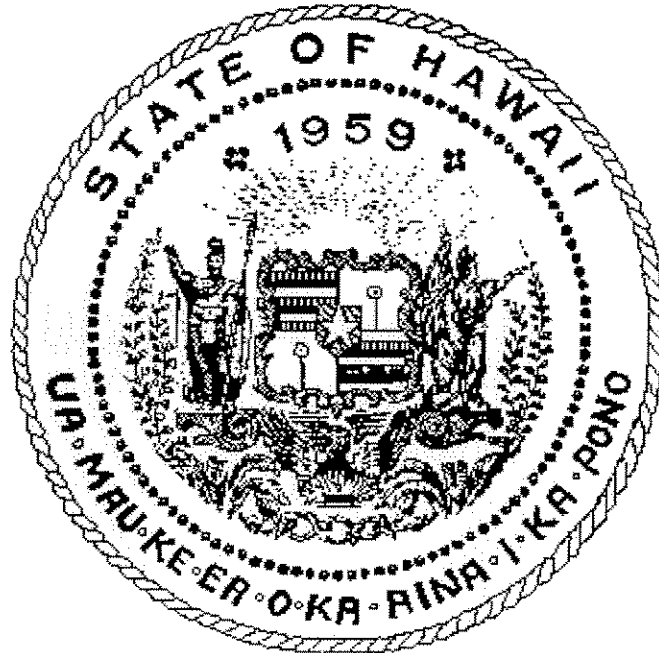


STATE OF HAWAII

Department of Public Safety



Oahu Community Correctional Center

**ADULT CORRECTIONAL OFFICER'S  
Inmate Conduct and Behavior  
Reference Guide**

February 2006

## **PREFACE**

The information contained in this handbook is based on the policies and procedures of the Department of Public Safety, Corrections Division, Oahu Community Correctional Center. All rules, regulations, directives and guidelines governing inmate behavior have been approved by the OCCC Warden Nolan Espinda.

These policies and procedures are intended to guide inmates and detainees in their daily activities and assist employees in carrying out their correctional and redirection programs. This handbook should be used for referencing rule violations and the appropriate sanctions.

Your continued professionalism and consistency in addressing rule infractions and negative behavior will ensure a more respectful and obedient inmate population.

It is impossible to cover every issue that may be encountered during an assignment. If there is any question or a need for clarification and direction, consult with your supervisor.

These policies and procedures may be modified or revised at any time by the Warden.

February 2006

<b>OAHU COMMUNITY CORRECTIONAL FACILITY POLICY AND PROCEDURES MANUAL</b>	<b>EFFECTIVE DATE:</b> <b>SEP 29 2000</b>	<b>POLICY NO.</b> <b>7.13.51</b>
	<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>7.13.51 4/20/94</b>	
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<b>INMATE RULES AND BEHAVIOR</b>		

## 1.0 PURPOSE

To set forth standards of conduct for inmates and detainees, and to describe procedures for informing them of expected behavior.

## 2.0 REFERENCES AND DEFINITIONS

### 2.1 References

- .a Hawaii Revised Statutes, 26-14.6, Department of Public Safety
- .b Hawaii Revised Statutes, 353C-2, Director of Public Safety, Powers and Duties
- .c Oahu Community Correctional Center Policies and Procedures Manual, 7.01.01, Establishment and Maintenance of Branch Policy and Procedures Manual; 7.21.51, Residency Unit Plans; 7.30.52, Development of Manuals for Unit Operations; 7.01.07, Liberty Interest Disclaimer.
- .d Hawaii State Prison Employees Handbook, January 1975.
- .e Adult Correctional Association, Standards of Adult Correctional Institution, 3rd Edition, Rules of Conduct, 3-4214.

### 2.2 Definitions

- .a Detainee: A person who has been sentenced to a jail term of one year or less; or, a person who is confined to the facility while awaiting a final court disposition.
- .b Directives: Division, Center and Unit Policies, procedures, orders, memoranda and other administrative directions for conduct and process. Often informally called "rules". Rules are more correctly defined at 2.2.d. below.
- .c Inmate: A person sentenced to a prison term of more than one year.
- .d Policy: A statement of a course of action to be consistently followed under stated conditions without reference to a higher authority; the "what" and "why" of a management decision.
- .e Procedure: A detailed description establishing what action is required to act, and where action is to take place in order to implement the desired policy. It is a series of logical and consistent steps by which action is initiated, performed, installed and finalized.

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- f. Rules: Laws or Executive or Legislative orders for conduct or administrative proceedings, usually adopted after due process and/or hearing. Particularly refers to the Administrative Rules of the Corrections Division.

### 3.0 POLICY

- 3.1 People are able to live together in peace and security as long as they respect each other's rights. To protect these rights, every community establishes rules and required that its people obey them. In facilities where people must remain for a time, there is need to respect individual rights and a need for individuals to respect the rights of the community as a whole.
- 3.2 The inmate's successful return to the community is largely dependent upon his/her ability to accept the discipline required for socially acceptable behavior and to adjust to conventional wider community standards.
- 3.3 All inmates and detainees of the Oahu Community Correctional Center are subject to and are responsible for obeying the administrative rules, policies, procedures and directives of their unit, the center, the Community Correctional Centers Division and the Department of Public Safety and all laws of the State of Hawaii and of the United States.
- 3.4 All inmates and detainees are expected to cooperate with facility staff, to obey all orders, and to conduct themselves in an orderly and law-abiding way.
- 3.5 In order that the majority of inmates and detainees might live in a safe and orderly environment, it is necessary that those individuals whose behavior is not in compliance with institutional rules be brought to the attention of the proper authorities.
- 3.6 Through the use of this program, a fair system of inmate discipline is established whereby expectations and procedures are set forth and maximum attention is focused on individual inmate/detainee adjustment to programs, behavior standards, and the general welfare and safety of the institutional community.
- 3.7 Every employee has the responsibility to monitor, direct and correct the day-to-day behavior of inmates and detainees in the attempt to prevent the occurrence of misconduct and produce orderly and cooperative conduct. Such activity may include:
- a. Counseling or advising on acceptable conduct.
  - b. Instruction in rules, regulations, policies and procedures and/or other directives.
  - c. Referral for possible corrective action.

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#### 4.0 PROCEDURES

4.1 All housing units will be issued copies of the Directives for Inmate Behavior:

- a Each housing unit will receive a copy of the pertinent policies and procedures and a copy of the Directives for Inmate Behavior.
- b The Directives for Inmate Behavior shall also be posted in the housing unit to allow inmates to familiarize themselves with the rules and regulations of the facility.
- c Inmates may be issued a copy of the Directives for Inmate Behavior which may be retained by the inmate to review for two days.

4.2 Inmate/detainee will be instructed that he/she is responsible to:

- a Read the handbook or posted rules and become familiar with its contents.
- b Obey the Administrative Rules of the Corrections Division, and otherwise cooperate as outlined in 3.3 and 3.4 above.
- c maintain and ensure the handbook or manual are kept in good condition.
- d sign for any handbook or manual and return them as directed.

4.3 All sections, units, sub-units and worklines shall maintain needed manuals, and publish, post and/or distribute needed directives, operating procedures, schedules, etc., to guide inmates, detainees, and staff in expected conduct and in correct administrative and operating procedures.

4.4 Inmate/detainees and staff shall have adequate access to all rules, regulations, policies and procedures, memoranda, administrative orders and other directives which affect them.

- a Inmates and detainees shall not be given access to any materials that the knowledge of which would threaten the security or orderly operation of the Center.
- b Access may be through:
  - 1) Issuing materials to affected parties,
  - 2) Posting materials on bulletin boards or at work stations,

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- 3) And/or compiling materials or portions of them into notebooks or handbooks,
  - a) which may be maintained under staff control or supervision,
  - b) or issued to inmates and detainees on a temporary or permanent basis.
  
- 4.5 As soon as possible after an inmate or detainee is admitted into or assigned to a unit, Corrections Supervisors shall brief inmate on expected conduct and on correct operating and administrative procedures within the unit.
  - .a They shall also inform inmate how he/she may have access to all unit directives which inmates are expected to know, and how new directives are made known and available.
  - .b If the unit has a handbook or has compiled materials for issue to inmates or detainees, it should be issued at this time.
  - .c If the inmate or detainee is known or discovered to be unable to read English, staff shall take special care to familiarize the inmate with the rules and directives. If inmate doesn't understand English and interpreter will be used to assist.
  - .d If an Inmate Handbook is discovered to be missing or damaged during the daily inspection an investigation into the matter will be conducted and those found responsible could be charged in accordance with Administrative Rules of the Corrections Division.
  
- 4.6 Each person issued any handbook or other rules or directives shall be required to sign for them, to be responsible for their proper care, and to return them when they are superseded.
  - .a Inmate Handbook will remain in each individual room/area designated in 4.1 above.
  - .b When inmate/detainee leaves the center,
    - 1) Inmate/detainee will return all unit materials.
  
- 4.6 Each year in October, the Oahu Center Warden will review this policy and procedures and recommend whether or not revision is needed.
  
- 4.7 If the Warden decides revision is needed, he/she will:
  - .a Assign a person to prepare a draft.

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- .b Consult with others for input as desirable.
- .c When the revision is completed, have it typed in final form and forwarded to the Warden for approval/disapproval.

5.0 SCOPE

This policy and procedures applies to all Oahu Community Correctional Center staff.

APPROVED: Clayton Frank  
 Clayton Frank, Warden

9/29/00  
 DATE

# DIRECTIVES FOR INMATE BEHAVIOR

## RESIDENCY SECTION – ALL MODULES

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By Captain Time Lea'e  
Operations Captain, OCCC



## **INTRODUCTION**

This set is to be kept in the ACO Control Station at all times. Whenever an inmate moves into the Module, the Sergeant on duty shall give an orientation to the inmate. Have the inmate sign for a set of this "Directives for Inmate Behavior" for two (2) days to read and if the inmate is an illiterate, the ACO shall explain all the contents in this booklet to the inmate verbally so that he/she understands the rules. The inmate will then sign the orientation sheet and the sheet kept for documentation.

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

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

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

## **INMATE RESPONSIBILITY**

Inmates are entirely responsible for their own behavior, actions and conduct. Actions and behavior resulting in injury to yourself is your own responsibility. Notify staff immediately of any injury. Violating any rule or regulation may result in disciplinary action, loss of privileges, segregation or lock-up.

## **STAFF RESPONSIBILITY**

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

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

## **INTER-UNIT REQUEST**

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

## **CHAIN OF COMMAND**

The Chain of Command is to be followed by all staff and inmates. All requests must be submitted through the Sergeant on duty who will then send it to the Residency Lieutenant prior to going to the Watch Commander and/or the Operations Captain.

## **RULES AND REGULATIONS:**

### **1. GENERAL RULES:**

The Module will run on the following rules. Exception to these rules is made by the Watch Commander/Operations Captain, and/or the Residency Lieutenant.

- .1 The day to day operation of the Module is the responsibility of the ACO IV (Sgt.) on duty. Exceptions to rules or permission to perform special activities must be granted by the Residency Lieutenant/Watch Captain before the activity begins.
- .2 Horseplay, abusive language, loud noises, shouting or aggressive behavior will not be tolerated in the Module and will result in disciplinary action.
- .3 Module inventory items (including guitars) will not be removed from the Module, unless specified and approved by the Chief of Security in writing.
- .4 Un-official Headcounts may be conducted at any time. Staff may conduct headcounts while the inmate is in their room. During Official Headcounts, all inmates are to stand outside their rooms, by their doors.  
Exception: Inmates on lockdown shall stand by their door inside their rooms.
- .5 Lockdown is for everyone. The only exceptions are emergencies or modified lockdown periods.
- .6 Upon returning to the Module, all inmates must report directly to the Control Station (do not pass any rooms or the Program area) and will be strip-searched by staff. Staff may also pat or strip-search an inmate at any other time.
- .7 There will be no loitering by: the front door, counselor/interview office or phone.
- .8 No inmate is allowed in staff office rooms without permission. Violation is a 107 write-up.
- .9 Inmates are expected to conduct themselves in an orderly manner at all times.
- .10 Inmates must wear their personal clothes & undergarment when they go to court. Personal clothes shall be worn for all appearances before the court, except video conferencing.
- .11 No homemade/handmade or facility equipment may be used to exercise in the Module.

- .12 Eating utensils (i.e. forks, spoons, etc.) must be disposed of after use. FSU food items are not permitted in any room, only store order items allowed.
- .13 General Cleaning of the entire Module shall be done during the 1<sup>st</sup> Shift on Saturdays on the 2<sup>nd</sup> and 3<sup>rd</sup> week of every month. Module Sergeants shall cancel all in-house programs for two (2) hours during the general cleaning.

## 2. INDIVIDUAL ROOMS:

- .1 Rooms will be cleaned before leaving the Module for any reason. Safety inspections will be conducted daily (including holidays and weekends) according to guidelines. While in the room, when leaving the Module or when the room is unattended, doors will be in the closed position but not locked. Room doors may be left open only when the inmate is cleaning his/her room. Do not tamper with or block the door lock or prop the doors open.
- .2 Regular room inspections will be conducted every day before 10:00am.
  - a) Beds will be made; floors neatly swept and mopped, ledges dusted, desktop and toilet cleaned. Rubbish cans will be emptied. Nothing hanging from bedposts, doorknobs, ledges, lockers, light fixtures, etc.
  - b) Inmates are not allowed to be in their rooms during inspection. Footlockers must be left open.
  - c) No items should be left out of the locker. Only a towel, toothpaste, toothbrush, soap, deodorant, shampoo and after-shave (1 each) may be kept out of the locker. The paper containers (boxes) must be thrown away or put in the lockers. All other items (clothing, pictures, store items, etc) must be kept in your own locker. The locker must remain closed. Hanging of clothes is not allowed.
  - d) Only 5 pictures are allowed. All excess will be sent out or confiscated.
- .3 Walls, furniture, air vents, window and door panel will be cleaned daily. State owned property and equipment will not be defaced, destroyed or obstructed. Light fixtures and/or lights will not be tampered with, covered for any reason or have any item placed on or in them.
- .4 Bedding or other room items are not allowed outside the room except to launder or exchange when damaged. No hanging of clothes or bedding in the room.
- .5 Smoking in the Module is NOT ALLOWED. This is a 107 write-up. Smoking is only allowed in the designated smoke break areas as indicated in the Smoke Break Schedule. Refer to Attachment 1 for Smoke Break Schedule.
- .6 Loitering on the walkways and stairs is prohibited. Pounding on windows or doors to attract attention will not be tolerated. However, tapping on the door to attract the attention of the ACO is permitted.
- .7 Kitchen utensils/equipment, such as serving spoons, bowls, cups or plates may not be brought into individual rooms. FSU issued food items are not allowed inside your rooms. Only purchased store order items are allowed.

- .8 Room searches shall be done on a regular basis or at random.
- .9 Mattresses are not to be removed unless authorized to do so. No footlocker or other gear on beds. Footlocker must be placed on the floor. You must sleep in your assigned bed.
- .10 Cardboard boxes may not be used for storage of property and are not allowed in the rooms.
- .11 No items of any kind are to be taped or attached directly to the walls, floors, ceiling or furniture of the inmate's room.
- .12 Door panel covers may only be long enough to cover from the bottom of the third door hinge (counting from the bottom of the door) to the bottom of the glass panel. They are only used when using the toilet or changing clothes. Door panel covers must be stored in the drawer when not in use.
- .13 Dirty laundry is to be placed in the designated laundry basket. It is to be washed at the next laundry day and not allowed to accumulate. No hand washing of any clothing is allowed within the Module.
- M20 .14 Used maxi-pads are to be disposed of properly as instructed and not to be dropped into the toilet or in the rubbish can.
- .15 Sport shoes can only be aired out under the sink or in the shoe rack for the quad.
- .16 Inmates are not allowed to enter another inmate's room or allow another inmate in the room unless directed by staff. Standing in the doorway or reaching in another inmate's room is prohibited. If another inmate enters your room, you must notify staff.
- .17 Only one chair is allowed in each room. Chairs are not to be taken out of the room unless directed/approved by staff.
- .18 Only inmates living on the second floor are allowed on the tier. Standing or leaning on the railings is not allowed. You may talk to your roommates in your room or talk to other inmates in the program area.
- .19 All store order items are to be kept in the rooms. One (1) cigarette will be issued and taken out into the Smoke Break area during smoke break periods. Radios are not permitted outside the room except when used to watch TV in the program area. Radios and headphones shall not be worn during any headcount.
- .20 Only items on the inmate's approved clothing list and store items are allowed in the room. Inmate's personal civilian cloths are not to be stored in the cell with the inmate.
- .21 Inmates are not allowed to loiter in the stairways or any other area not specified.

- .22 All room lights will be turned on at 1800 hours (6:00 p.m.) and will remain on until evening lockdown at 2130 hours (9:30 p.m.). Lights may be turned off earlier if the inmate wishes to sleep (inmate must first notify staff, before turning the light off). All lights must be turned off at mid-night (2400 hours).
- .23 Mattress and pillow sanitizing is conducted every Wednesdays during 1<sup>st</sup> Shift. Check with the duty Sergeant for correct procedures.
- .24 Inmates are not allowed to cover or block the air vents, lights and windows in any manner, or to tamper in any way with any of these items.

**3. SHOWER ROOM:**

- .1 Personal hygiene will be practiced at all times. You are expected to shower regularly and keep yourselves well groomed. If you drip water on the common area floor/walkway, you must wipe it dry immediately. Notify staff immediately should the shower entry floor mat become saturated.
  - .2 Towels may be worn only when moving to and from the shower room and the individual's room. No nudity is allowed when going to the shower. Uniforms must be worn outside the rooms. Bareback and/or only underwear is not allowed outside the rooms.
  - .3 The shower will be closed prior to and during daily morning inspection, chow time and lockdown time at 9:00pm. Only one inmate is allowed in the shower at a time. Exception to these times will be at the discretion of the Sergeant. No loitering outside the shower area.
  - .4 Inmates may not utilize any shower room other than the one located on their floor in their quad. Exceptions may be made by the ACO in-charge in case of breakdown or other contingencies.
- M20 .5 For female Module inmates, shorts and T-shirts may be worn only when moving to and from the shower room and in individual rooms, and at recreation. **NO NUDITY IS PERMITTED** when going to the shower. Uniforms and undergarments must be worn whenever outside of the dorm.

**4. TELEVISION:**

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

**5. TELEPHONE:**

- .1
  - a) Personal telephone calls will be monitored by staff in accordance with facility policy and procedures.
  - b) Inmates will be assigned their telephone time by staff.
  - c) Inmates will be allowed ONE ten-minute call period every other night regardless of inmate population. If he/she is unable to make a call or contact during the time period, he/she cannot make the call at any other time period.
  - c) Personal telephone time operation hours are as follows:  
  
72-man Modules: 3:00pm – 9:00pm  
  
48-man Modules: 4:30pm – 8:30pm
- .2 Incoming personal telephone calls for inmates are not accepted or allowed, except in emergencies. In the event of an emergency, the staff will arrange for the inmate to return the call. For incoming attorney calls, see 5.6b.
- .3 Outgoing telephone calls made during business hours must be approved by the ACO IV on duty in accordance with institutional rules. Special considerations will be made by the Residency Lieutenant or the Watch Commander. All calls will be logged in the appropriate record book.
- .4 Telephone use during business hours is strictly controlled.
- .5 Inmates will not call any office or staff member within this facility. Inmates will not call any State of Hawaii Official without prior approval.
- .6
  - a) Daytime calls to the Ombudsman's Office and ACLU must be requested in writing by submitting an Inter-Unit request to the Sergeant on duty. The Module Sergeant or Residency Lieutenant may approve/disapprove the call. If approved, these calls will be made at the staff's earliest convenience on the day the request is approved. Correspondence by mailed letter is the preferred method of communication.
  - b) All other calls must be approved by the Module Sergeant.
    - i. Incoming attorney calls shall be accepted provided the call occurs during non-lockdown hours and the attorney is properly identified by staff (i.e. attorney number and/or call back to official place of business).
    - ii. Outgoing attorney phone calls shall be permitted not more than three (3) times a week upon approval of the Sergeant as described in facility policy 7.15.51. The Module Sergeant may allow

attorney phone calls if there is a justifiable need, otherwise alternate forms of attorney/client contact shall be utilized (attorney visit, correspondence or law library).

- c) Long Distance telephone calls shall be conducted during the normal ten-minute phone period. More than one call may be placed during this time period. The receiver of the call must not enable calling features such as call forwarding, ID Blocking, conference/3-way calling, etc. The receiver of the call must accept all charges. The use of phone cards or personal accounts to pay for charges is strictly prohibited.
  - d) Call to family if there is a death in the inmate's immediate family. The Module Sergeant will allow this type of call.
  - e) Other circumstances will depend on its urgency and may be approved or disapproved by the Residency Lieutenant on duty.
- .7 No incoming telephone call will be directly routed to any inmate.
- .8 All calls shall be logged by staff. Abuse of the phone privilege in any form will result in immediate suspension of phone privileges for the individual and could result in further disciplinary action. Phone calls to other Modules by inmates is strictly prohibited. The use of profanity or threats will not be tolerated. The cost to repair damage to any state property will be deducted from your account.
- .9 Telephone P&P's are to be adhered to by all Modules. Exceptions are to be approved by the Watch Commander, Operations Captain or Chief of Security only.

## 6. CONTROL STATION:

- .1 Inmates are not allowed on the Control Station platform or zone without staff permission. Inmates reporting to the Control Station (by staff request or inmate initiative) will wait for staff permission before approaching the Control Station.
- .2 Request forms (telephone, clothing, business, inter-unit, etc.) must be dropped off at the Control Station platform to be processed each morning no later than 8:00am during 1<sup>st</sup> Shift. The designated area will be chosen by the 1<sup>st</sup> Shift Sergeant.
- .3 Before leaving the Module, the inmate will report to the Control Station, drop off his/her pass card to the ACO, and retain a Gate Pass before leaving.  
Exception: Recreation in the Rec. Field – staff will collect the pass cards in the Module kitchen area.  
M20: Female Module during smoke break, staff will collect pass cards at the Control Station area.
- .4 Except for recreation or work, inmates must wear their uniform, slippers, NO socks or bloused pants inside the socks or shoes. No crease marks are to be ironed on any uniform. Inmates and/or detainees will be allowed to “roll up” their pants *only* if the pant legs are too long. The length of the pant legs should be at

the wearer's ankle, no higher or longer, to avoid stepping on or tripping over any excess material.

Inmates and/or detainees may be directed at any time to "unroll" their pant legs to conduct security inspections/searches.

- .5 Inmates will not remove anything from the Control Station without permission from the ACOs. Inmates will not read any material on the counter nor reach over the counter for anything without staff permission.
- .6 Requests and other inmate forms will not be filled out at the Control Station. Signing in/out and bringing the in-house workline book up to date will be the only exception.
- .7 All Controlled items (i.e. scissors, iron, guitar, etc.) checked out from the Control Station will be returned after use and before lockdown at **1:00pm** or **9:00pm**. Controlled items are not permitted inside individual rooms. The inmate who checked out the item is responsible for personally returning it during the Watch shift that it was borrowed.
- .8 Grievance forms shall be issued upon request and the number entered in the appropriate logbook. Ensure one topic/issue per grievance form. Attempt resolution through the informal process before submitting any grievance. Grievances must be submitted within 14 days on which the basis of the alleged complaint occurred.
  - a. Step I: addressed by the Chief of Security. Response will be within 15 working days. To appeal the response, you must submit an appeal within 5 days to proceed to the next step.
  - b. Step II: addressed by the Facility Warden. Response will be within 15 working days. To appeal the response, you must submit an appeal within 5 days to proceed to the next step.
  - c. Step III: addressed by the Department of Public Safety. Response will be within 20 working days or more if time is needed to conduct an investigation.
  - d. An Administrative Review may be initiated after all steps have been exhausted. See PSD P&P 493.12.03 for details (Law Library).

## 7. RECREATION:

- .1 Approved T-shirt, shorts (solid color, no pockets) and shoes may be worn to go to recreation. No writing on clothes except for inmate's name in designated areas. If the uniform is to be worn, it must be in full uniform (pants, shirt, & slippers).
- M20 .2 Female inmates shall wear undergarments with the approved T-shirt and shorts when they go out for and during recreation.
- .3 No other items can be taken out of the Module for recreation.
- .4 While standing outside the Module, shoes and socks must be removed and inmate ready for strip search upon returning from recreation.  
Refer to Attachment 2 for copy of Recreation Field Schedule



.5 Indoor Recreation:

Module board games and their paraphernalia will not be kept or used in individual rooms. They are to remain in the Program areas or stored in the Recreation equipment cabinet. Exception: Guitar/Ukulele playing may only be done inside your own room. All Module games, recreation equipment, and musical instruments will be turned in to staff prior to Module lockdown (1:00pm on 1<sup>st</sup> Shift and 9:00pm on 2<sup>nd</sup> Shift, daily).

M20 All Module games, recreation equipment and musical instruments must be turned in to the In-house Recreation Monitor at 1:00pm on 1<sup>st</sup> Shift and 9:00pm on 2<sup>nd</sup> Shift, daily.

**8. PROGRAM AREAS:**

- .1 Horseplay (pushing, shoving, etc.) is not allowed at any time. Yelling, swearing, abusive language or loud noises are also not allowed in the Modules.
- .2 Communicating or signaling through windows, doors, etc. to inmates/staff outside of the Module is not allowed.
- .3 Meals served in the Module must be eaten in the designated dining area(s). Meals cannot be eaten in the rooms; the exception: inmates in lockdown status.
- .4 Smoking in the Modules is absolutely FORBIDDEN. Smoking is only allowed in the designated areas. Smoking is not allowed in offices, bathrooms, etc.
- .5 All board games will be controlled and monitored by staff/Recreation monitor. Games are to be checked out by the inmate by leaving his/her pass card at the Control Station.
- .6 Guitars/Ukuleles are to be played in the room unless approved by the Sergeant to be played elsewhere in the Module. Exception: Module 4
- .7 Module magazines may not be kept in the inmates' room.
- .8 Television volume will be set at a reasonable level. Inmates must use their headphones while watching TV, if applicable. Television sets are to be turned off if no one is watching and will be the responsibility of the last inmate watching. Violation of this rule or if responsibility cannot be determined, may result in loss of TV viewing privileges.
- .9 Clean up after yourself when leaving any program or activity area. The mess you make is your responsibility to clean up.
- .10 Program areas are not lounging areas. Share the chairs and do not lay on them. They are built to be sat on. Feet are to be placed on floors and not on other chairs, TV stand or walls.

- .11 Use the furniture and Module equipment correctly. Proper use and respect of furniture and Module equipment is the responsibility of each inmate. No inmate shall sit on any tables, counters, ledges, etc.
- .12 Headphones/radio shall not be worn outside of your room, except in the program area. Do not wear/use headphones while walking to/from your room.

9. **WORKLINES:**

- .1 All inmates are expected to work.
- .2 You are expected to stay on your workline for the complete shift. Extra trips back to the Module for cigarette, etc. are not permitted.
- .3 Nothing is to be brought back from the workline except personal clothing. Exceptions must have prior approval of the Module staff.
- .4 **Sickness:** If you are sick, it is your responsibility to report to sick call on the first day of illness for excused absence from work. Unexcused absences will not be allowed.
- .5 Kitchen workers shall clean, fill up water and turn on the countertop warmers on specific times according to procedures.

10. **INMATE PROPERTY:**

- .1 All staff issued clothing is considered State property and must be returned by the inmate to staff prior to release from the module.
- .2 All clothing in the inmate's possession must be labeled with the inmate's name. **Any unmarked clothing will be confiscated by staff.** No borrowing, trading or selling of clothing is allowed. Exception when labeling is not possible due to store not having labels in stock.
- .3 All clothing is to be marked with your last name only. No uniform may be altered. No cutting or alteration of any inmate uniforms is allowed.
- .4 All clothing will be inventoried by staff. Unwanted or excess clothes must be turned in and disposed of by staff. This will insure an accurate and up-to-date clothing inventory. Any article of personal property not listed in your inventory will be confiscated and if not claimed, destroyed. Excessive clothing is a violation of facility policy and will result in disciplinary action.
- .5 No kitchen utensils, plates, food, condiments or bread wrappers are allowed in the room. Anything in the rubbish can is rubbish and is not to be removed unless ordered by staff. Anything found on the floor that does not belong to you is to be turned in to the Control Station. All trash will be disposed of properly.
- .6 Laundry schedule is posted. The laundering of sheets and blankets is mandatory.

- .7 Hygiene request slips are to be submitted in accordance with the Module schedule.
- .8 Store orders – check with staff on duty.
- .9 Personal property, visit and mail information – check with staff on duty.

**11. HEADCOUNT:**

- .1 All headcounts (scheduled or unscheduled) will be verbally announced by staff on duty and/or by the blinking of the Module lights. Inmates will go directly to their rooms without delay.
- .2 Inmates are to stand in front of their assigned rooms in full view of the staff. Absolutely NO talking, stirring or movement is allowed during the headcount procedure. No leaning on the hand rails. No wearing of headphones/radios.
- .3 Official Headcount Time:
  - a) 3<sup>rd</sup> Shift: 0200 hours 0500 hours (Standing)
  - b) 1<sup>st</sup> Shift: 1015 hours (Standing) 1330 hours (Standing)
  - c) 2<sup>nd</sup> Shift: 1630 hours (Standing) 2100 hours (Standing)
- .4 All headcounts are Standing Headcounts unless otherwise specified. Headcounts may be conducted at any time.

**12. INMATES IN LOCKDOWN:**

- .1 All food served during mealtime must be eaten prior to tray pick-up. No saving of food is allowed (drinks included).
- .2 Module recreation/shower periods will be conducted daily, except during lockdown periods, by the Sergeant on duty.

**13. RESTRICTED AREAS:**

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

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

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

**OTHER INFORMATION:**

- A. Visitation Hours:
  - 1) 6:30am to 1:15pm (Entrance cutoff time 12:30pm)
  - 2) On weekends: 1 visit day only – 2 approved visitors only
  - 3) On Holidays: regular visitation – 2 approved visitors only
  - 4) 45 minutes each visit
  - 5) Exception: Special visits must be approved by the Chief of Security
  - 6) Refer to Attachment 3 for detailed information
  
- B. Business Office:
  - 1) Money drop-off is from 7:00am to 1:30pm, Monday through Friday except on Holidays
  - 2) **Only those who are on your Visit List or approved list are permitted to deposit money into your account.**
  - 3) Maximum of \$60 per day for on-site deposit
  - 4) Cash, Money Order or Cashier's Check accepted ONLY
  - 5) If mailed, Money Order or Cashier's Check shall be payable to **OCCC/"inmate name"** and may be for any amount

C. Library Use:

1) Law Library:

- a) Sign-up list will be posted every Monday
- b) You must sign-up to be placed on the schedule
- c) You must initial and specify reason on the schedule if you are not able to attend on your scheduled day
- d) You will be charged \$0.50 per photocopy.

2) Recreational Library:

- a) You must also sign-up for recreational library
- b) All books/magazines/reading material must be returned as directed.
- c) Upon release, all borrowed items must be returned.

D. Education:

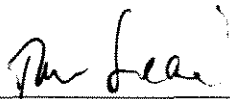
- 1) You must request and sign-up for educational classes
- 2) You can only attend the classes when you are scheduled

E. Worklines:

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

F. Store Order:

- 1) Store order is on every other week
- 2) Money must be received on Mondays no later than 1:30pm for the week of the Store Order.
- 3) Store Order tickets must be submitted to the Housing Unit Control Station no later than Tuesday 2:00pm for the following week Store Order.



Captain Time Lea'e  
Operations Captain



Major John Manumaleuna  
Chief of Security

Noted:

  
Nolan Espinda, Warden

Date:

12/21/05

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## 1.0 PURPOSE

To set forth acts of inmate conduct which are prohibited, to inform all inmates and staff of institutional rules and directives to govern inmate conduct and set forth penalties which may be imposed for violations.

## 2.0 REFERENCES AND DEFINITIONS

### 2.1 References

- a. Hawaii Revised Statutes, 26-14.6, Department of Public Safety
- b. Hawaii Revised Statutes, 353C-2, Director of Public Safety, Powers and Duties
- c. Department of Public Safety, Policy and Procedures Manual, COR.13.03
- d. Oahu Community Correctional Center, Policies and Procedures Manual, 7.11.01, Inmate Segregation; 7.11.03, Protective Custody/Administrative Segregation; 7.11.51, Mail for Inmates Housed in Disciplinary Segregation; 7.17.01, Confiscation and Disposition of Inmates' Personal Property; 7.17.02, Personal Property of Inmates.
- d. Guidelines for the Development of Policies and Procedures. Adult Correctional Institutions, American Correctional Association, May1981, 4321 Hartwick Road, Suite L-208 , College Park, MD 20740

### 2.2 Definitions

- a. Adjustment Committee: The Adjustment Committee shall be normally composed of at least three members who are not actually biased for or against the inmate or ward. A 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 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 good government of the facility, the community.
- c. 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.j below.

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- d. Disciplinary Segregation: The placement of an inmate in a segregation unit separated from the general population after being found guilty of violation(s) of Department and/or Facility policies and procedures, conduct rules or directives by an adjustment committee.
- e. 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 minor infractions and enables prompt and fair disposition of minor offenses.
- f. Minor Rule or Directive Violation: One which poses no serious threat to safety security, or welfare of staff, other inmates, or the institution, or subjects individual to the imposition of lesser penalties. Any violation of OCCC policy and procedures 7.13.01 shall be considered a minor violation.
- g. Pre-Hearing Detention: A non-punitive form of segregation from the general population based on a pending disciplinary action, authorized by the Warden or designee, when the continued presence of the inmate in the general population would pose a serious threat to property, self, staff, other inmate, security or orderly running of the facility, the community. Pursuant to department policy COR.11.01.
- h. Privileges: Something granted by the Warden or his/her designee such as visitation, smoking, personal phone calls, personal correspondence, access to commissary, community recreation, etc.
- i. Restitution: Repayment of part or all of a loss caused by a crime or misconduct, or of loss or damage of State or another person's property.
- j. Rules: Laws or Executive or Legislative orders for conduct or administrative proceedings, usually adopted after due process and/or hearings. Also called "Rules and Regulations." Refers particularly to the Administrative Rules of the Department of Public Safety-Corrections.
- k. Serious Misconduct: A serious rule violation, moderate or above category misconduct, 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.
- l. Serious Misconduct Adjustment: A serious misconduct shall be punished 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**

- 3.1 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, DOC 8214 (Attachment b).
- 3.2 Nothing in this policy and procedure relieves staff members from their responsibility to direct and correct day-to-day behavior of inmates/wards in the attempt to prevent the occurrence of misconduct.
- 3.3 All inmates and employees shall have adequate access to all rules, regulations, policies procedures, memoranda, administrative orders and other directives which affect them.
- 3.4 The OCCC Library, all sections and residential units and certain employees shall have copies of the Facility Policy and Procedures Manual.
- 3.5 All units shall publish and/or distribute necessary directives, schedules, etc. to guide inmates and staff in expected conduct and in correct administrative procedures.

### **4.0 MISCONDUCT RULE VIOLATIONS AND SANCTIONS**

- 4.1 The following is a list of misconduct violations. The violations can be categorized as serious misconduct 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.
- 4.2 Greatest Misconduct Violations
- a. 1. Sexual assault.
  2. Killing
  3. Assaulting any person, with or without a dangerous instrument, causing bodily injury.
  4. The use of force on or threats to a correctional worker or the worker's family.



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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. Setting or starting a fire.
7. Destroying, altering or damaging government property or the property of another person resulting in damage of \$1,000 or more, including irreplaceable document.
8. Adulteration of any food or drink, which may result in serious bodily injury or death.
9. Possession, introduction or manufacture of an explosive or ammunition or paraphernalia to manufacture such items.
10. Possession, introduction or manufacture of any firearm, weapon, sharpened instrument, knife or other dangerous instrument.
11. Rioting.
12. Encouraging others to riot.
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.
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.
15. Throwing or attempting to throw feces, urine, blood, or other types of bodily fluids (including spitting) at or on staff.
16. Attempting, tampering, or obstructing the lawful collection of a urine sample.

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- 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.
  - 17. Any lesser and reasonable included offense in paragraph (1) to (13).
  - 18. Any other criminal act which the Hawaii Penal Code classifies as a class A felony.
- b. Sanctions, which may be imposed as punishment for acts listed in above, shall include one or more of the following:
- 1. Disciplinary segregation up to sixty days.
  - 2. Any other sanction other than disciplinary segregation.

#### 4.3 High Misconduct Violations

- a.
  - 1. Fighting with another person.
  - 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.
  - 3. Assaulting any person without a weapon or dangerous instrument.
  - 4. Escape from an open institution or program, conditional release center, or work release furlough, which does not involve the use or threat of violence.
  - 5. Attempting, planning, aiding or abetting an escape, including creating or possessing a dummy or dummy-like object.
  - 6. Destroying, altering or damaging government property or the property of another person resulting in damages between \$500.00-\$999.99.
  - 7. Adulteration of any food or drink, which could or does result in bodily injury or sickness.
  - 8. Possession of an unauthorized tool.

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9. Possession, introduction, manufacture or use of any narcotic paraphernalia, drugs, intoxicants or alcoholic beverage not prescribed for the individual by the medical staff, which includes any form of being intoxicated.
  10. Possession of any staff member's clothing or equipment.
  11. Encouraging or inciting others to refuse to work or to participate in work stoppage.
  12. The use of physical interference, obstacle or any substance resulting in the obstruction, hindrance, or impairment of the performance of a correctional function by a public servant.
  13. Giving or offering any public official or staff member a bribe.
  14. Flooding, plugging, or attempting to flood or plug an apparatus, which causes a potentially unsanitary or unsafe environment.
  15. Any deviation from the following: date of validity, time expiration, destination, and purpose/intent of any furlough pass.
  16. Any lesser and reasonable included offense of paragraphs (1) to (15).
  17. Any other criminal act which the Hawaii Penal Code classifies as a class B felony.
- b. Sanctions, which may be imposed as punishment for acts listed in above, shall include one or more of the following:
1. Disciplinary segregation up to thirty days.
  2. Any other sanction other than disciplinary segregation.

#### 4.4 Moderate Misconduct Violations

- a. 1. Engaging in sexual acts.
2. Making sexual proposals or threats to another.

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3. Indecent exposure.
4. Wearing a disguise or a mask.
5. Destroying, altering or damaging government property or the property of another person resulting in damages between \$50.00 - \$499.99.
6. Theft
7. Misuse of authorized medication.
8. Possession of unauthorized money or currency.
9. Loaning of property or anything of value for profit or increased return.
10. Possession of anything not authorized for retention or receipt by the inmate or ward and not issued to the inmate or ward through regular institutional channels.
11. Refusing to obey an order of any staff member, which may include violations in the low moderate category.
12. Failing to perform work as instructed by a staff member.
13. Lying or providing false statements, information, or documents to a staff member, government official, or member of the public.
14. Counterfeiting, or unauthorized reproduction of any document, article or identification, money, security, or official paper.
15. Participating in an unauthorized meeting or gathering.
16. Being in an unauthorized area.
17. Failing to stand count or interfering with the taking of count.
18. Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.

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19. Unauthorized contacts with the public or other inmates.
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.
21. Smoking where prohibited.
22. Tattooing or self-mutilation or possession of tattooing tool/implements.
23. Harassment of employees.
24. Any lesser and reasonably included offense of paragraphs (1) to (31)
25. Any other criminal act which the Hawaii Penal Code classifies as a class C felony and misdemeanor.

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

1. Disciplinary segregation up to fourteen days.
2. Any other sanction other than disciplinary segregation.

#### 4.5 Low Moderate Misconduct Violations

- a.
  1. Destroying, altering or damaging government property or the property of another person resulting in damages less than \$50.00.
  2. Possession of property belonging to another person.
  3. Possessing unauthorized clothing.
  4. Malingering or feigning an illness.
  5. Using abusive or obscene language to a staff member.
  6. Unauthorized use of mail or telephone.

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7. Correspondence or conduct with a visitor in violation of rules.
8. Violating a condition of any community release or furlough program.
9. Unexcused absence from work, or other authorized assignment.
10. Failure to follow safety or sanitary rules.
11. Using any equipment or machinery not specifically authorized, or contrary to instructions or posted safety standards.
12. Being unsanitary or untidy; failing to keep one's person and one's living quarters in accordance with posted safety standards.
13. Any lesser and reasonable included offense of paragraphs (1) to (9).
14. Any other criminal act which the Hawaii Penal Code classifies as a petty misdemeanor.

b. Sanctions, which may be imposed as punishment for acts listed in 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; cigarettes) smoking; personal visits - no longer than fifteen (15) days; personal correspondence; personal phone calls for not longer than fifteen (15) days.
4. Impound personal property.
5. Extra duty.
6. Reprimand.
7. Any sanction other than disciplinary segregation.

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4.6 Minor Misconduct Category (10)

- 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, cigarettes, smoking, personal visits, personal correspondence, personal phone calls, for not longer than fifteen (15) days.
  2. Impound inmate's personal property.
  3. Extra duty.
  4. Reprimand.

4.7 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.

4.8 Inmates are responsible to conform their behavior to the rules and directives governing their facility, their housing unit, workline, school and/or any other program(s), and their expected conduct; and to refrain from committing any violations and/or misconduct.

4.9 Staff are responsible for monitoring inmate conduct, enforcement of all rules and directives, and to take appropriate corrective action in cases of misconduct.

**5.0 PROCEDURE**

5.1 As soon as possible after admission into the housing unit, the inmate shall review all posted rules and regulations, and be briefed by the housing unit Sergeant or designee on living unit expectations for inmate behavior. The inmate shall be informed on how he/she may have access to additional directives which are in effect, and how new directives are disseminated and made available.

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5.2 All persons issued any handbook or other rules and directives shall be required to sign for them, be responsible for the care of the materials and ensures it is returned when directed by correctional staff or policy.

5.3 Review:

- a. Each year in October, the Chief of Security or designee will review this policy and procedures and will recommend to the Warden whether it should remain in force as written, or whether revision is needed.
- b. If the Chief of Security or Warden decides that revision is needed, he/she will:
  - 1) Assign a person to prepare a draft;
  - 2) Consult with others for input, if desirable;
  - 3) When the revised policy and procedures are acceptable, it shall be typed in final form and forwarded to the Facility Warden for approval or disapproval.

## 6.0 SCOPE

This policy applies to all employees at the Oahu Community Correctional Center.

Effective date of this policy and procedure: Upon approval.

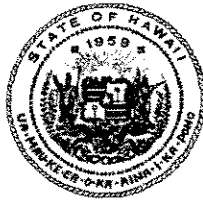
APPROVED: \_\_\_\_\_

*Clayton Frank*  
 Clayton Frank, Warden

Date: \_\_\_\_\_

*1/14/03*





DEPARTMENT OF PUBLIC SAFETY  
Oahu Community Correctional Center

**INMATE ORIENTATION**

Upon placement in the Oahu Community Correctional Center, in Module (Annex) \_\_\_\_\_, on this date: \_\_\_\_\_, I received an orientation that included:

(check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Introduction of Module/Unit staff   | <input type="checkbox"/> Area of posted rules and directives   |
| <input type="checkbox"/> Layout of Module, restricted areas  | <input type="checkbox"/> Behavior expectations / guidelines    |
| <input type="checkbox"/> Contraband items / Excess property  | <input type="checkbox"/> Telephone: Bail/Official/Personal     |
| <input type="checkbox"/> Inmate Inter-Unit Request procedures  | <input type="checkbox"/> Money Drop-Off / Property Pick-up     |
| <input type="checkbox"/> Mail procedures   | <input type="checkbox"/> General Module rules and expectations |
| <input type="checkbox"/> Intolerable Behavior: <i>assault, threats, intimidation, disobedience, etc.</i> |  |
| <input type="checkbox"/> Visit Procedures  | <input type="checkbox"/> Other: _____                          |

Offered Bail Call

Accepted

Declined

The basic orientation has been discussed with me and the rules and directives governing contraband items, assaults, threats and the manner of disposition for violating these rules. I fully understand the information provided to me and if needed, I will read the posted rules and guidelines for clarification or ask a staff member.

I further understand that respect is expected for all staff members and other inmates.

I was offered the opportunity to ask any questions during my orientation.

INMATE NAME: \_\_\_\_\_  
(Print) Date

INMATE SIGNATURE: \_\_\_\_\_

Staff Member: \_\_\_\_\_  
Name (Print) Title

Signature of Staff Member: \_\_\_\_\_

*Upon completion, to be placed in the inmate's institutional file*

**OAHU COMMUNITY CORRECTIONAL CENTER**  
Security Section

**TO:** \_\_\_\_\_ **SID:** \_\_\_\_\_  
Print Name of Inmate

**FROM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Print Name of ACO / Staff Member Title

**SUBJECT: PRE-HEARING DETENTION NOTICE**

This notice is to inform you that a Report of Misconduct has been processed on allegations that you may have violated rule(s) as defined in OCCC Policy and Procedures 7.13.52, Acts Prohibited for Inmates and Penalties for Such Actions. The specific alleged misconduct(s) may be, but not limited to, the following:

- 1) 7.13.52 section 4. \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_
- 2) 7.13.52 section 4. \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_
- 3) 7.13.52 section 4. \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_
- 4) 7.13.52 section 4. \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_

**Date Confined:** \_\_\_\_\_ **Time Confined:** \_\_\_\_\_ hours

**Location of Confinement:** \_\_\_\_\_ MAXIMUM CONTROL UNIT (Holding Unit) \_\_\_\_\_

**Date Released:** \_\_\_\_\_ **Time Released:** \_\_\_\_\_ hours

Due to the seriousness of the violation(s), you are to be placed in the Maximum Control Unit for Pre-Hearing Detention pending an investigation and possible Adjustment Committee hearing.

**APPROVED BY:** \_\_\_\_\_  
Shift Commander Date

I hereby acknowledge the receipt of this notice:

\_\_\_\_\_  
Signature of Inmate Date Time

Five copies required: Original retained in housing unit; (1) copy to MCU Sgt.; (2) copy to Operations Captain; (3) copy to Shift Commander; (4) copy to Section Lieutenant/Supervisor; (5) copy to Module 5 Lieutenant