visits for that week.

GENERAL RULES

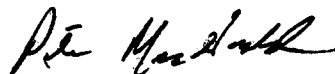
1. Visits shall be allowed only for those persons whose name are on the approved VISITOR LIST (CARD).
 - a. INMATE VISITOR REQUEST FORM - shall be submitted with the list of names of persons the inmate want to visit them. The requested visitor's social security numbers and birth dates shall be included for clearance processing.
 - 1) Visitor clearance should not be a problem, however, it is possible that some persons may be denied visitor clearance. **Temporary Restraining Orders (TRO's) will be enforced. All victims and co-defendants involved in current cases or charges of inmates housed at HCCC shall not be eligible for visitation.**
 - 2) During the clearance process, HCCC shall allow visits by immediate family. This exception shall not exceed thirty (30) days from the time of the inmate's admission date. All other visitors must wait until they are notified by the inmate that they have been placed on the inmate's approved VISITOR LIST (CARD).
 - b. VISITOR APPLICATION - shall be received, completed And submitted as soon as possible, ONLY by those who Are requested to visit, according to the names on The INMATE VISITOR REQUEST Form.
 - 1) The signed VISITOR APPLICATION shall be a document to file showing that the visitor has received pertinent information regarding inmate visits and agrees to the terms set.
 - 2) Attached to the VISITOR APPLICATION are the NOTICE OF CONSENT TO SEARCH, VISITATION RULES, DRESS CODE and LAWS AND REGULATIONS information.
2. Security shall be maintained at all times. Any exceptions to the VISITATION RULES shall be made by the Watch Commander.
3. VISITOR PROCESSING - shall be done by the ACO staff who is assigned to that post for the day.
 - a. Any person visiting shall show a photo I.D. (i.e.; Driver's License, State I.D., Military I.D., Major Credit Card I.D. with photo, Student I.D. and/or Birth Certificates for minors, etc.). Failure to present such an I.D. shall be caused for denial of visitation.

- b. All visitors are required to have read and signed an acknowledgment of a NOTICE AND CONSENT TO SEARCH. Failure to do so shall be caused for denial of visitation.
 - c. All visitors are required to submit to at least a "Pat" search. A more comprehensive frisk or strip search may be administered if deemed necessary by HCCC staff and authorized by the Watch Commander. Refusal of a search shall be caused for denial of visitation.
4. Personal items, jewelry, etc. shall be secured by the visitor prior to entering the visit area. The I.D. and keys should be the only item left at the Visit ACO's station. HCCC shall not be responsible for lost or stolen items. Other items allowed into visits may include:
 - a. One (1) clear plastic bottle, one (1) pacifier and one (1) blanket for infant children. (Exception) Hale Nani shall allow one (1) baby carrier due to the walking distance.
 - b. Diapers worn by infants shall be removed and changed in the presence of the searching ACO. It is the responsibility of the visitor to bring a clean diaper for the change.
5. All visits shall take place in the designated visitation areas. Visits shall be limited to one (1) visit session per visit day. Under normal conditions, visitation duration shall be forty-five (45) minutes. If the visiting areas are at maximum capacity it may be necessary to shorten the visit times.
6. Visitation shall be limited to five (5) visitors per inmate per day, including children and shall be admitted on first come-first serve basis. An inmate receiving visits on a visit session shall not be allowed visitors in subsequent sessions that day.
7. No more than fifteen (15) inmates and visitors shall be allowed in the visit area at one time at Punahale and Waianuenue. Komohana and Hale Nani shall be limited according to available seating capacity and shall not exceed forty-five (45) inmates and visitors in the area.
8. A visitor shall visit with one inmate ONLY. No joint visits shall be allowed unless there is a direct family or other verifiable close relationship. In these cases, the visitor must be named on the VISIT CARD (LIST) of all inmates who they wish to visit.
9. Visitors shall comply with the attached VISITOR'S DRESS CODE.

CONDUCT DURING VISITATION:

1. Loud demanding or uncooperative visitors may be denied visits.
2. Visitors who appear to be under the influence of alcohol or other substances may be denied access to the facility.
3. Visitors shall not pass or receive any item from an inmate during visits. Any person carrying or attempting to transmit any contraband item to an inmate shall be denied visitation privileges for an indeterminate period of time from the date of discover and may be subjected to prosecution as authorized by Hawaii Revised Statutes.
4. Inmates and visitors shall conduct themselves in a prudent and orderly manner. Uncooperative, disorderly or abusive behavior shall constitute cause for termination of visits and possible suspension of future visits as directed by the Warden.
 - a. Fondling or necking shall not be allowed. A hug shall be allowed upon arrival and departure. Any further body contact is disallowed. Any display of sexual behavior shall not be tolerated.
 - b. Inmates and visitors shall remain in an upright position, with both feet on the floor, during the visit. No straddling of benches, no draping of legs or sitting on laps.
5. Visitors are expected to control their children. Visits may be terminated if children disturb others, disrupt the visitation period or are left unattended. Subsequent supervision of visitation for these actions may be directed by the Warden.
6. Following visitation, visitors shall leave the facility premises immediately.
7. Any incident which jeopardizes the good government or security of the facility; such as harassment of the staff, excessive bodily display or attempt to provide an inmate with contraband, as well as violations of any of the above rules or Law of the State of Hawaii or federal Laws shall cause a visitor's access to be suspended from the date of such violation. The visitation privilege may be reinstated ONLY through appeal to the HCCC Warden, through appropriate channels.

JUL 1 2011



Effective Revision Date

Warden

HAWAII COMMUNITY CORRECTIONAL CENTER

VISITOR'S DRESSCODE

FEMALE VISITORS

- 1) Must wear undergarments which include brassiere (no sports bras or bikini tops) and under pants (no G-strings; panty hose does not constitute as an undergarment).
- 2) Dresses, muumuus, and skirts may not be shorter than the kneecaps when standing and cannot be shorter than two inches above the kneecaps when the person is sitting. Longer dresses, skirts, and muumuus may not have slits that rise higher than two inches above the kneecaps when the person is sitting.
- 3) Blouses, skirts, dresses, muumuus, and all other approved clothing must have shoulders, midriff, and upper legs covered. No sleeveless attire and no bare skin showing when raising arms.
- 4) No tight jeans or pants. Jeans and pants must reach to the persons ankle
- 5) No low cleavage tops, tube tops, tank tops, short midriff tops, shorts, bathing suits, leggings, spandex type clothing, aerobics type clothing or any form fitting/skin tight attire. No see through clothing, crotch less undergarments, culottes, gouaches, pant's pockets with holes, any clothing with holes in them or on them. No coveralls or overalls. No wrap around skirts, button down dresses. No lined jackets, hats, caps, curlers, beads, bandannas, leis and flowers. No hatbands, belts, clips, hair comb/picks, binders, bobby pins, scrunches, and other hair ornaments. Rubber bands are allowed.
- 6) Clothing shall be comfortably loose but ensure that it does not slip off. Wearing of sweaters, tops, or jackets to cover inappropriate attire is not permitted.
- 7) Unlined, non-bulky jackets or sweaters may be allowed.
- 8) Visitors must wear slippers, sandals, or shoes.
- 9) The wearing of any type of jewelry on any part of the body is not allowed, with exceptions being wedding rings, freshly pierced earrings, and any items that cannot be removed because of size or broken or welded clasp.

MALE VISITOR'S

- 1) Must wear underpants, shirt with sleeves and long pants (to ankles)
- 2) Must wear shoes, sandals, or slippers.
- 3) Shorts, bathing suits, tank tops, lined sweaters or jackets, lava lavas, jewelry, belts, hats, caps, headbands, etc. are not allowed.

CHILDREN AND INFANTS

- 1) Children shall wear the appropriate attire.
- 2) Children under ten (10) years of age may wear shorts.
- 3) Sandals, shoes, or slippers shall be worn, unless the child is being carried.
- 4) One single (unlined, unpadding) blanket shall be allowed for infants.
- 5) One clear plastic bottle of liquid (opened and checked), one pacifier and one infant blanket per infant may be carried into the visiting area.
- 6) All other restrictions shall apply.

LAWS AND REGULATIONS

READ CAREFULLY

1. A person commits the offence of promoting prison contraband in the first degree if he intentionally conveys a dangerous instrument or drug to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he intentionally makes, obtains or possesses a dangerous instrument or drug.

A "dangerous instrument" shall have the same meaning as defined in Section 707-700 (4): a dangerous instrument may only be possessed by or conveyed to a confined person with the branch administrator's express prior approval; a "drug" shall include any of the items listed in Section 712-124 (1)-(3) and (5)-(7); a drug may ONLY be possessed by or conveyed to a confined person under medical supervision.

Promoting prison contraband in the first degree is a class B felony.

A person who has been convicted of a class B felony may be sentenced to ten (10) years imprisonment and a \$10,000 fine. (Section 710-1022, Hawaii Revised Statutes.)

2. A person commits the offense of promoting prison contraband in the second degree if he intentionally conveys known contraband to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he intentionally make, obtains or possesses known contraband.

"Contraband" means any article or thing which a person, confined in a correctional or detention facility, is prohibited from obtaining or possessing by statute, rule, regulation or order.

Promoting prison contraband in the second degree is a class C felony.

A person who is convicted of a class C felony may be sentenced to five (5) years imprisonment and a \$5,000 fine.

3. None but official visitors shall be allowed to visit any state correctional facility without first obtaining the written permission of the administrator of the correctional facility or the Director of Public Safety, Corrections Division. unauthorized visiting is a class C felony within the meaning of Title 37 (Section 353048, Hawaii Revised Statutes)

(Turn over) See Behind..

4. VISITING - Visiting an inmate is a privilege, and may be restricted or denied. (Rules and Regulations of the Corrections division, 400.420.)

Every visitor, upon authorized entry into a correctional facility or its grounds, will be subject to a search of his/her person, vehicle or any item in his/her possession. (Rules and Regulations of the Corrections Division. 400.420)

CORRESPONDENCE

INMATE CORRESPONDENCE GUIDELINES

The following are guidelines in regards to inmate correspondence here at HCCC.

I. PROCESS OF SUBMITTING MAIL

- A. All housing units shall have a plainly identified, locked wooden mail box, located in the multipurpose room, to deposit all outgoing mail.
- B. All mail shall be deposited into the mail box during out-of-cell time.
- C. Personal/Social mail shall be deposited unsealed.
- D. Official mail shall be first inspected, shaken out and sealed in the presence of an ACO Staff Stamped with the "HCCC" stamp by the ACO, and then deposited.
- E. Mail shall be picked up and delivered to the housing units daily, Monday-Saturdays.

II. ADDRESSING THE MAIL

- A. Inmates shall address their mail properly, including their full names and HCCC's address, and the receiving person's full name and address.
- B. Refer to the Correspondence DIAGRAMS on the back of this page to clarify.

III. INDIGENT CORRESPONDENCE

- A. Inmates without funds (indigent) shall be provided with necessary stationary materials, pen and postage for two (2) letters each week.

IV. MONIES BEING SENT TO INMATES, THROUGH THE MAIL

- A. Family or friends may send money to inmates in the form of a Cashier's Check or money Order, ONLY!
- B. The check or money order must be made out to "HCCC", with the inmate's name on the side.
- C. Funds must be mailed in a separate envelope from the inmate's personal mail and also addressed different. (Refer to the Correspondence Diagram on back of page).

INMATE CORRESPONDENCE GUIDELINES

ADDRESSING THE MAIL

(CORRESPONDENCE DIAGRAMS)

1. OUTGOING MAIL SHALL BE ADDRESSED AS SHOWN:

Inmate's full name HCCC's address (Top left corner)	Recipient's Full Name Recipient's Address (Middle of the envelope)
---	--

John Doe 60 Punahale St. Hilo, Hi. 96720	Jane Doe 125 Lono St. Pahoa, Hi. 96778
--	--

(Any graffiti, writing/drawing on outside of envelope is unauthorized)

2. OUTGOING INDIGENT MAIL SHALL BE ADDRESSED AS SHOWN

Inmate's full name HCCC's address (Top left corner)	NF (No Funds)	Recipient's Full Name Recipient's Address (Middle of the envelope)
---	------------------	--

John Doe 60 Punahale St. Hilo, Hi. 96720	NF (No Funds)	Jane Doe 125 Lono St. Pahoa, Hi. 96778
--	------------------	--

*(*NF - No Funds ; Mark "NF" on top right corner where stamp is usually placed)*

3. INCOMING MAIL SHALL BE ADDRESSED AS SHOWN:

Sender's Full Name Sender's Address (Top left Corner)	Inmate's Full Name BUSINESS OFFICE/INMATE ACCOUNT HCCC's Address (Middle of the envelope)
---	--

Jane Doe 124 Lono St. Pahoa, Hi. 96778	John Doe 60 Punahale St. Hilo, Hi. 96720
--	--

*(*LETTERS ONLY - Stamps/envelopes/writing paper shall not be accepted through mail)*

4. INCOMING MONETARY DONATIONS TO INMATES SHALL BE ADDRESSED AS SHOWN:

Senders Full Name Senders Address (Top Left corner)	Inmate's Full Name BUSINESS OFFICE/INMATE ACCOUNT HCCC's Address (Middle of the envelope)
---	--

Jane Doe 125 Lono St. Pahoa, Hi. 96778	John Doe BUSINESS OFFICE/INMATE ACCOUNT 60 Punahale St. Hilo Hi. 96720
--	---

*(*MONEY ORDERS/CASHIER'S CHECK shall be accepted separate from other mail)*

GRIEVANCE

NOTICE

INMATE GRIEVANCE

WHAT IS A GRIEVANCE

A way to voice your complaint if you feel that your rights are violated.

Who may file a grievance ?

Any inmate housed with DEPT. OF PUBLIC SAFETY.

You may not file a grievance for someone else the grievance must be on your complaint.

What can be grieved ?

Any complaint about or against Staff, Housing, Food Service, Medical Services
Adjustment Committee findings.....

What can not be grieved through this process ?

The Courts, HPD, P.O.s, Attorneys, Misconduct's (that have not gone to the Adjustment
Committee) Your Social worker can inform you how to file a complaint in these areas.

What information must be on the grievance form ?

Your name printed, Your SSN, Your housing assignment, Your statement of the complaint,
Your signature and the date you made the complaint.

What cannot be on the grievance form ?

Threats against another person. Profanity. Complaints on more then one issue.

What happens to the grievance ?

The complaint will be looked at to see if there is merit to the complaint. If there is merit,
steps will be taken to correct the problem. If there is no merit, the complaint will be
denied. You will be informed in writing of the resolution.

How often are the grievance forms picked – up ?

Daily, Monday through Friday

Is it confidential ?

Yes it is considered confidential the grievance is shown to staff or other inmates. A supervisor may read the complaint as a means to provide a resolution to the grievance.

What happens to the grievance after it is completed ?

It is kept in the Grievance officer's office. It is not placed in the inmate's file.

What do the steps mean ?

Informal. Try to resolve the problem first in the housing unit with the staff. If you cannot resolve the problem, The following steps may be taken.

STEP 1. The complaint must be filed within 14 days of the incident. The facility will investigate the merit of the complaint and supply a answer within 14 working day of receiving the grievance.

STEP 2. If you get no answer or if you feel the answer given does not address your complaint you may submit another grievance at step 2 level. The Warden will review your complaint and the investigation from step 1 and uphold or overturn the step 1. The answer should come within 14 working days.

STEP 3. If you feel that your complaint is still not being addressed you may go to step 3, this review is done by the Department Administrator. This is the last step review within the grievance program. Step 3 has 12 working days for an answer.

When filling a grievance you must submit through the steps. You cannot submit a Step 2 or step 3 first. Exception: Emergency or crisis situations.

If you do not understand how to submit a grievance or need help in filling the grievance form out please inform the grievance officer and he/she will help you out.

At no time should any Punitive action be taken against you for filing A grievance.

PART IV
HOUSING UNIT
“INMATE BULLENTIN BOARD”

Hawaii Community Correctional Center
AUTHORIZED ITEMS FOR RETENTION
Housing Unit (Cell/Bunk areas)

1. Clothing and Linen Items:

- a. (2) T- shirt
- b. (2) Shorts
- c. (1) Personal sweatshirt*
- d. (6) Personal socks*
- e. (6) Personal underwear*
- f. Female only six (6) bras without wire or plastic (i.e. sport bra)***
- g. (1) Blanket
- h. (1) Fitted Sheet
- i. (1) Flat Sheet
- j. (1) Pillow case
- k. (1) Towel

2. Other authorized items;

- | | |
|--|-------------------------------|
| a. (1) Shampoo* (clear/see through bottle) | j. (1) Deck playing cards* |
| b. (1) Conditioner* (clear/see through bottle) | k. (2) Pens (black ink)* |
| c. (2) Soap* | l. (2) Pencils* |
| d. (1) Soap dish* | m. (1) Tablet writing paper* |
| e. (1) Toothbrush* | n. (1) Box envelopes* |
| f. (1) Brush*/comb | o. (1) Book postage stamp* |
| g. (1) Deodorant* | p. (4) Books or magazine* |
| h. (1) Roll toilet paper | q. (5) Photographs |
| i. (1) Pair rubber slippers | r. (2) Picture frames |
| | s. All authorized store order |

All items listed above are authorized for inmates incarcerated at H.C.C.C.

Items with an asterisk (*) are items that may be purchased through Inmate Store Orders.

New admission inmates are allowed to have dropped off 6 pairs of socks and 6 underwear within 14 days after their arrival.

All other items not listed above and not authorized and not issued by security, medical, or program will be considered as **PRISON CONTRABAND** punishable as a class C felony.

08/2005

Hawaii Community Correctional Center
INMATE VISITATION GUIDELINES

I. INMATE VISITORS REQUEST

This form shall be completed as soon as possible, with the visitor's Social Security Numbers and Date of Birth if possible. (SSN's and DOB's of persons other than immediate family are most important because they are not allowed to visit until they are cleared and approved. if you have the info on immediate family, submit also.)

- A. Inmates are allowed a maximum of ten (10) approved Visitors on their Visitation List (CARD)
- 1) Any additions, deletions or other changes from the first list shall be allowed on a quarterly basis, every three months as scheduled.
 - 2) Once informed of your visitor's approval, it is your responsibility to NOTIFY them.
- B. Immediate Family (parent, sibling, spouse, children, grandchildren) shall be allowed up thirty (30) day grace period, pending security clearance by security staff. Inmate must also be off New Arrival (NA) status.
- 1) The thirty (30) day grace period starts from The date the inmate is admitted into H.C.C.C.
 - 2) Personal Identification, reading and Understanding of NOTICE OF CONSENT TO SEARCH And HCCC's VISITATION RULES/DRESS CODE shall be necessary prior to visitation.

II. INMATE VISITATION

- A. APPROVED PHOTO IDENTIFICATIONS - Shall be valid or Expired cards if the person is clearly identifiable By the photo limited to the following;
- Driver's License / State I.D. / Passport / Military I.D. / Seniors Citizens photo I.D. / Bus Pass with Photo / Major Credit Card with Photo / Student I.D.
- B. Minors may show a Photo I.D. but must present their BIRTH CERTIFICATE upon the first, initial visit.
- C. VISITATION HOURS are scheduled as follows:
- NON-SENTENCED INMATES: 8:30 a.m. - 10:45 a.m.
SENTENCED INMATES: 12:20 p.m. - 2:45 p.m.
- D. A DRESS CODE is enforced. Inform visitors.
- E. More information on VISITS is available in the INMATE GUIDELINES at the housing ACO station.

HAWAII COMMUNITY CORRECTIONAL CENTER
INMATE CORRESPONDENCE GUIDELINES

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HAWAII COMMUNITY CORRECTIONAL CENTER
INMATE CORRESPONDENCE GUIDELINES

**ADDRESSING THE MAIL
DIAGRAMS)**

(CORRESPONDENCE

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STEP 3. If you feel that your complaint is still not being addressed you may go to step 3, this review is done by the Department Administrator. This is the last step review within the grievance program. Step 3 has 12 working days for an answer.

When filling a grievance you must submit through the steps. You cannot submit a Step 2 or step 3 first. Exception: Emergency or crisis situations.

If you do not understand how to submit a grievance or need help in filling the grievance form out please inform the grievance officer and he/she will help you out.

At no time should any Punitive action be taken against you for filing A grievance.

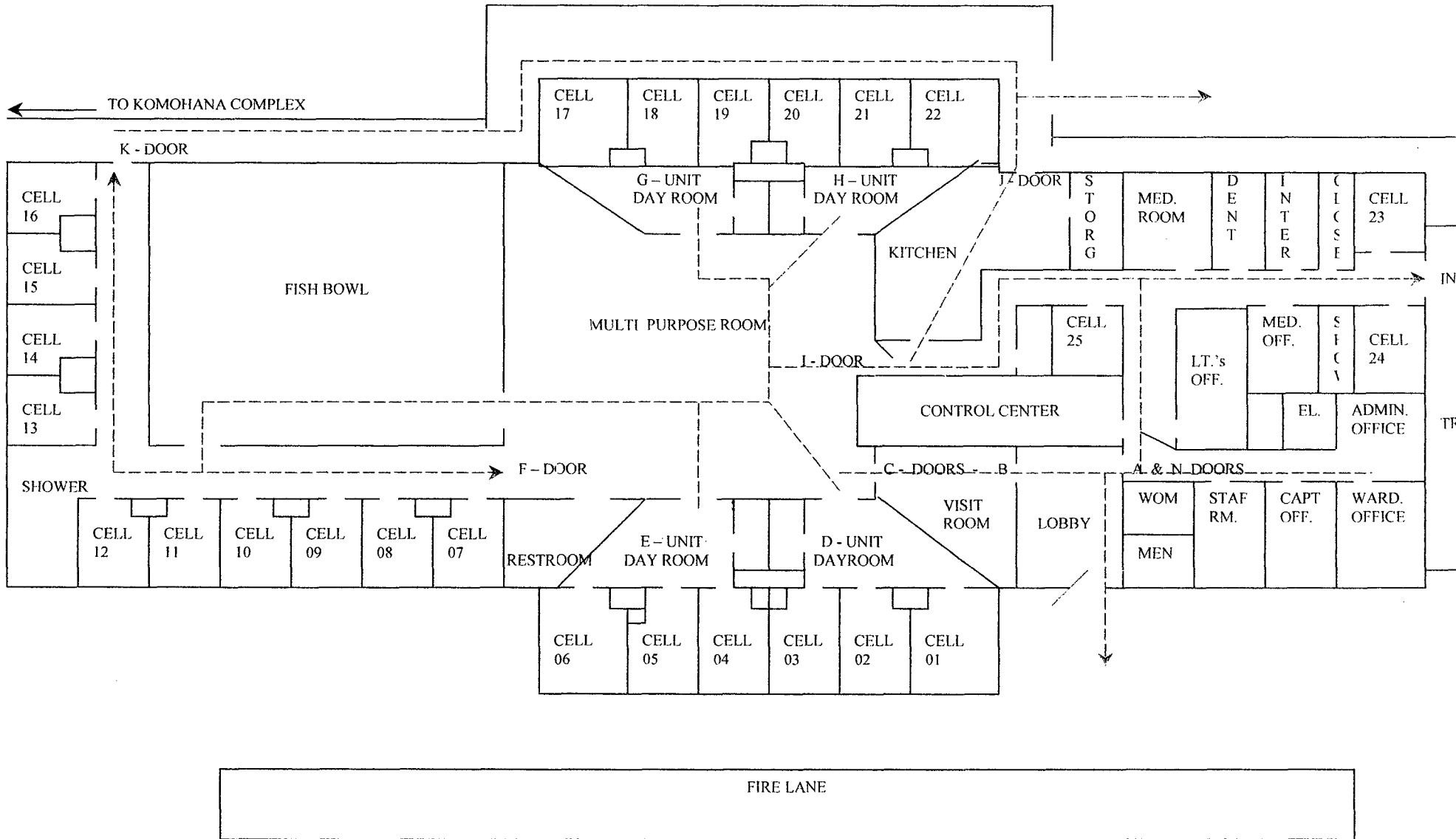
**HAWAII COMMUNITY CORRECTIONAL CENTER
INMATE LAUNDRY SCHEDULE**

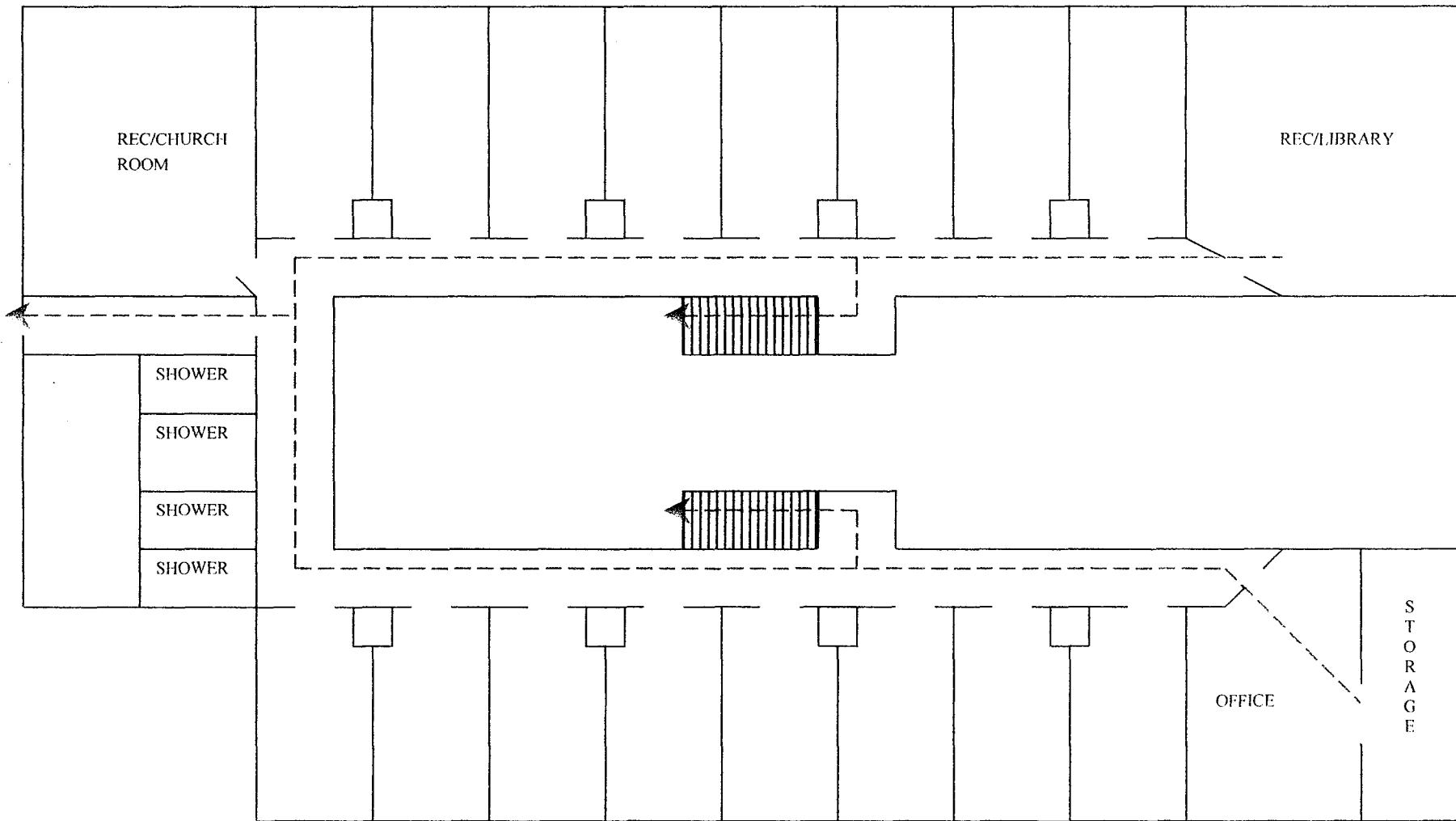
<u>DAY</u>	<u>HOUSING COMPLEX</u>	<u>LAUNDRY ITEMS</u>
Monday	All Hale Nani "Makai" Hale Nani "Makai" Hale Nani "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (inmate Clothing) Towels/Washcloths Linen (Sheets & Pillowcases) Blankets (1 st . & 3 rd . week of each months) Workline Clothes/Kitchen Laundry Uniforms
Tuesday	All Komohana Komohana Hale Nani "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (inmate Clothing) Linen (Sheets & Pillowcases) Blankets (1 st . & 3 rd . week of each months) Workline Clothes/Kitchen Laundry Uniforms
Wednesday	All Punahele Punahele Hale Nani "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (inmate Clothing) Towels/Washcloths Linen (Sheets & Pillowcases) Blankets (1 st . & 3 rd . week of each months) Workline Clothes/Kitchen Laundry Uniforms
Thursday	All Hale Nani "Mauka" Hale Nani "Mauka" Hale Nani "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (inmate Clothing) Linen (Sheets & Pillowcases) Blankets (1 st . & 3 rd . week of each months) Workline Clothes/Kitchen Laundry Uniforms
Friday	All Waianuenue Waianuenue Hale Nani "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (inmate Clothing) Towels/Washcloths Linen (Sheets & Pillowcases) Blankets (1 st . & 3 rd . week of each months) Workline Clothes/Kitchen Laundry Uniforms
Saturday	All Hale Nan9i "Makai / Mauka" Punahele, Komohana, & Waianuenue	Laundry Bags (Inmate Clothing) Workline Clothes/Kitchen Laundry Uniforms

Note: Laundry bags – Items washed in laundry bags shall include **ONLY** the following:
Issued tee- shirts, shorts / underwear, socks, sweatshirt.

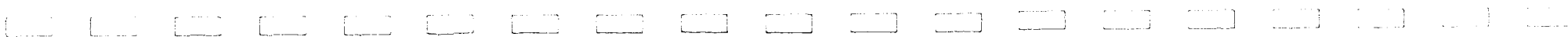
HAWAII COMMUNITY CORRECTIONAL CENTER
 EMERGENCY EVACUATION EXITS
 PUNAHELE COMPLEX

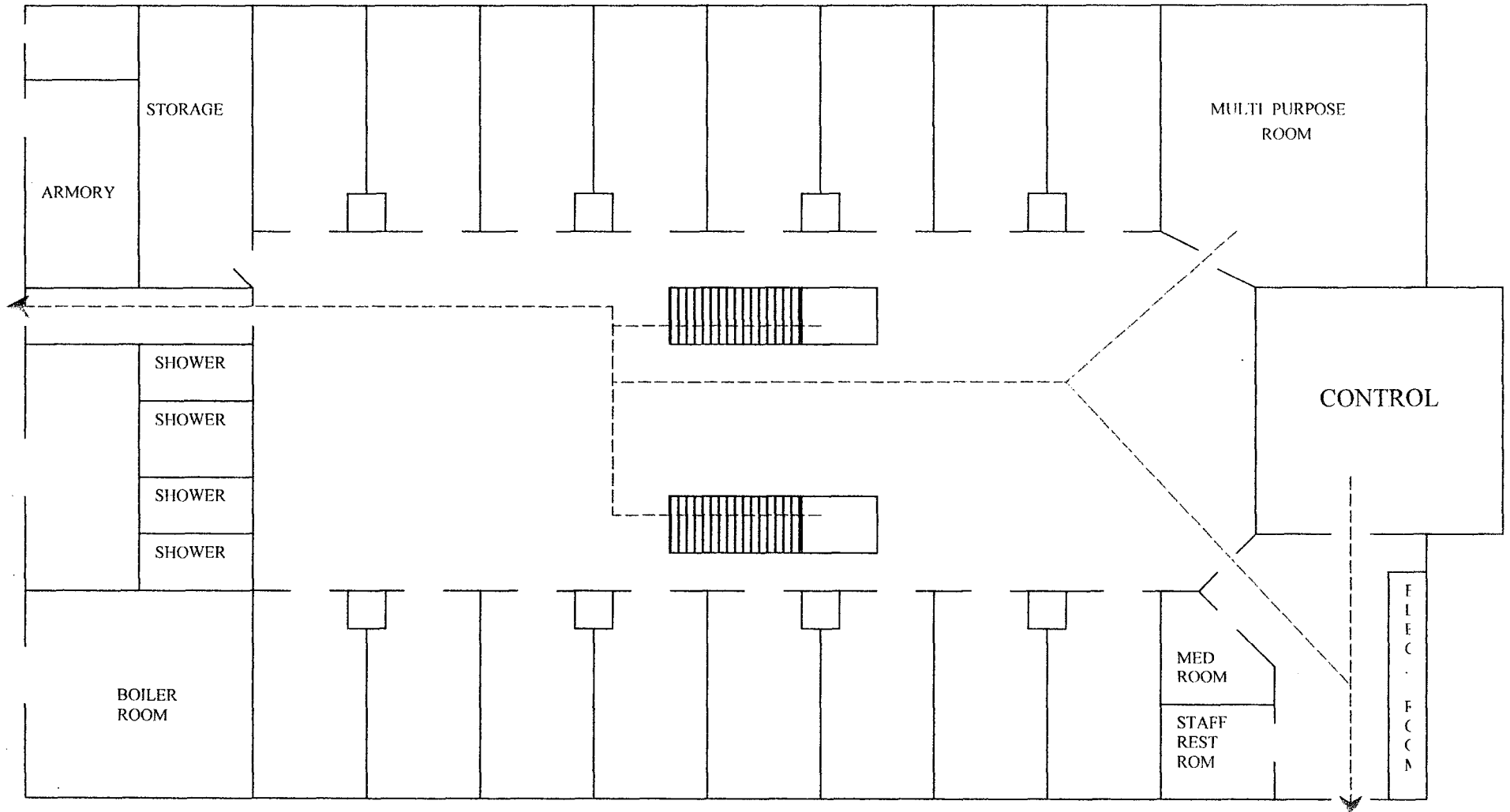
PUNAHELE REC. YARD





UPPER LEVEL

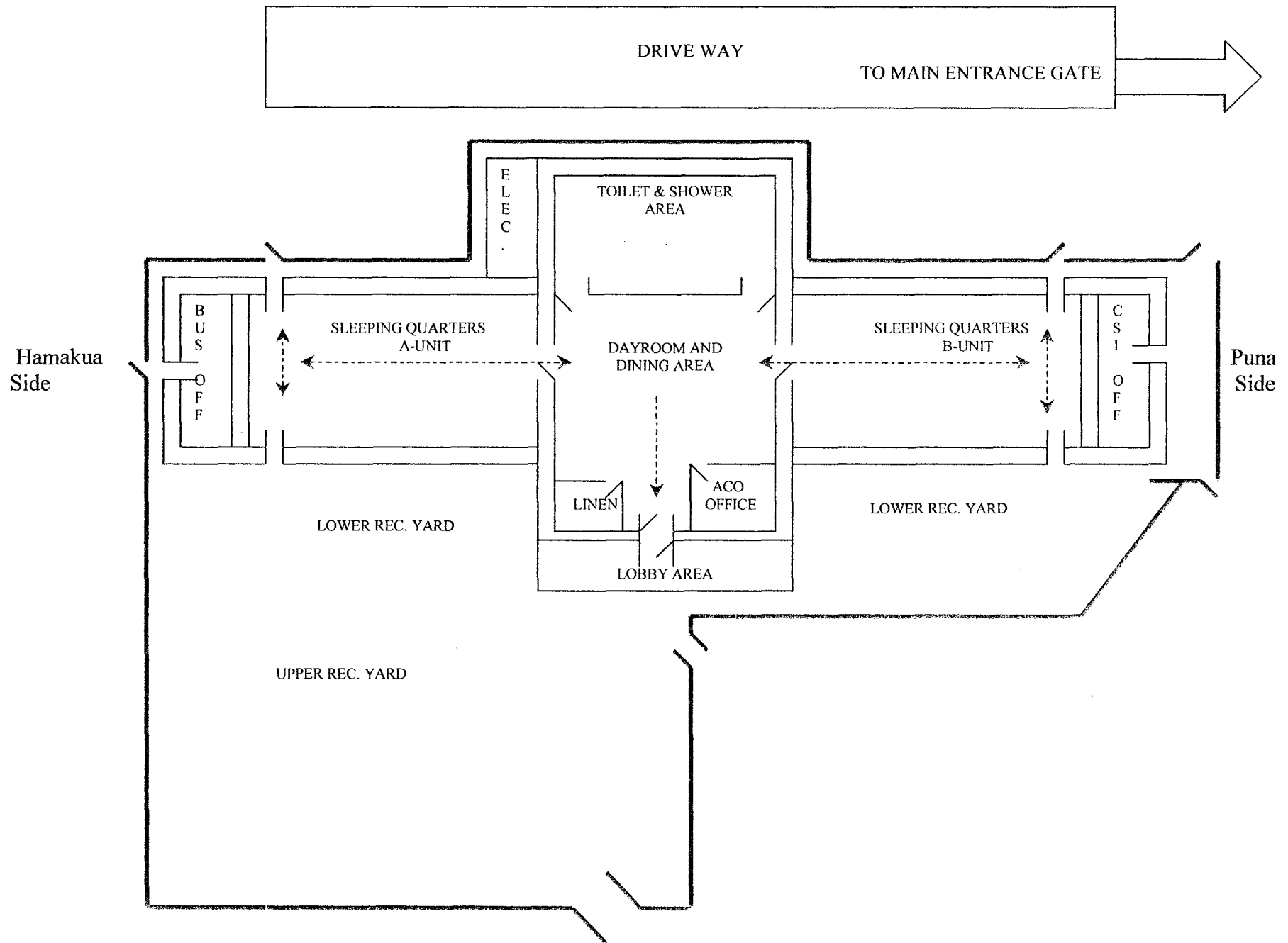




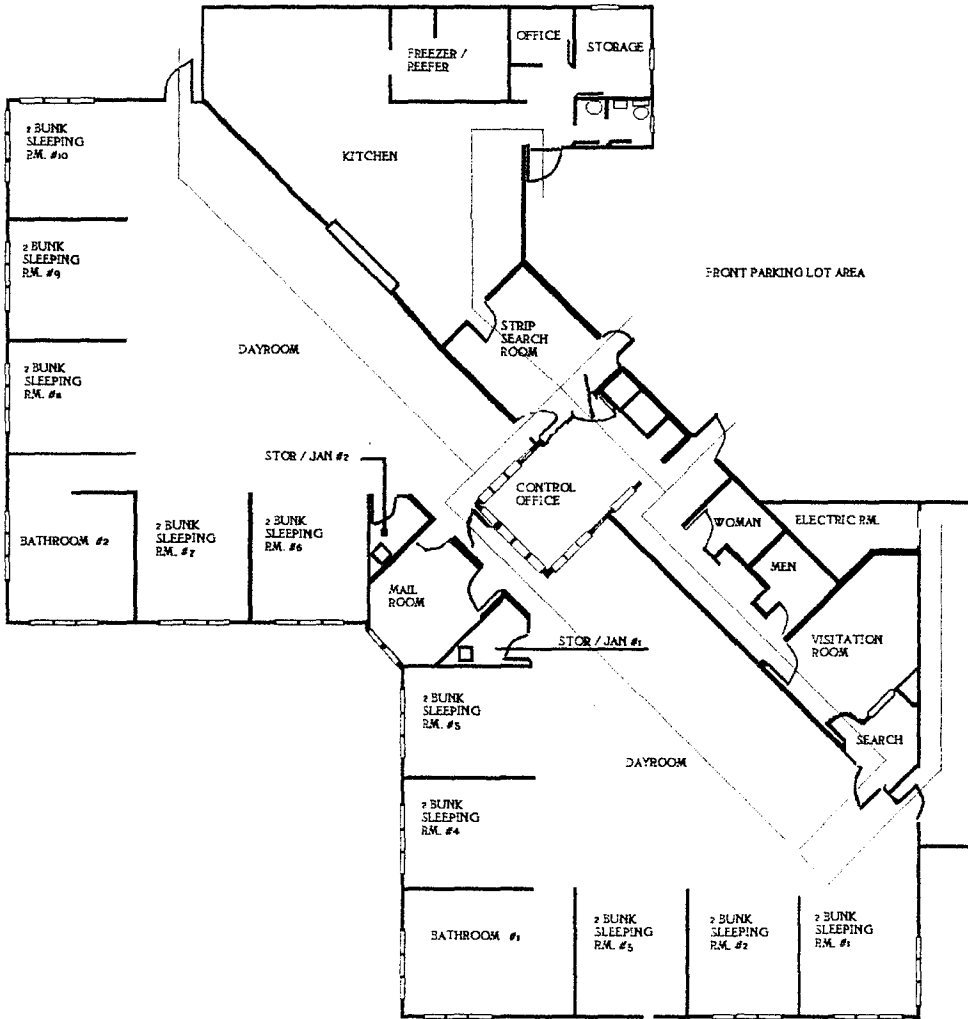
LOWER LEVEL



HALE NANI MAKAI COMPLEX
EMERGENCY EVACUATION EXITS



WAIANUENUE
REC.
YARD



WAIANUENUE
AVE

HAWAII COMMUNITY CORRECTIONAL CENTER WAIANUENUE COMPLEX EMERGENCY EVACUATION EXITS