

## **KULANI CORRECTIONAL FACILITY (KCF)**

### **INMATE RESPONSIBILITIES**

Inmates are reminded that their ability to follow the guidelines is a measure of their progress toward release. Their level of program participation will be evaluated to ensure their success on parole. KCF offers programs and activities that will allow inmates the opportunities to develop skills that will be useful in their transition back into the community.

### **INMATE GRIEVANCE**

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

### **TELEPHONE PRIVILEGES**

During assigned times, inmates have access to a phone to make local, inter-island, mainland, and international calls. Pay options include collect, prepaid, and debit calls. Payment is the responsibility of the inmate and party accepting the call. All personal inmate telephone calls, with the exception of identified privileged/legal calls, are subject to monitoring and recording. 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 phone number. Phone calls area privilege and can be revoked at any time.

Inmates shall designate a list of names and phone numbers to be added to his/her phone list to use the inmate telephone system. Any legal calls that are not identified as an attorney number, shall not be protected from recording and monitoring. PSD Form 8733, Inmate Personal Allowed Numbers, will be provided upon Intake. Calls to the Office of the Ombudsman and the ACLU are not subject to monitoring and recording.

Do not call the facility for inmate information, as no information will be provided due to

privacy issues. Messages will not be delivered to any inmate. Do not call the facility to speak to an inmate; authorization will not be granted to speak to any inmate. In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family), request to speak to the Watch Commander and state the nature of the emergency. Do not leave this information on any electronic messaging system.

**CORRESPONDENCE PROCEDURES**

All correspondence must go through approved channels. KCF’s mail officer monitors all incoming and outgoing mail. Any suspicious or unauthorized mail will be returned to the sender. There is no restriction on incoming and outgoing mail. Mail shall be addressed in the following format:

First/Last Name	Stamp
Return Address	
Inmate’s First/Last Name	
c/o Kulani Correctional Facility	
P.O. Box 4459	
Hilo, HI 96720	

**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 Name	Stamp
Attorney Bar Number	
Attorney Address	
LEGAL MAIL	
Inmate’s First/Last Name	
c/o Kulani Correctional Facility	
P.O. Box 4459	
Hilo, HI 96720	

## MONEY PROCEDURES

Only individuals on an inmate's approved visitation list are allowed to deposit money into an inmate's account. Cashier's checks will only be accepted through the US Post Office. Cashier's checks will not be accepted any other way (i.e. drop off at KCF gatehouse). Cashier's checks must be payable to Kulani Correctional Facility, and clearly list the sender and inmate's full name and sender's complete address. Cashier's check that is incorrectly sent (i.e. individual not on approved visitation list) will be returned to the sender. Inmates are allowed to receive a total of \$300.00 per month from approved correspondents. Any donations over this amount will be transferred to the inmate's restricted account or returned to sender.

First/Last Name	Stamp
Return Address	
Inmate's First/Last Name	
c/o Kulani Correctional Facility Business Office	
P.O. Box 4459	
Hilo, HI 96720	

Family members and or friends shall not call KCF's Business Office for balances or questions regarding an inmate's funds.

## VISITATION PROCEDURES

The Department of Public Safety encourages inmates to maintain close contact with their family and friends through regular visits. Inmates shall be notified in writing when the individual is cleared to visit. Visitation applications will be processed in a timely manner. It is the inmate's responsibility to inform the individual who is requesting entry for a visit once they are cleared.

Visitation is NOT a right but a privilege that can be restricted, suspended, terminated, or withdrawn if any or all visitation guidelines set forth are not conscientiously observed by an inmate and or his visitors. Physical contact between the inmate and visitors is limited to the time of greeting and departure. No prolonged kissing, grasping, fondling,

physical abuse or any physical behavior with sexual implication. Violations will result in immediate removal and termination of visit. It is a violation to pass, convey, exchange, give or hand over any item not approved for the inmate and or visitor.

## VIDEO VISITATION

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, with the exception of identified privileged/legal video calls, are subject to monitoring and recording. Any inmate using tablet access to violate facility rules (i.e. nudity, planning escape, introduction of drugs, weapons, or other contraband, engage in STG activity, violence, contacts that are not approved on the visitor list, 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.

## VISITING DAYS/HOURS

### Weekends and Holidays

8:00 – 9:00

9:00 – 10:00

12:00 – 1300

13:00 - 1400

Visitation hours are updated frequently. For the latest schedule please go to the KCF webpage.

## VISITOR DRESS CODE

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

Female visitors will inform the female Search ACO of their menstrual period. Visitors shall be required to remove and change sanitary supplies in the presence of a female

ACO. The used sanitary supplies shall be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

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.
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 person's ankle.
5. No low cleavage tops, tube tops, tank tops, short midriff tops, shorts, bathing suits, leggings, spandex type clothing with holes in them or on them. No coveralls or overalls. No wrap around skirts or button down dresses. No lined jackets, hats, caps, curlers, beads, bandanas, 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 Visitors:

1. Must wear underpants, shirt with sleeves and long pants (to ankle).
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.

### **INMATE PROPERTY PROCEDURES**

KCF inmates are provided clothing, bedding, necessities, rain gear, safety items, working shoes, slippers, and jackets. With the approval of KCF's housing/property officer, Inmates may receive sneakers or gym shoes from an authorized correspondent. Inmates will submit a written request to the housing/property officer and wait for approval before notifying their correspondent. Sneakers or gym shoes must be black or white in color.

### **RELEASE**

Inmates will be responsible to notify their family members/friends on their schedule release date. All releases (i.e. time served/paroled) will occur at: Time: 9:00 am  
Place: KCF's Gatehouse, Prince Kuhio Mall, or Hilo International Airport.