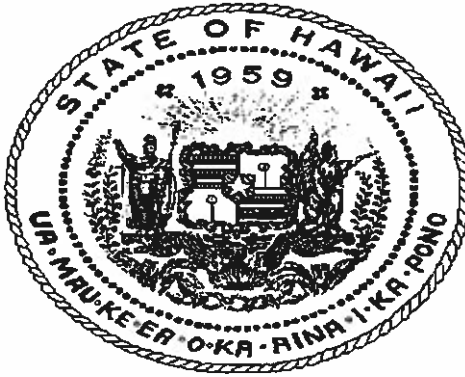


STATE OF HAWAII

DEPARTMENT OF CORRECTIONS AND REHABILITATION



MAUI COMMUNITY CORRECTIONAL CENTER

600 Waiale Drive
Wailuku, Hawaii 96793

VISITOR'S HANDBOOK

Revised: Jan 2024

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WELCOME TO THE MAUI COMMUNITY CORRECTIONAL CENTER “MCCC”

The staff of MCCC welcomes all of you and encourages inmates to maintain close contact with their families and friends by using their visitation privileges. Visiting privileges may be restricted, suspended, or terminated, if the rules are violated by either the inmate or the visitor. It is important for you to read this handbook and become familiar with the rules governing visitation.

It is necessary that the inmate submit a list of visitors for approval to enter MCCC. Processing and clearance for these persons normally takes three to four days, and it is the responsibility of the inmate to inform visitors when they have been approved for visitation.

Visitors under the supervision of Adult Probation or Parole must get approval from their PO to visit any inmate. Written approval must be sent to the visit officer.

Other subjects such as telephone privileges, mailing program, store order, etc. which may be of interest to you, are covered in this handbook. Please read this handbook in its entirety and if you have any questions, you may contact the case manager assigned to the inmate.

MONEY PROCEDURES

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

Only cashier's checks made payable to *Maui Community Correctional Center* shall be accepted for deposit to an inmate's account. The full name of the inmate recipient must be legibly shown on the cashier's check. The full name and address of the donor must also be represented. A maximum of \$275.00 per month, per inmate, will be accepted.

Electronic deposits can be made through the Connect Network website (www.connectnetwork.com) and not exceed the monthly allotment of \$275.00 per inmate per month. After the visit list is submitted and approved only those on the list will be able to electronically send money for commissary. Money is not transferrable between the phone and commissary accounts. Fees will apply.

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

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

MCCC will soon be accepting deposits from approved visitors via a payment kiosk located near the front entrance. Deposit options include cash, credit and debit cards. Fees may apply.

VISITATION PROCEDURES

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

APPROVED VISITATION

Effective March 22, 2022, an individual shall be approved for visitation after the completion of the required process; the visit office will only accept (1) visit request form for approval every June and December per calendar year regardless of an inmate's admission date. A visitation list may not have more than 10 individuals.

Individuals on active parole/probation must obtain, in writing, permission to visit from their PO. Written approval must be sent to the visit officer.

Inmates are limited to have (2) adult visitors and with a minor below age 13 max per visit only. Visits for inmates housed in the Modules/Dorms will be non-contact. Inappropriate behavior will not be tolerated and will result in the cancellation of the visit.

Visitors will be required to complete DOC 8247, Visiting and/or Correspondence applications. Visitors must present a picture identification if age 13 or older. Non-picture identification shall be sufficient for visitors under the age of 13. This form is to be completed at MCCC Gatehouse. Visitors are prohibited from taking the application.

A responsible adult who is on the inmate's visit list must escort visitors under the age of 18. A parental "Consent form" must be signed and approved if the escort is not the legal guardian. The parental consent form must be signed. The legal guardian must complete a Notice of Waiver for each visitor under the age of 18. The parental consent form and a notice of waiver form must be signed and notarized. The adult escort must remain with the minor during the entire visit. The minor shall not be left unattended.

VIDEO VISITATION

In addition to in-person non-contact facility visits, inmate tablets are available for a fee during assigned times. Inmates have access to an inmate tablet for video visitation with approved visitors. Pay options include prepaid and PIN debit calls. Payment is the responsibility of the inmate and party accepting the video call. All video visit calls, except for identified privileged/legal video calls, are subject to monitoring and recording. Any inmate using tablet access to violate facility rules (i.e. sexual acts on/off camera, sexually explicit material or references or photos, nudity, planning escape, introduction of drugs, weapons, or other contraband, engage in STG activity, violence, or any other actions that would threaten safety, security, order, discipline, or control), shall result in disciplinary action to include the blocking of the contact/visitor on the tablet and banning of in person visitation for up to 24 months.

Video visit calls are a privilege and can be revoked at any time.

MAIL PROCEDURES

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

First/Last Name	Stamp
Inmate's First/Last Name (include SID Number) c/o Maui Community Correctional Center 600 Waiale Drive Wailuku, HI 96793	

All correspondence must go through approved channels. Staff monitors incoming/outgoing mail. Any suspicious mail that appears to cause a threat to the safety and security of MCCC may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue, drawings, bookmarks, lipstick/kiss marks, inappropriate content (i.e. pornography, threatening remarks), or no more than five (5) pictures per envelope.

PRIVILEGED /LEGAL MAIL

Mail from the attorney of record or any prospective attorney is considered Privileged/Legal Mail. Mail from government officials and the courts are not considered Privileged/Legal Mail. Mail shall be addressed in the following format:

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

PROHIBITED ITEMS

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

- Any over-the-counter drugs/alcohol/illegal drugs/drug paraphernalia or any mind altering substance; for example, pills, liquids, powder, etc.
- Written communication containing threats of violence against staff, civilian personal or vendors. Any other type of threat that compromises the overall security of the facility and/or the safety of the staff and inmates.
- Stationery products: stamps, blank paper, blank greeting or postcards, electronic musical cards, gift cards, calling cards
- Photo magnets, laminated plastic or hard cover items (book markers, frames, sheet protectors, tattoo stencils)
- Plant shavings (flower petals), body hair
- Calendars, maps, electrical wiring diagrams, blue prints
- Glitter, glue, ink stamps, lipstick and or kiss marks, stickers
- Heavily perfumed or scented envelopes
- Newspaper clippings and store coupons, poems or musical printouts (lyrics), digital downloads photos and poems and lyrics
- Third party correspondence
- Sweepstake prizes, pre-approved credit cards. Participation in a related event is not permitted
- Personal checks, money order or cash
- Paper clips, ribbons, candy
- All photos must be 3" x 5" or smaller. No altering of photos - no cut-up, torn, pasted or laminated. Photograph depicting nudity, gang graffiti or affiliation or alcohol is prohibited. Social Media screen shots are prohibited.
- Drawings/colors or any gang related material or affiliations (only black ink or pencil writing).
- Disc jockey request to radio stations and solicitations
- Subscriptions to a publication (book, manual, magazine, or newspaper) without prepayment and prior written approval
- Sexually explicit material or content are prohibited

TELEPHONE PRIVILEGES

During recreation times, inmates have access to a phone, based on a prepaid account through GTL telephone service. Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. You are responsible to contact GTL to set up an account to receive calls. Three-way calls are not allowed and may automatically be disconnected, resulting in a misconduct for the inmate initiating the call and the blocking of the telephone number. All calls are subject to being monitored. Telephone calls are a privilege that can be revoked. Do not call MCCC for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call MCCC to speak to an inmate. This request will not be granted.

GTL: Customer Service Number: (877) 650-4249
Website: www.connectnetwork.com

FAX Number: (251) 473-2002
Email: support@connectnetwork.com

Mailing Address: Advance Pay Service Dept.
P O Box 911722
Denver, CO 80291-1722

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

Note: All inmate telephone calls are closely monitored with the exception of privileged calls to Attorneys with Bar Association Number, Ombudsman, and ACLU.

INMATE PROPERTY PROCEDURES

Maui Community Correctional Center will no longer accept incoming property. All property will be for purchase on inmates store order.

EXCESS AND DISALLOWED PROPERTY:

Inmates have 30 days to have prohibited or excess property picked up or mailed out to family member / friend. Contact **Property Officer** for pick up days and times.

SENTENCED INTERMITTENT INMATE (WEEKENDER):

Only white T-shirts / Undergarments (i.e. panties, bras, sports bras, white socks (long), boxers, and briefs) will be allowed to come in.

ALL OTHER PROPERTY IS PROHIBITED.

BAIL, RELEASE AND SUPERVISED RELEASE ISSUES

Bail can only be paid in cash or cashier's check. The cashier's check shall be made payable to either Maui District Court or Maui Second Circuit Court from 8:00 a.m. – 4:00 p.m., Monday – Friday, excluding state holidays. The court's fiscal office is located at 2145 Main Street, Ste. 137,

Wailuku HI 96793, telephone (808) 244-2999. **Please note, bail is not accepted at MCCC.**

MCCC does not address questions related to an inmate's release time. For information regarding bail amounts and charges, contact the appropriate court office where the inmate's case is being heard. For questions related to court hearing, contact the inmate's Attorney or Public Defender.

MCCC TELEPHONE DIRECTORY

The following telephone numbers are listed to provide assistance:

MAIL OFFICE	(808) 243-5861
PROPERTY OFFICE	(808) 243-5102
VISITS OFFICE	(808) 243-5861
INMATE'S ACCOUNT	(808) 243-5282
PROGRAMS SOCIAL WORKER	(808) 243-5197

Note: All rules and regulations are subject to change at any given time without prior notice.



Liane Endo, Warden
Maui Community Correctional Center

The following forms are available at the Gatehouse of MCCC