

WOMENS COMMUNITY CORRECTIONAL CENTER (WCCC) FACILITY GUIDELINES AND PROCEDURES

Offender Information will never be provided over the phone due to privacy precautions. Please do not call the facility to speak to an offender nor should you deliver a message via voicemail. In the event of an emergency (i.e. information regarding the safety of an offender, death in the family etc.) request to speak with the Watch Commander on duty.

Visitation Rules of Conduct and Procedures

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."

A. 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.

*To inquire if personal visits are taking place today, call 808-266-9854

Official Visits (Court ordered, Attorney, Probation, etc.) need to be scheduled with the offender's Case Manager **ONE WEEK PRIOR** to the intended visit.

Personal Visits: Each visit is a one-hour session and begins at the top of the hour. It is vital that you arrive early so that the facility can prepare the offender for a timely visit. Each offender is allowed one visit per day within their designated scheduled timeframe according to population. Offenders are allowed up to five (5) visitors during their visit (minors included).

***Maximum Custody Offenders are allowed one visit per week and must be scheduled through their Case manager.**

Jail Population: Mondays, Wednesdays, and Fridays from 1600-2000 hours. All visitors must check-in at the lobby 30 minutes prior to visit.

Monday, Wednesday, and Friday:

1600-1700 (check in at 1530)

1700-1800 (check in at 1630)

1800-1900 (check in at 1730)

1900-2000 (check in at 1830)

Prison Population: Tuesdays and Thursdays from 1600-2000 hours and Saturdays from 1500-1900 hours. All visitors must check-in at the lobby 30 minutes prior to visit.

Tuesday and Thursday:

1600-1700 (check in at 1530)

1700-1800 (check in at 1630)

1800-1900 (check in at 1730)

1900-2000 (check in at 1830)

Saturday:

1500-1600 (check in at 1430)

1600-1700 (check in at 1530)

1700-1800 (check in at 1630)

1800-1900 (check in at 1730)

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

B. APPROVED VISIT LIST

1. New admissions will have 30 days after admittance into WCCC, to submit their visit request to establish a permanent visiting list for the year. Within the first 30 days only their immediate family members may visit, providing documentation verifying the relationship.
2. Each offender is allowed up to 12 approved visitors per year on their visit list. They will submit a visit request to the Visit Officer, and the visitors on that list are required to submit a [Visit Application \(DCR 8247\)](#) to the Visit Officer for clearance/entry. ***If the visit applications are not received within the first 30 days the visitors will not be added to the list.**
3. Individuals who are on active parole/probation have pending felony criminal charges, current protective orders against an offender or vice versa may be denied entry. 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, but would still need approval from the Warden. Any rules that DCR has regarding visits of this type will also apply and approval will be required.
4. Offenders may not have the same visitors approved on their visit list; the only exception would be if they're immediate family members. Proof of relationship with documentation must be provided prior to approval.
5. Open enrollment for new visit request is December 1- 31. Offenders are required to submit new requests to establish a new visit list for the upcoming year, as the old one will expire. Along with submission of the visit request, the visitors listed will have to submit a new Visiting Application (DCR 8247) to accompany the request every year.
6. **MINOR VISITORS-** Minors (persons aged 17 & under) do not count towards the 12 approved visitors. But you will have to designate a person who is approved on your list to escort your minors during each visit. They will fill out and submit the [Minor Consent form \(DCR 8328\)](#) and submit it with a copy of the child's birth certificate. Once the completed forms are received and approved, the minor will be allowed to visit.
7. Once a permanent visiting list has been established, those approved individuals may be allowed to visit on a regular basis.

C. VISITING RULES AND GUIDELINES

Visits will be structured to allow informal communication between visitor and offender. They may embrace (hug) and exchange a brief kiss at the beginning/conclusion of the visit. Visitor and Offender may NOT engage in any sexual activity. Sexual activity is defined as:

1. Continued embracing and excessive kissing
2. Placing hickeys on a person's body
3. Touching, rubbing, biting, kissing, or fondling of genitals, breasts, buttocks, thighs, legs, back, or stomach whether through or underneath person's clothing.
4. Sitting on laps
5. Straddling of legs over each other
6. Sexual intercourse of any kind
7. Lying down

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 determined by the Warden or Warden's designee.

Visitors and Offenders are required to obey the directions of the Correctional Officers. Failure to do so will result in termination of visits and possible suspension or revocation of visitation privileges.

D. DRESS CODE

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

Visitors will dress in a neat, appropriate, and conservative manner that is not unduly, provocative, suggestive, or revealing. Clothing must not be see-through. Medical alert bracelets, ID tags, and medical-approved eye wear are permitted. All visitors ages 13 and above will adhere to the following dress code without exception:

AUTHORIZED CLOTHING & ITEMS

1. Undergarments must be worn
2. Dresses, Muumuus, and Skirts
 - a. May not have slits that rise higher than the kneecaps or be shorter than two (2) inches above the knees when seated.
3. Blouses and Tops
 - a. Must have sleeves and appropriately conceal shoulder, midriff, back, and cleavage (No sweaters, or jackets, or other clothing shall be used to conceal prohibited attire)
4. Pants and Shorts
 - a. No cuffs, false pockets, form fitting, skin-tight, skin-tight, or see through (no aerobic, spandex-type material)
 - b. Pants should be comfortable and loose, but ensuring that they do not slip off
 - c. Shorts must be knee length or longer
5. Footwear
 - a. You must wear slippers, sandals, or shoes. Bare feet is not allowed.

- b. No all-solid, Black-colored rubber slippers, zoris, crocs, or flip-flops.
- 6. Hairstyles (Please keep in mind that staff may ask you to take your hair down as part of a search, you will be allowed to put it back up afterwards)
 - a. Ponytails
 - b. Buns (slick back)
 - c. Hair can be worn down (preferred hairstyle)
 - d. Braids and Dreadlocks (subject to search)

PROHIBITED CLOTHING & ITEMS

- 1. Hats, caps, hatbands, headbands, or bandanas.
- 2. Curlers, scrunchies, clips, hair combs, hair picks, binders, stickpins, flowers, hair ornaments, or leis. You may only use an elastic rubber band to hold hair up/back.
- 3. See through, revealing, or provocative clothing.
- 4. Bathing suits, strapless tops, tank tops, spaghetti strap tops, beach wear, or sarongs (lava lavas)
- 5. Sunglasses or fashion glasses
- 6. Jewelry (wedding band and/or religious medallion only)
- 7. Handbags (i.e. purses, wallets, satchels, briefcases, etc.)
- 8. Padded clothing or coveralls
- 9. Lined sweaters, jackets, or hooded clothing
- 10. Clothing with graphics that displays profanity, sexual symbols, or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence etc.

*All Visitors ages 13 years and above will abide by the “Dress Code for Female/Male Adult Visitors.”

DRESS CODE FOR CHILDREN 13 AND UNDER:

- 1. Undergarments
- 2. T-shirt or blouse
- 3. Pants or knee length shorts
- 4. Girls may wear dresses or muumuus
- 5. Footwear must be worn

E. VISITORS WITH INFANTS OR TODDLERS

Visitors with infants and/or toddlers may not breastfeed or change their child during the duration of your visit. If your child needs to be changed or breastfed you will be escorted out of the Visit Center so that you can do so, but your visit will not be extended and will end on the hour. Diaper bags are prohibited, but you may bring the following items:

- 1. One (1) clear plastic baby bottle with pre-made formula
- 2. One (1) unlined, non-quilted, unpadding blanket

*Strollers, Car seats, Slings, or any other baby carrying devices are **NOT** permitted.

F. IDENTIFICATION

All visitors are required to present current valid picture identification prior to being permitted entry. Photo should not be altered or fabricated and should identify the bearer. Acceptable forms of identification are limited to the following:

1. Driver's License
2. State issued ID card
3. Military ID card
4. US Passport
5. Minors will present their birth certificate (if visiting during the first 30 days prior to approval of minor consent form or on a case-by-case basis.)

G. SEARCHES

All visitors entering WCCC will be subject to a metal detector, ion scan, frisk/pat or strip search or exposure to a Sheriff canine unit.

1. All adult visitors are required to sign the Notice of Consent to Search form (DCR 8252) as a condition of entry. All minors are covered under the consent of their legal guardian/responsible adult escort.
2. All visitors are subject to a pat search and other methods of search including electronic and residual/chemical screening.
3. All visitors are subject to a strip search when there is probable cause or reasonable suspicion and approved by the Warden.
4. If a visitor refuses to sign the Notice of Consent to Search or refuses to be searched, they will not be allowed to enter WCCC.

H. CONTRABAND

Any intended visitor found with contraband will be denied the privilege of visitation and denied entry into WCCC. Contraband in any form will not be allowed; these include but are not limited to the following:

1. Firearms, destructive devices, and/or ammunition.
2. Any object designed or fabricated to be used as a weapon.
3. Any narcotic drug, controlled substance and/or alcoholic or intoxicating beverage.
4. Currency (Money)
5. Drug Paraphernalia
6. Tobacco products
7. Any electronic devices to include cell or mobile phones, tablets, laptops, cameras, and/or electronic cigarettes (e-cigs)
8. Any legal or regular personal correspondence paperwork, envelopes, stamps, photos, etc. not authorized by the Warden or obtained through the proper institutional channels.

I. VIDEO VISITS

Offenders have access to a tablet for video visitation with approved visitors during assigned times through GTL Advance Pay. Payment is the responsibility of the offender and party accepting the video call. You can access GTL here: www.connectnetwork.com.

1. All video visits are subject to monitoring and recording.
2. The only method of protected privileged attorney-client communication is telephone communication; not tablet communication.
3. Any offender and/or visitor caught violating facility rules (i.e. nudity, planning escape, introduction of drugs, weapons, or other contraband, engage in STG activity, violence, contacts that aren't approved, 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.
4. Video Visitation calls are a privilege and can be revoked at any time.

J. SPECIAL VISITS

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

K. 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, walker etc.) To include legitimate service animals that provide specific tasks in assisting visitors (i.e. dogs, 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 provided for those needing special assistance.

L. PRESCRIPTION MEDICATION

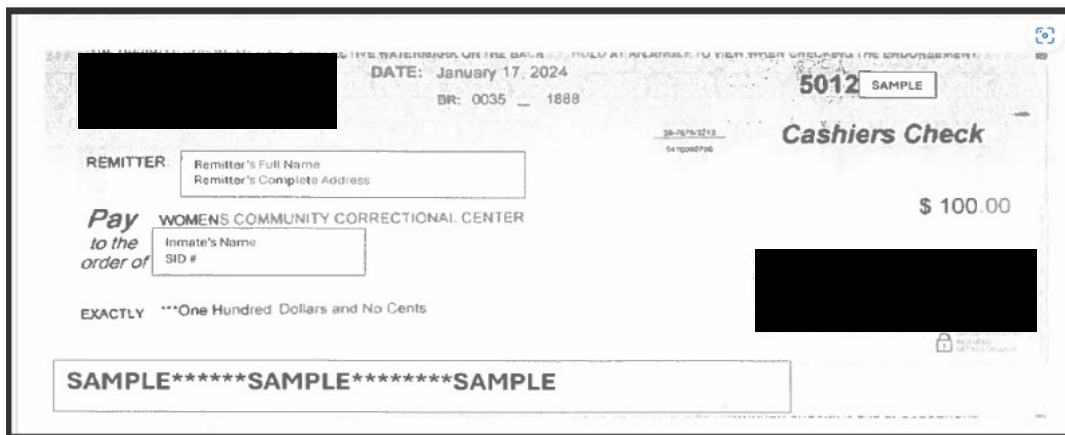
All prescription medications must be declared at the Lobby upon arrival. The Lobby Officer will notify the Watch Commander of the amount and type of medication. Minimal prescription medication will be allowed, label must be intact, legible and the name on the label can be identified to the individual. Medication will be surrendered to the visiting officer during your visit and if needed, visitors will be allowed to ingest the necessary medication and continue their visit.

MONEY/TRUST FUND PROCEDURES

After the first 30 days of incarceration, only individuals approved on the offenders visit list are allowed to deposit money into the offender's account. Accepted form of payment is a Cashier's check and/or Official bank draft. You can also utilize GTL Advance pay which is an online platform to deposit money onto the offenders "Trust Fund" account. You can go online to www.connectnetwork.com create an account and follow the prompts to add money to your specific offender (Note: You must be an approved visitor on their visit list before you can add money to their account). Money orders, personal checks, or cash are not allowed. You cannot walk in or drop off any payments, it must be mailed in.

1. Cashier Check Procedure:
 - a. Payable to Women's Community Correctional Center (WCCC)
 - b. Offenders' Name and SID number should be displayed on the check but not on the payee line
 - c. Remitter's (Sender's name) Full name and complete address must be displayed on the face of the check
 - d. Remitter of the cashier's check, or official bank draft must be the account older/owner.
 - e. Remitters must be an approved visitor on the offender's visit list.

Below is an example of what the check should consist of.



MAIL RULES & 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 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	

The following rules, regulations and procedures for any outgoing and incoming mail will be adhered to accordingly:

1. All incoming mail will only be accepted from the U.S Postal Service. Mail will be inspected thoroughly by the mail censor for contraband and/or unauthorized material according to DCR Policy and Procedures.
2. All incoming and outgoing mail shall be written legibly with the complete First and Last name and address of the sender/receiver on the envelope. Offenders sending outgoing mail will write their full name, SID, and housing unit on the upper left-hand corner of the envelope. Writing addresses on the back of the envelope or the side of the envelopes will not be allowed. No initials or aliases.
3. Drawings, artwork, excessive writing, tape, or stickers of any kind are NOT allowed on the exterior of envelopes.
4. All incoming/outgoing mail shall be written in English unless prior approved by the Warden and/or COS. Any mail which is not received in English form and not previously approved will be returned.
5. The following articles and/or items are unauthorized:
 - a. No Construction paper or cardstock, mini calendars, perfume samples, any kind of stickers, brochure books, greeting cards larger than 6x9 in size, ribbons, pop-up cards, musical cards, phone cards, gift cards, lipstick markings/lip impressions, cologne/perfume scented papers, pubic hair, any type of tattoo/trace/wax paper, cardboard, stamps, self-addressed stamped envelopes, blank envelopes, blank greeting cards, confetti, and any type of embellishment (stone, wood, etc.)
 - b. Suspicious correspondence (i.e. oily stains, discoloration, crystallization, deformed letters, glue, etc.)
 - c. Any artwork that may be gang related, pornographic material, or unauthorized material that may pose a threat to the safety and security of the facility.
 - d. Inappropriate internet materials which depict violence, extreme sexual content and other themes that may shock the senses of a reasonable person.
 - e. Offenders will not send out mail or pictures to be copied and returned to the facility for their own personal use.
6. Offenders are to utilize materials purchased through the facility commissary and authorized by the facility to correspond i.e. paper, envelopes, stamps, greeting cards, and pencils ONLY. (These items cannot be mailed in)
7. Third-party correspondence (forwarding letters from another person who may be incarcerated) is strictly prohibited and will result in a write-up and disciplinary action to include loss of all privileges.
8. Correspondence with other offenders in other facilities is PROHIBITED unless approved in writing by the Warden and/or COS.
9. Conducting business of any kind is not permitted through the mail.
10. Photos 2.5x3.5 (Wallet)- 4x6 in size are allowed for incoming and outgoing mail and are limited to twenty-five (25) photos per letter. Offenders are allowed only 25 photos on their property and are responsible to ensure they avoid excessive photos, which may result in a write-up. Offenders must CTR (Consent to Release) excessive photos through Property ACO.
 - a. Photos must be printed on photo paper ONLY and not photo-copied on plain paper.
 - b. Only authorized original photos taken at WCCC from special projects or events may be mailed out.
 - c. Photos containing alcohol/drug usage, explicit materials, possible gang-related (to include hand gestures) and duplicates will not be accepted.

11. Upon request, indigent offenders will be provided with supplies and postage (1 stamp) per week for privileged, official, and personal correspondence according to Department Policy & Procedures.
12. Any unauthorized mail will be confiscated and retained in the mailroom for 30 days. The Mail Officer will issue and forward the offender a copy of DCR Form 8323 Prohibited Items or DCR Form 8322. Any unauthorized mail which is held in the mailroom after the 30-day period will be handled according to the Department's Policy and Procedures.
13. Only Cashier's checks are allowed to be mailed in. Checks must be payable to WCCC. All checks received MUST contain the sender/remitter's full name (first & last), address, along with the offender's full name and SID #. There is no limit to the amount. Cashier's checks will only be accepted by approved visitors on the offenders visit list.
14. All Books and Magazines must be PRE-APPROVED by the Mail Officer. Upon arrival the mailroom will censor prohibited items and/or content. Offenders are allowed a total of 10 magazines/books on their property. Books/Magazines may be ordered and pre-paid by the offender, family and/or friends. No "bill me later" and no subscribing for offenders allowed. Orders must be received by a bookstore or publisher. All books will be "PAPERBACK form" only. Payments can be made to the bookstore/publisher or WCCC accountant upon request approval.
15. Photocopies of reading materials are not allowed. Any reading materials must be a BOOK and sent in through proper channels as previously mentioned above.
16. Any unauthorized publications will be confiscated and retained in the mailroom for 30 days. The Mail Officer will issue and forward the offender a copy of DCR form 8324 "Prohibited Items." The offender shall pay for postage of any rejected publications they wish either returned for a refund or sent to a private party. Any unauthorized publications which are held in the mailroom after the 30-day deadline period will be handled according to the Department's Policy and Procedures.
17. **PRIVILEGED MAIL/LEGAL MAIL:** Mail from the attorney on 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	

Note: Mail will be processed daily (Monday through Friday except on Holidays) unless otherwise directed by the Warden or COS.

Any questions and/or concerns will be properly addressed by submitting a request to the Mailroom. Mail will not be handled or delivered upon any special requests and should be submitted to mailboxes at your designated housing units.

Offenders are responsible for familiarizing themselves with and notifying family and friends of the above-mentioned rules and regulations. Recurring incidents and violations of the rules and regulations will result in a write-up and possible loss of all privileges.

PROPERTY PROCEDURES

Upon an Offender's arrival at WCCC, property that is determined to be unauthorized will be processed as Consent to Release (CTR). From the date of intake, the offender will have 30 days to arrange for someone to pick up the property from the WCCC's Intake Property Unit. Property may be picked up Monday through Friday from 0800-1600 hours, no pickups on weekends or Holidays. The individual designated for pickup must bring in a current, valid ID and check in with the officer at the Lobby upon arrival.

Property can 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 of and documented. The Property Officer can be reached at (808) 266-9853.

RELEASES

When arriving at WCCC to pick up an offender that is being released, you must check-in at the Lobby with the Officer to verify your presence on grounds. Offenders who are being released and have no funds will be issued a bus pass from the Intake Officer.