

Inter-Office
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. _____
Suspense: _____

February 15, 2017

TO: ALL CONCERNED

FROM: Eric Tanaka, WCW
Calvin Pagharion, COS



SUBJECT: REVISED WCCC GENERAL POPULATION INMATE GUIDLEINES- 2/15/2017

EFFECTIVE 2/15/2017, the following Revised WCCC General Population Inmate Guidelines, shall be enforced accordingly. These revised guidelines shall supersede any prior GP Inmate Guidelines.

It is the responsibility of all security and non-uniformed staff to familiraze themselves with the amended Guidelines. All WCCC female offenders shall be informed and notified upon entry to all housing units. Inmates shall sign the Acknowledgement form agreeing to the terms of WCCC's General Population Inmate Guidelines.

All signed copies of the Inmate Acknowledgement shall be kept on file for further reference.

Women's Community Correctional Center GENERAL POPULATION INMATE GUIDELINES

I. INMATE RESPONSIBILITY:

Each inmate is completely responsible for her own behavior and conduct. It is the responsibility of the inmate to become familiar with the rules set forth in these guidelines. Inmates shall inform staff of any rule in which they need clarity and do not understand.

Breaking ANY rule or regulation may result in Loss of all Privileges (LOAP), disciplinary action, and/or re-programming. LOAP will be documented in writing by staff on DOC 8210 with the Watch Commanders signature.

II. GENERAL RULES AND REGULATIONS:

1. Inmates are required to follow all verbal and written directives from security and non-uniformed staff. If inmates disagree with staff directives inmates are required to follow the directive and offered a grievance form to file a complaint to the supervisor.
2. All inmates must have their appropriate ID's visible at all times.
3. Physical or sexual contact of any nature is not allowed at any time. Prison Rape Elimination Act (PREA) rules mandates may be enforced. This includes but is not limited to massages, holding hands, hugging, kissing, and hickeyes.
4. Physical violence, threats against staff or inmates is not allowed.
5. Inmates are expected to conduct themselves in a respectful and disciplined manner. Verbal abuse or harassment of any kind shall result in disciplinary action.
6. Criminal contraband such as weapons, tools, drugs and intoxicants shall be confiscated and HPD and/or Sheriff's office shall be notified for criminal prosecution. Anything not authorized by the Warden or Chief of Security shall be confiscated.
7. Horseplay, loud noises or shouting will not be tolerated in any area of the facility.
8. Inmates will not shout across recreation areas to other inmates.
9. Inmates will not communicate with other inmates, dorms, or cottages while they are walking on the walkways or being escorted by staff.
10. Inmates shall be fully clothed at all times. Clothes will be changed behind the shower curtain in the shower stalls. There will no changing within the open bathroom stalls and living cubicles.
11. Good personal hygiene will be practiced at all times. Showers must be taken daily (unless specified otherwise by the HCU).
12. All inmates are responsible for ensuring the toilet, sinks, showers, walls, cabinets, and floors are kept clean.

13. Inmates shall not misuse state issued hygiene products, i.e. pads, toothpaste, toothbrush, and toilet paper, etc. Items shall be used for its intended purpose only.
14. Inmate's shall not misuse or alter state issued uniforms, i.e. ripping of gowns, t-shirts, sheets, etc.
15. Walls, fixtures, furniture, cabinets, or any state property and equipment shall not be defaced, moved, or intentionally damaged.
16. No inmate shall enter another dorm or cubicle area that they are not assigned to at any time for any reason unless authorized by security staff.
17. Inmates shall not climb, sit, and put their feet on the wall or railings. Inmates shall not stand on any furniture, sink, toilet, dividers, tables, or the top of tile bunks.
18. No loitering in or around the ACO stations, entrance areas, storage rooms, bathroom area, hallways and aisles.
19. Windows, entryways, fixtures, cell doors, walkways and front of cubicles shall not be obstructed.
20. Incoming calls for inmates are **NOT** allowed unless authorized by the Watch Commander, OSA, COS, Warden.
21. No inmate is authorized to change beds, cells, or cubicle assignments unless authorized. All movements will require the approval from Administrative/Security staff.
22. Hot water and microwave will be available during scheduled free time hours. Inmates will retrieve hot water in full uniforms; no exception to this rule. Inmates are responsible to observe and abide by the time schedule. Other provisions will be made for morning kitchen work lines and outside work lines.
23. All inmates are to retrieve their **OWN** hot water.
24. Inmates are not allowed to trade phone times with another inmate unless authorized by the housing ACO.
25. No blankets, linens, towels, or pillows are allowed outside of the dorm.
26. Sitting, laying, or standing on tables, cubicle dividers, bed frames, cabinets, or lying on floors is not permitted.
27. Beds will be made at all times. The only exception is when she goes to the bathroom.
28. Each inmate is responsible for the cleanliness and orderliness of their area around her bunk, cubicle, and cell.
29. Housing unit lights shall remain on from 0500 hours till 2200 hours daily. Reading lights will be turned on and used at the discretion of the inmate during the hours of 2200 hours until 2300

hrs. After 2300 hours all lights in the dorm area (individual cells) will be turned off with the exception of the restroom and hallway lights, unless otherwise directed by security staff.

30. Mass movements will be conducted in a quiet and orderly manner. All inmates are expected to proceed to the designated area in a single file line; there will be no loitering or conversing during this time.
31. Inmates will not yell or call out to staff or other inmates from their housing unit.

III. HEADCOUNT PROCEDURES:

1. Upon announcement of headcount, inmates shall return to their respective cubicle/cells and stand near or sit on their bunks. There is no talking or movement until the count is cleared by the housing ACO. No exceptions to these procedures.
2. Inmates are responsible for knowing regular headcount schedules. The scheduled headcount are as follows:

FIRST WATCH:

2200 hours Standing Headcount
0200 hours Headcount
0400 hours Headcount
0545 hours Headcount (Prepare for Second Watch)

SECOND WATCH:

0600 hours Standing Headcount
0730 hours Headcount
1130 hours Headcount
1345 hours Headcount (Prepare for Third Watch)

THIRD WATCH:

1400 hours Standing Headcount
1830 hours Headcount
2145 hours Headcount (Prepare for 1st Watch)

Headcounts may also be called at unscheduled times.

3. Inmates are responsible to prepare themselves for headcounts in a prompt and orderly manner. There will be no one in the bathroom or shower during all headcounts. Standing headcounts must be complied with, no exceptions unless medically authorized to remain in their bunk.

IV. SMOKING:

1. WCCC is a NON-SMOKING facility. No tobacco, tobacco products, paraphernalia, electronic cigarettes or electronic devices are not allowed within the secured area of the facility.

V. SHOWERS AND PERSONAL HYGIENE:

1. Inmates are allowed to shower between the hours of 0600 to 2100 except during headcount times. Select work lines will be an exception to this rule.
2. Inmates will shower in their respected dorms only. No more than one inmate per shower.
3. Inmates will be fully clothed when entering and exiting the showers.
4. A reasonable time will be allotted for each inmate to shower (10-15 minutes). Inmates are reminded to be considerate of others.
5. Personal items left in the bathroom area will be confiscated and disposed of.
6. Sanitary napkins and tampons shall be properly disposed of. They are NOT to be flushed in the toilet.
7. Inmates will keep their fingernails trimmed to no more than ¼ in length.
8. Razors will be issued out by the housing ACO during normal shower times. Inmates will promptly return razors to the ACO after their shower.

VI. FREE TIME/NEWSPAPER/RECREATION:

1. Free time will be announced by the Housing ACO when available.
2. Authorized inmates will sign for their newspapers with their housing ACO. All old and excessive amounts of newspaper must be disposed of immediately.
3. Board games, dominoes, playing cards, and puzzles are provided for amusement only. There will be no gambling or hoarding of games. All games shall be utilized during normal recreation and remain in the recreation/dining area. No games are allowed in the housing units without proper authorization from the housing Sergeant, unless items are purchased from the facility commissary.
4. Outdoor recreation will be at the discretion of the Watch Commander. Weather, staffing, programs and other security factors will be taken into consideration to ensure proper safety for inmates and staff.

VII. INSPECTIONS:

1. Daily inspections will be conducted at 0900 hours Monday-Friday (no exceptions). Inmates must be out of their bunks for inspection. Inmates are responsible for their respective areas at all times. On Saturday, Sunday and Holidays dorm inspections will be conducted at 1430 hours.
2. Inmates are responsible for cleaning their living areas and making their beds prior to inspection.

3. No inmate shall be in their beds during inspection without written authorization from the Health Care Unit.
4. Inmates scheduled for programs, court or any other activity shall clean their area of responsibility and make their beds before leaving.
5. No items are allowed on the top of the cabinets at any time (with the exception of a Bible). All books, letters, photos and any other items are not allowed on the cabinets, cubicle walls, bunks or shelves located in the housing area.
6. Inmate's shoes may be stored under the bunk or cabinet. Personal hygiene items shall be stored in the cabinets or trunks.
7. Towels and other linen shall not hinder the view of staff. Wet towels and clothing should be hung at the back of the bunk (close to the wall). All other wet linen should be hung within the cabinets or behind the cabinets.
8. Posters, photos, news articles, newspapers, magazine clippings, make shift clothes lines are not permitted on walls, bunks, outside of a trunk/cabinet, bed lights, air vents, windows, etc. All items should be placed within a folder or envelope.
9. No items are allowed on the cubicle partitions, hung on fans, fixtures, trunk/cabinets or bed frames.
10. All fans must have the face guard on at all times. No inmate is authorized to take a fan down without security and/or operational approval.
11. Cleaning supplies are not allowed in the housing unit without staff authorization to include brooms, mops, buckets, etc.
12. Inmates are only allowed two (2) cups on their property. Cups shall be authorized and purchased through the commissary. All containers that are not utilized for its sole purpose must be disposed of and not used to hold any other items. These will be considered contraband and confiscated.
13. Store order items which are in an excessive amount may be confiscated and properly disposed of. These items shall be properly stored in inmates' lockers, purchased containers or boxes.

VIII. HEALTH CARE UNIT SERVICES:

1. Medical office visits require authorization and scheduling by the HCU. Inmates must fill out a medical request form from the housing unit. Please identify your medical concerns and place it in the HCU mail box. This procedure will be followed unless an emergency has been determined by staff.
2. Any injury incurred must be reported immediately to staff. Inmates must request assistance from staff to contact the medical unit for treatment.

IX. TELEPHONE/VISIT REQUEST FORMS:

1. Telephone calls are scheduled for inmates on a "first come, first serve" basis. Inmates are scheduled by the housing security staff. Inmates are responsible to check with staff for available times. If an inmate is regaining their phone privileges resulting from a LOAP incident, then inmates will request for a new phone time.
2. All personal phone calls are "collect". One inmate will utilize the telephone at a time. No exchanging of phone times, three-way calling, other assisted agencies (Just talk, etc.) will be allowed. Inmates are allowed only (15) fifteen minutes for personal phone time.
3. Inmates shall sign up for legal calls weekly in their housing unit. Legal calls are facilitated by security staff and are approved by the Warden and/or designee.
4. All visit requests shall be submitted to the visiting officer via mail. Visiting officer will process visit requests in a timely manner and distribute to inmates via housing units.
5. Special Visits are handled by the Offender Services Unit. Special visits are afforded to those persons living off-island, mainland, have medical conditions, or are unable to make weekend visits due to unforeseen circumstances or work schedules. Weekend visits are designated for anyone on the regular visitation list regardless of relationship to an inmate. Special visits are held Monday-Friday (except holidays). Minor Consent forms are required for minors who are escorted by a non-parental guardian of the child(ren).
6. Inter unit requests are provided for inmate use and shall not be used as scratch paper. All forms will be issued to you by 2100 hours, Monday-Friday (Weekdays).

X. MAIL:

1. The distribution of incoming mail shall be done on a daily basis. Inmates are not allowed to handle or distribute anyone's mail.
2. Indigent inmates may be provided the maximum of (1) envelope, (1) stamp, (2) writing papers once per week for personal mail. Indigent inmates requesting correspondence materials for ongoing legal cases shall be afforded the necessary materials after the inmate provides proper documentation to the Department staff that they have an active case currently filed in court. The inmate must attach two copies of the inter-unit request to the Business Office for supplies. If only the (1) stamp is needed then the request must be stapled to the letter that will be sent out.
3. See WCCC Mail Rules and Procedures attachment for complete rules, guidelines, and procedures.

XI. UNIFORMS:

1. Inmates are issued (3) three sets of facility uniforms.
2. Inmates are responsible to know the laundry schedules as posted in the housing units and shall have clean uniforms at all times.

3. Inmates are responsible to notify the laundry supervisor (via inter-unit request with the laundry slip) for all items not returned or damaged.
4. Inmates will not deface uniforms with drawings, sewing, altering, or writing on them.
5. No cuffing of pants or sleeves at any time. This applies to both work line and facility uniforms.
6. Work line uniforms will be permitted to be worn only one (1) hour prior to start of work scheduled recreation hours or within the housing unit dorm.
7. Inmates are required to be in full uniform whenever leaving the housing unit. This includes all programs and transports. Underwear will be worn at all times. Sweatshirts will be allowed to be worn inside and outside of the cottage. The wearing of sweatshirts while being transported out of the facility may be authorized via medical memo or through the approval of the Watch Commander. White shirts are optional.

XII. VISITATION:

1. Visiting hours for general population inmates are on an alternating time schedule based on the inmate's housing location. The assigned times are **0800 - 0900** hours or **0930 - 1030** hours. Inmates are responsible to inform their families of the designated visiting times.
2. Visits are conducted on Saturdays only and selected State and Federal Holidays as determined by the Chief of Security and Warden.
3. Inmates shall remind visitors of facility rules regarding proper attire and jewelry (only wedding bands and religious medallions are allowed).
4. Inmates and visitors are responsible for children's behavior. At no time shall children be allowed to disturb other visits or participate in horse play that may cause harm or injury to self and or others.
5. Inmates are allowed to hug and closed-kiss upon initial meeting and departure. Legs shall not straddle benches, chairs, or visitors. Hands are to remain visible to staff. Sexual intimate contact of any nature is strictly prohibited.
6. Inmates will not be allowed to take anything with them to their visit or receive anything from their visitor. Unless authorized by the Warden, Chief of Security or OSA.
7. Inmates will be strip searched prior to returning back to housing unit. Any inmate requesting to use the restroom during their visit will be strip searched in the holding cell first.
8. Any violations from visitors and/or inmates will result in cancellation and/or suspension of the visit.

XIII. INMATE PROGRAMS:

1. Inmates are responsible to check the bulletin boards for program time and schedules.

2. Inmates are required to check in with their housing ACO upon returning from programs.
3. The housing officer will announce a program and given one (1) last call on the intercom system. Inmates are to assemble in a single file line fronting the Control Station and wait for mass movement to the designated area. All inmates will receive a gate pass indicating the location of event she is attending. The inmate is responsible for her pass whenever leaving the designated area and when returning to housing.
4. No listening devices will be allowed outside of the housing unit with the exception of free time and recreation.
5. When attending programs and/or activities there will be no returning to the housing unit until it is completed. If you return to your housing unit during recreation and/or free time you will not be allowed to return to the activity.

XIV. PROPERTY:

1. Personal drop-off property months are February and August. The Chief of Security and/or Warden may authorize, via request, property drop for non-property months.
2. All new intakes will be allowed to have a thirty (30) day drop off and pick up of excess property.
3. Excess inmate property remaining after thirty (30) days will be disposed.
4. Inmates wanting to send out or Consent to Release (CTR) excess property must submit a request to the Property officer. Property officer will notify inmate of request.
5. Items authorized for retention shall not be altered and shall be used only for their intended purposes. Clothing shall not be marked, cut or altered after issuance.
6. Inmates are not allowed to borrow, barter, gamble, or give their personal property or state-issued items to other inmates.
7. WCCC will not be responsible for loss or damage to inmate's personal property.
8. See Attachment B-Personal Property Guidelines for details and complete rules, guidelines, and procedures for property.

XV. AUTHORIZED ITEMS FOR RETENTION:

1. Hygiene items must be in accordance to the "limit" allowed to purchase through inmate store order.
2. Stamps purchased through the inmate store order and in accordance with inmate store order "limit".
3. Five (5) pieces of incoming mail to include letters, greeting cards and postcards.
4. No more than 12 photos, maximum size is 4" X 6".

5. One listening device purchased through store order is allowed.
6. A total of (10) ten reading materials, to include library books, dictionary, religious materials, educational materials, consumable and/or dated items, such as magazines/book catalog, pamphlets (of any nature). The Bible, Inmate guidelines, and parole handbook will not be included with the (10) ten total allowed.
7. Legal paperwork should not be in excess of (4) four inches.
8. Any items as approved through the inmate store order as long as it is within the established "limit" indicated.

XVI. DINING ROOM AREA:

1. All residents that wish to eat will report to the dining area for designated meals. This will be done in mass movement and in an orderly manner. No one is permitted to bring their own food into the dining area unless authorized by staff.
2. Inmates are allowed to bring into the dining area a small amount of condiments that were purchased from the approved store orders list.
3. Hot water will be offered during the first (5) five minutes of each meal.
4. Inmates shall not communicate with the kitchen work line.
5. Tables will seat (12) twelve inmates per table, starting with the table near the kitchen serving area.
6. Once an inmate receives her tray and sits down, she shall not stand up except to refill her cup, with staff approval. There shall be no "table hopping" or moving from table to table.
7. Inmates shall not give, pass, switch, or accept food during meal times.
8. Each inmate shall be afforded (20) twenty minutes to finish her meal.
9. Inmates shall deposit their meal tray and utensils at one time. All inmates are responsible for clearing their area of rubbish, extra condiments and leftover food in the appropriate receptacles. Inmates shall not bring food, condiments, or eating utensils back to the housing units.
10. Only facility store order food is allowed in the cubicle areas. Any inmate caught pilfering food items from the dining area or the kitchen areas will be written up accordingly. No food items will be allowed outside the housing units unless approved security staff. No store order items are to be passed within or outside of the housing units. Any items passed will be subject to confiscation and charges filed accordingly. Authorized food is to be consumed in the dining room upon distribution. No snacks from the HCU will be allowed in the housing areas.

XVII. COMMAND:

1. WCCC General Population Inmate Guidelines will take effect upon the recommendation of the Chief of Security and approval of the Warden.
2. This Women's Community Correctional Center Inmate Guidelines, shall supersede any previous guidelines issued (last effective date 9/23/2015) and may be revised, modified, or amended upon approval of the Warden without prior notice to the inmates.
3. Watch Commanders will ensure all LOAP's are documented in writing on the Misconduct Report (DOC8210) and properly logged in the Kaala Control misconduct logbook.

APPROVED by:  2/10/17
Eric Tanaka, WCW Date

APPROVED by:  2/12/17
Calvin Pagnafion, COS Date

*NOTE: All RULES and REGULATIONS, are subject to change or amended by the Warden.

