

**WOMEN'S COMMUNITY CORRECTIONAL CENTER (WCCC)
PROCEDURES FOR MAIL, VISITS AND PROPERTY**

Do not call the facility for offender information, as no information will be provided due to privacy issues. Messages will not be delivered to any offender. Do not call the facility to speak to an offender; authorization will not be granted to speak to any offender. In the event of an emergency (i.e. information regarding the safety of an offender, death in the family), request to speak to the Watch Commander and state the nature of the emergency. Do not leave any information on any electronic messaging system.

MAIL PROCEDURES

There is no limit on the amount of correspondence sent/received. 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 WCCC may cause a delay in the processing. Mail may 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, or inappropriate content (i.e. pornography, threatening remarks). Books, magazines, food items, etc. may not be sent to an offender.

Mail shall be addressed in the following format:

First/Last Name	Stamp
Return Address	
Inmate's First/Last Name c/o Women's Community Correctional Center 42-477 Kalaniana'ole Hwy Kailua, HI 96734	

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. Privileged/ Legal Mail shall be addressed in the following format:

Attorney First/Last Name, Agency	Stamp
Attorney Bar	
Number Attorney	
Address	
LEGAL MAIL Inmate First/Last Name c/o Women's Community Correctional Center 42-477 Kalaniana'ole Hwy Kailua, HI 96734	

MONEY PROCEDURES

After the first 30 days of incarceration, only individuals on the offender's visitation list are allowed to deposit money into the offender's account. Cashier's checks/official bank drafts will be accepted through the mail, provided the sender is on the offender's approved visitation list. The offender's name and SID number must be printed on the lower left corner of the Cashier's check. All Cashier's checks shall be made payable to Women's Community Correctional Center.

VISITATION PROCEDURES

*Visitation hours will be reviewed in 60 days and adjusted in accordance to WCCC's operational needs.

Visitation is a privilege and not a right. These privileges may be restricted if either the offender or visitor violates the rules. An individual directed to leave the WCCC premises due to rule violations/conduct and refuses to comply shall be charged with trespassing; also, visitation privileges may be suspended from the date of occurrence up to one year. Each offender is responsible for informing visitors of the "Visitation Rules/Guidelines."

During each visiting period, offenders are allowed no more than 5 visitors. Every individual is counted as 1 visitor. "Switching" of visitors while a visit is in progress is prohibited. Any minor child less than 18 years of age shall require an escort by a responsible authorized adult. An offender's own child, age 18 or older, may be appointed to be the responsible adult escort upon written approval from the child's legal guardian by completing the Minor Consent Form. During the visit, the responsible adult escort shall remain with the minor child throughout the visit period. In the event the offender is the sole guardian, the offender may initiate in-house documentation selecting an adult from her approved visitation list to escort the minor child into WCCC. The case manager may assist in the preparation of these documents.

Offenders must submit a list of visitors for approval on the "Visit Request" form that is distributed in each housing unit with all required information. Both copies of the visit request form must be filled out and turned into the Visit Officer. "Visit Request" will only be accepted twice a year, during the months of June and December. Removal of any visitor from the inmate's visitation list may be on a continuous basis. New Intakes will have 30 days after incarceration for immediate family members to visit and 30 days to submit their request to establish a permanent visiting list. Proof of relationship must be provided. The list shall consist of no more than 12 people, including family members/friends. When a permanent visiting list has been established, those individuals on the approved list may be allowed to visit.

Individuals on active parole/probation must obtain in writing, permission to visit. No former offender will be allowed to visit unless prior written approval is granted from the Warden or the Warden's designee. Former offenders must be off supervision and have the recommendation of their supervising agent. Even if the supervising agent recommends the visit, it must still be approved in advance by the Warden. Former

offenders who were victims of the crime or convicted as part of the crime will not be allowed to visit. Any rules that the DCR has regarding visits of this type will also apply and approval will be required.

Prior to the visit, visitors are required to show an approved photo identification (ID). Photos shall be identifiable by the bearer. Photo ID shall not be altered or fabricated. Approved ID is limited to the following: current driver's license, current State ID, Military ID, or passport. Visitors under the age of 18 may present a birth certificate.

Visits will be structured to allow informal communication between the visitor/offender. Visitor/ offender may embrace (hug) and exchange a brief kiss at the beginning/conclusion of the visit. Visitor/ offender may not engage in sexual activity. Sexual activity includes the following: continued embracing and excessive kissing; placing of "hickey" on person's body; touching, rubbing, biting, kissing or fondling of genitals, breasts, buttocks, thighs, legs, back or stomach whether through or underneath clothing; sitting on laps; straddling of legs over each other; sexual intercourse; lying down; and females entering male bathrooms or males entering female bathrooms.

Any sexual stimulation or activity between visitor/ offender is strictly prohibited and will result in termination of the visit and possible removal of the visitor from the offender's visitation list for a period to be determined by the Warden or Designee. Visitors/ offenders must always obey the directions of the Correctional Officers. Failure to do so will result in termination of the visit and possible suspension or termination of the visitation privilege.

All visitors entering the WCCC will be subject to a metal detector, ion scan, frisk/pat or strip search, or exposure to a Sheriff canine unit. All adult visitors are required to sign the "Consent to Search form" as a condition for entering WCCC. All minors are covered under the consent of their legal guardians/responsible adult escort. All visitors are subject to a pat search and other methods of search including electronic and residual/chemical screening. All visitors are subject to a strip search when there is probable cause or reasonable suspicion and approved by the Warden.

Any intended visitor found with contraband will be denied the privilege of visitation and denied entry to WCCC. Contraband (i.e. firearm, destructive device, ammunition, object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic or intoxicating beverage, currency (money), drug paraphernalia, paperwork (legal or otherwise), photos or anything not specifically authorized by the Warden for the use by any offender or which offenders are prohibited from obtaining or possessing through regular institutional channels. The Warden or Designee shall determine restoration of future visits.

Visitors are responsible for securing personal items not allowed into WCCC (i.e. keys, money, gum, jewelry, cell phones, and pagers). The items not allowed in WCCC may be stored in a locked vehicle or visitation locker. WCCC assumes no responsibility for personal property of visitors.

Loitering in the visitation area, walkways, grounds, or parking areas are not permitted. All visitors must refrain from yelling, shouting, or communicating to the offenders through the fenced areas.

Due to confidentiality, the Visitation Officer or any staff member is not authorized to provide information regarding any offender's visitation list over the telephone. The offender is responsible for informing visitors if they are approved to visit. The offender will receive a copy of the original visit request (provided both copies were submitted) that identifies the individuals authorized to visit.

VISITATION HOURS

The Visit Center will be closed for Training days (2nd Tuesday of every month), Parole Board (3rd Thursday of every month, as well as State and Federal Holidays. No visits will be permitted on these days.

Each visit is for one hour. Offenders may only have one visit per day but are allowed multiple visits a week. (offenders in Max are limited to one visit a week)

Official Visits (Court ordered visits, attorney, probation etc.) need to be scheduled with the offender s' Case Manager one week prior to the visit.

- **Jail Population**

Visiting hours for the Jail Population are between 4-8 PM on Monday, Wednesday and Fridays. All visitors must be in the lobby 30 minutes prior to their visit time to check in.

Monday, Wednesday Friday:

- 4 – 5 PM (Check in at 3:30)
- 5 - 6 PM (Check in at 4:30)
- 6 - 7 PM (Check in at 5:30)
- 7 - 8 PM (Check in at 6:30)

- **Prison Population**

Visiting hours for the Prison Population are between 4-8 PM on Tuesdays and Thursdays, and 8AM- 12 PM on Saturdays. All visitors must be in the lobby 30 minutes prior to their visit time to check in.

Tuesday, Thursday:

- 4 – 5 PM (Check in at 3:30)
- 5 - 6 PM (Check in at 4:30)
- 6 - 7 PM (Check in at 5:30)
- 7 - 8 PM (Check in at 6:30)

Saturday:

- 8 – 9 AM (Check in at 7:30)
- 9 – 10 AM (Check in at 8:30)
- 10 – 11 AM (Check in at 9:30)
- 11 –12 PM (Check in at 10:30)

VISITOR DRESS CODE

Visitors must clear the metal detector to be allowed entry. If the visitor can't clear the metal detector after 3 attempts entry will be denied.

Visitors will dress in a neat, appropriate, and conservative manner that is not unduly provocative, suggestive, or revealing. Medical alert bracelets, ID tags, and medical-approved eyewear are permitted.

All visitors ages 13 and above will abide by the "Dress Code for Female/Male Adult Visitors."

DRESS CODE FOR FEMALE/MALE ADULT VISITORS

- Undergarments (i.e. panties, bras, slips, boxers, briefs)

Must be worn

- Dresses and Muumuus

Must not be shorter than 2 inches above the kneecap when seated

Must not have slits that rise higher than the kneecap when seated

Must be worn with slips

- Blouses and Tops

Must not be tucked into pants/jeans

Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)

Must have sleeves

Must appropriately conceal shoulder, midriff, back, and cleavage (No sweaters or jackets, or other clothing shall be used to conceal prohibited attire)

Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)

- Pants and Trousers

No cuffs, false pockets, form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)

Must be comfortable and loose, but ensuring that it does not slip off

Must be standard length, down to the ankle

No shorts

- Footwear

Must wear slippers, sandals, or shoes

No bare feet

No all-solid, black-colored rubber slippers, zoris, or flip-flops

PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE ADULT VISITORS

- No hats, caps, curlers, ponytails, buns, ribbons, hatbands, beads, braids, dreadlocks, curlers, scrunchies, clips, hair comb, hair picks, binders, stickpins, leis, flower, hair ornaments, or bandanas. Only elastic rubber bands are allowed to hold hair up/back.
- No bathing suits or lava lavas
- No sunglasses
- No jewelry
- No clothing with graphics that display profanity, sexual symbols or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence, etc.
- No handbags (i.e. purses, wallets)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

Children will be appropriately attired. Undergarments and footwear will be worn. A shirt, t-shirt, or blouse worn with pants/trousers is allowed. Girls may wear muumuus or dresses.

A minor female visitor, who is mature or maturing, will abide by the “Dress Code for Female Adults.”

VISITORS WITH INFANTS OR BABIES

The following items are authorized into the visit area: 1 extra diaper, 1 plastic bottle of liquid (which shall be opened and checked), and 1 unlined, non-quilted, unpadded blanket. Infants cannot be changed nor breastfed during the visit. If changing or breastfeeding is needed the visit is over.

SPECIAL VISITATION

Special Visits are intended for visitors who do not reside on the island of Oahu and are not able to visit during the regular scheduled visit times, CPS Visits, or Segregation Unit visits. Special visits may be arranged during normal business hours. Offenders must submit requests to their Case Manager stating the date and time of the visit. Offenders must submit the request at least 7 days prior to the expected visit to obtain the necessary approvals for the special visit. The Chief of Security may deny any request. Visitors are subject to a security clearance.

PHYSICALLY DISABLED VISITORS

It is the responsibility of the visitor who needs a special assistance apparatus to provide his/her own (i.e. wheelchair, cane) to include legitimate service animals that provide a specific task in assisting visitors (i.e. dog, miniature horse, etc.). The service animal must be well-trained, non- aggressive, and should not disturb the decorum of the facility or its grounds. A comfort or emotional support animal does not provide a specific task for the owner and therefore, is not considered a service animal and will not be allowed in. Reasonable accommodation will be made for those needing special assistance.

PRESCRIPTION MEDICATION

Minimal prescription medication will be allowed into WCCC only if the label is intact and legible, and the name on the label can be identified to the individual. All prescription medications must be declared at the Lobby upon arrival. The Lobby Officer will notify the Watch Commander on the amount and type of medication. Upon arrival at the visiting area the prescription medication will be surrendered to the visiting officer. If medication is needed during the visit, the visiting officer will allow the visitor to ingest the necessary medication and continue with their visit.

VIDEO VISITATION

During assigned times, offenders have access to an offender tablet for video visitation with approved visitors. Pay options include prepaid and PIN debit calls. Payment is the responsibility of the offender 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 offender 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.

OFFENDER PROPERTY PROCEDURES

Upon an offender's arrival to WCCC, property that is determined unauthorized, will be processed as Consent to Release. From that date, the offender will have 30 days to arrange for someone to pick up the property from the WCCC Intake Property Unit. Property may be picked up Monday – Friday from 8AM- 4PM. Anyone arriving at WCCC to pick up property should check in with the Lobby Officer. Property may be mailed out to an individual designated by the offender; however, the offender must have funds available to pay for all shipping costs. Property that has exceeded 30 days will be disposed. The property office can be reached at 808-266-9853.

RELEASES

Anyone arriving at WCCC to pick up an offender upon their release should check in with the Lobby Officer, to verify their presence on grounds. Offenders released after hours and have no funds will be issued a bus pass from intake and Security will drop them off at the Castle Hospital bus stop.