

OAHU COMMUNITY CORRECTIONAL CENTER Policy and Procedures	EFFECTIVE DATE: MAR 15 2016	POLICY NO. 7.15.04
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1.0 PURPOSE

To set forth policy and procedures governing regular visits to OCCC inmates by their family and friends.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes, Section 353-30, Others (Visitors) by Permission; Section 577-25, Emancipation of Certain Minors; 710-1022, Promoting Prison Contraband 1st degree; 710-1023, Promoting Prison Contraband 2nd degree
- b. Hawaii Revised Statutes, 26-14.6, Department of Public Safety
- c. Hawaii Revised Statutes, 353C-2, Director of Public Safety, Powers and Duties
- d. Department Policies and Procedures Manual, COR.08.02, Searches of Visitors and Staff; COR.08.03, Seizure of Evidence; COR.08.04, Notice of Laws Relating to Contraband; COR.08.06, Use of Ion Scanners; COR.15.01, Restricted Visitors; COR.15.04, Visitation
- e. Oahu Community Correctional Center Policies and Procedures Manual, 7.02.55, Receipt of Money for Inmates; 7.08.68, Found Property and Contraband; Reporting, Storage and Disposal of; 7.08.73, Hospital Detail; 7.15.52, Approved Visitors List; 7.15.53, Special Visits; 7.15.54, Official Visits; 7.15.55, Visitors Dress Code; 7.01.07, Liberty Interest Disclaimer.
- f. Oahu Center Administrator, Memorandum dated March 22, 1988
- g. Oahu Center Warden, Memorandum dated August 16, 2000

.2 Definitions

- a. Approved Visitors List: A list of persons who have been approved by the Chief of Security or the authorized representative to be personal visitors of an inmate.
- b. Consent to Search: Visitor's acknowledgment that he/she has been informed of Laws and Regulations concerning visits, and has consented to a search by OCCC employees (DOC 8247, Visiting and/or Correspondence Application, Attachment A; DOC 8252, Consent to Search Form, Attachment B).

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- .c Contraband: Anything not specifically authorized by the Oahu Center Warden for use by an inmate, or which inmates are prohibited from obtaining or possessing by statute, rule, regulation or order.
- .d Reasonable Suspicion: A subjective suspicion supported by objective, articulate facts that would reasonably lead an experienced and prudent person to suspect an individual is carrying contraband.
- .e Responsible Adult: Parent, legal guardian, or other person 18 years of age or older who is willing to exercise responsibility over minors who visit with an inmate, and who is approved by the Chief of Security (DOC 6702, Minor Consent Form, Attachment C).
- .f Minor: A person who is 17 years of age or younger, unless such person has been married in accordance with HRS Section 577-25.
- .g Married Minor: A person who is 17 years of age or younger who has been married in accordance with HRS Section 577-25.

3.0 POLICY

- .1 Visiting is a privilege and not a right. It is considered an essential part of the correctional process and thus should be treated responsibly by all staff, inmates and visitors. Visitation gives the inmate a way for interaction with the community so that the inmate does not feel completely cut off from the society in which he/she must eventually re-establish him/herself. The privilege of visiting is afforded to inmates so that they can maintain positive family and community ties and positive motivation for rehabilitation. Inmates are encouraged to make use of the visiting privilege compatible with their security/custody classification.
- .2 Staff supervision of visiting shall be sufficient to ensure the contribution of good public relations, to develop the public's understanding of institutional programs, and to assist in the positive development of inmate program planning including adherence to laws, rules, regulations, policies, procedures and other orders.
- .3 Violations of the rules governing visiting, by either the inmate or his/her visitor, may be cause for one or more of the following:
 - .a termination of the visit;
 - .b removal of the visitor's name from the inmate's approved visitors list;
 - .c referral of the inmate to the institutional adjustment process;
 - .d referral of the inmate and/or the visitor for possible criminal prosecution.

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4.0 **PROCEDURES**

- .1 Inmates shall be permitted to visit only with those persons whose names appear on their approved visitors list, unless an exception is granted in accordance with 7.15.53, Special Visits or 7.15.54, Official Visits (see also 7.15.52, Approved Visitors List).
 - .a An inmate may receive visits from parents, spouse, brother(s), sister(s), half-brother(s), half-sister(s), grandparent(s) and child(ren) during first 30 days of confinement, if approved visitors list has not yet been established. Inmate/visitor must provide proof of relationship. Any intended visitor known to have pending criminal charges or known to have been incarcerated may be denied entrance into the facility until verified by the Visit Officer.
 - .b Approved visitors list shall be available to staff who are responsible to check whether a person is permitted to visit an inmate.
 - .c All information on the approved visitors list is **confidential**.
 - 1) It shall not be shared with other visitors, with inmates, or with staff who have no need to know.
 - 2) This confidentiality covers all notations made in accordance with 4.8 and 4.9 below.
 - .d Visitors will be required to show approved (picture) identification prior to being permitted to visit.
 - 1) Photos shall be identifiable with visitor.
 - 2) Approved picture identification is limited to the following:
 - a) State I. D. card,
 - b) Drivers License,
 - c) Passport,
 - d) Senior citizens bus pass,
 - e) Military I. D. card,
 - f) 13 to 17 years old, School I. D. card,

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- g) Valid or expired cards may be used if person is clearly identifiable.
- .e Visitors desiring to park in the OCCC parking lot will be directed to the visitors parking area off of Kamehameha Highway fronting Modules 5 and 20.
- .f Approved visitors shall sign, or shall already have signed, a Visiting and/or Correspondence Application, DOC 8247.
 - 1) A visitor is required to sign the Visiting (DOC 8247), Minor Consent (DOC 6702), and Consent to Search (DOC 8252) form only once per calendar year.
 - 2) Minors, except for married minors, cannot sign for themselves; they are considered to come under their parent/guardian's Visiting and/or Minor Consent form.
 - 3) Married minors shall be treated as if they were adults.
- .g All visitors shall sign the visitors log.
- .h All visits shall be recorded on the inmate's approved visitor's list database.
- .i Normal visits are on Weekdays and Weekends from 7:30am to 12:30pm. Every inmate may have **one 30-minute visit per week**. This includes Special Visits. Special Visits will be conducted Monday thru Friday as pre-arranged by the inmate's case manager.
 - 1) Visits are not allowed on any observed State holiday.
 - 2) All visits are **NON-CONTACT**.
 - 3) All visits are pre-arranged by calling the OCCC Visit Officer to schedule a 30 minute time slot.
 - 4) During each visiting period, inmate may have a visit from no more than 2 persons. A minor child must be accompanied by an authorized individual, see section 4.2, Minor Visitors.
 - 5) Inmate's father and mother shall be counted individually.
 - 6) "Switching" of visitors while a visit is in progress shall not be permitted.

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- 7) Inmates must be prepared for the visit. Upon notification by the Module 9 Officer to the Housing Unit staff, the inmate must report to the Module 9 visit area within ten (10) minutes. Showering, grooming and/or dressing must be completed by the inmate before the arrival of the expected visitor(s).
- 8) Failure to comply with the time allotted shall result in the incremental loss of the authorized visiting time (i.e. 15 minutes late, 15 minutes deducted from the visit time).
- 9) Housing units will send the inmate to Module 9 no later than five (5) minutes prior to the scheduled visit time to ensure the entire time slot allocation is utilized.

.2 Minor Visitors

.a Inmate's own children

- 1) If age 17 years or older, may be permitted unescorted visits.
- 2) Any minor child less than 17 years old shall require escort by a responsible adult, 18 years or older, to be permitted visits;
- 3) In addition to a parent or legal guardian, an inmate's own child (18 years or older) may be appointed to be the responsible adult escort, upon written approval of child's legal guardian. This will be authorized on the DOC 6702, Minor Consent Form.
- 4) The responsible adult escort shall remain with the minor throughout the entire visit.
- 5) Unusual circumstances or instances may be claimed and a waiver to this policy granted, in writing, by the Chief of Security or Oahu Center Warden.
- 6) If an unusual or emergency situation occurs on a weekend or holiday, the Watch Commander may grant a one-time only exception and allow a visit.

.b A minor who is married shall be regarded as of legal age with all the privileges of an adult visitor.

- 1) The married minor shall be allowed to visit as soon as he/she is placed on the approved visitors list.

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2) If the married minor is the inmate's wife, she shall be allowed visits in accordance with 4.1.a. above.

.c All other visitors under the age of 18 years shall be accompanied by a responsible adult who is on the inmate's approved visitors list.

1) A Minor Consent Form, (DOC 6702), will be properly completed by the legal guardian and escorting adult. This form will then be notarized. A copy of the minor(s) birth certificate, the legal guardians I.D., and the escorting adult's I.D. will be submitted along with the completed consent form. The Chief of Security has final approval.

2) The adult taking responsibility for the minor shall sign the Minor Consent form, accepting the responsibility of escorting the minor during the entire visit.

.3 Duration of Visits

.a General Population: normal duration shall be thirty (30) minutes, unless additional time is granted by the Oahu Center Warden. All visits shall be conducted in the Non-Contact Visit area in Module 9.

Visiting Hours are:

Main Facility: 7:30 a.m. to 1:00 p.m. with a cut-off time of 12:30 p.m. for entry.

Laumaka & Module 20:

7:00 a.m. to 9:45 a.m. with a cut-off time of 9:00 a.m. for entry, and
 11:00 a.m. to 12:45 p.m. with a cut-off time at 12:00 p.m. for entry.

.4 Visiting Areas

.a General Population: Module 9 visiting area.

.b Inmates or detainees requiring supervised no-contact visits: Module 9 no-contact visiting area.

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- .c The Oahu Center Warden, Chief of Security or Watch Commander may designate other areas for general or special visits for attorneys when Module 9 is closed, or after hours when trial is pending.
- .d Male and female inmates share the visiting room area. However, females are restricted to visits from 10:00am and 10:30am each day.

.5 Searches

- .a All adult and married minor visitors are required to sign, as a condition for entering, the Notice and Consent to Search form, DOC 8252, (Attachment B). All other minors are covered under the consent of the responsible adult.
- .b All visitors, and all items they are allowed to carry in (see 4.6 a. through d. below), shall be searched. In addition to a cursory pat/frisk search, other methods may include electronic, visual/physical (of property), residual/chemical screening, and strip search.
- .c Personal searches shall be conducted by ACO(s) of the same gender as the visitor. Female visitors will usually be taken to the visitor search room; male visitors may be searched in the Main Entrance restroom or other area as designated by the Watch Commander.
- .d The usual search will be a pat/frisk search. The ACO(s) shall:
 - 1) Using both hands, search behind the ears and around the back of the neck hairline. Have the person open the mouth and lift the tongue. Have the visitor remove any dentures for inspection of them and of the open mouth. Have the visitor remove any wig or hairpiece; inspect/check for contraband.
 - 2) Using both hands, search the seams of the neckline and/or collar. Have the visitor hold out both arms to the sides and check the hem line and/or cuffs of the sleeves.
 - 3) Female -- search the brassiere, without fondling the breasts.
 - a) Carefully lift the center of the brassiere away from the body, checking the area between the chest and brassiere.
 - b) Run the fingers across the top of the bra and straps, proceeding around the outer sides of the breast and under the breast.
 - c) Lift the back strap of the bra away from the body.

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- 4) Using both hands, continue the search under the arms and down the sides of the body.
- 5) Using both hands, place the thumbs on the inside of the waistband of the skirt/pants/trousers, and run the fingers around the waistband, paying special attention to snaps, buttons and zippers, as these are common places to hide contraband due to the tailored bulge and thickness.
- 6) Females -- as an additional check, if the visitor is wearing a dress or muumuu, have them stand with legs spread, search the waist, and then run one hand down the front of the stomach while running the other hand down the backside. **DO NOT** probe through the dress to search the crotch area.
- 7) Place the hand inside each and every pocket.
- 8) Using both hands, search the contour of the buttocks and stomach.
- 9) With the open palm of the right hand, run down the inside of the right leg, while the left hand is run down the outside of the right leg. With the left hand, then start the search of the left leg, beginning at the top inner thigh (being careful not to touch the person's genitals), while the right hand searches outside of the left leg.
- 10) If contraband is discovered or when there is reasonable suspicion, isolate the individual and notify the Security Lieutenant. Proceeding to a strip search requires authorization from the Watch Commander or higher authority. If the visitor is not of the age of consent, the Facility Warden shall be consulted for approval.
 - a) If there is reasonable suspicion that a female is concealing contraband, take her into the search room or female restroom. **DO NOT TRY TO PROBE.**
 - b) If there is reasonable suspicion that a male is concealing contraband, take him into the search room or male restroom.
 - c) If the visitor refuses to allow this inspection, cancel the visit and proceed as in 4.8 below.
 - d) Reasonable measures shall be implemented to preserve the dignity and privacy of the visitor.
- 11) Search the cuffs of each pant leg or the hem line of the skirt.

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- 12) Have the visitor remove shoes and socks, and show the bottom of each foot; inspect shoes and socks.
- .e All visitors are subject to strip search when there is probable cause. This will be conducted only by the authorization of the Watch Commander or higher authority.
- 1) When probable cause has been determined, either by discovery of possible contraband through the pat/frisk search, intelligence sources, or other means, the visitor will be notified that permission to enter will require a more intrusive search. If the visitor agrees, continue with the strip search procedure. If the visitor declines, it will be documented in the database program and the visitor informed that they will be banned from the facility for a period not to exceed one (1) year. A written report shall be submitted to the Watch Commander (see 4.8 below).
 - 2) The strip search shall be conducted by security personnel of the same gender as the visitor or staff member being searched. The search shall be conducted in a private area, which shall ensure the dignity and privacy of the visitor or staff member. Two security officers of the same gender as the individual being searched shall always be present during the search (one acting as a witness, the other conducting the search). If female security personnel are not available for a female strip, the visitor shall be directed to return another time when female security personnel are available.
 - 3) Escort the visitor into the search area and conduct a thorough pat search. A thorough pat search will, in most cases, produce any contraband the visitor may be carrying.
 - a) If nothing is found during the pat search, then ask the visitor if he/she is carrying contraband.
 - b) If the reply is "No," ask if he/she is willing to submit to a strip search.
 - c) The witnessing ACO shall be of the same gender as the visitor, if not already present.
 - d) Have the visitor remove each article of clothing one at a time and pass it to the ACO(s) to be searched.
 - e) Visitor will then stand naked in front of the ACOs and, as applicable, lift breast, genital, any fold of fat, e.g., stomach, between legs.

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- f) Have visitor turn their back to ACOs and bend over, spreading the buttocks cheeks, then squat and cough.
 - g) Give clothes back to the visitor with instructions to get dressed.
- 4) A detailed report shall be made following any search more thorough than a pat search. This report shall contain the name of the person searched, the date, time, and place of the search, the names of the searching officers, any witnesses, the official who authorized the search, the reasons for the search, the extent of the search, and what, if any, was found.
- .f All females wearing sanitary napkins and/or tampons shall remove and dispose of these items in the presence of the female ACO conducting the search and a substitute sanitary napkin and/or tampon will be provided by the facility.
- .g While searching, if anything unusual is discovered, do not ask the visitor what it is and/or to show it; proceed to retrieve the item while asking to identify the item(s).
- .h All vehicles, which are parked within the confines of the facility parking area, or within the secured perimeter of the facility, may be subject to search without the owner's permission if there is a reasonable suspicion to believe contraband may be hidden within the vehicle.
 - 1) A search warrant is not required for these types of searches;
 - 2) If the vehicle is on facility property, locked and the owner cannot be located or if the owner refuses to allow a search, the vehicle will be opened by either the facility's locksmith or other qualified person.
 - 3) Said refusals and the search process will be documented on a video recording and in writing.
 - 4) Found contraband items shall be handled in accordance with department policies.
 - 5) The facility and State shall not be responsible for any damage occurring to any private vehicle while parked on facility grounds due to a legal search.
- .i Failure to consent to search shall be cause for denial of visit and entry into the facility.
- .j The Chief of Security shall maintain a file of all signed consent to search forms.

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- .k Contraband that is discovered on any visitor during the process of a search shall be handled in one of the following manners (see 7.08.68, Found Property and Contraband; Reporting, Storage and Disposal of, for more detailed procedures):
- 1) Drugs, intoxicants, or weapons: NED (Narcotics Enforcement Division) and HPD shall be called, the intended visitor shall be detained, and shall be suspended from entering the security area.
 - 2) Narcotic and/or explosives residue detected: Security Lieutenant notified, the intended visitor shall be informed that a more intrusive search (strip search) is needed before entry into the facility is allowed. If permission is given, proceed with 4.5e above. If the visitor declines, they will not be allowed entry and be banned from the facility for a period not to exceed one (1) year. The Security Lieutenant shall notify NED/HPD, if necessary. If visitor's vehicle is parked on facility property, a search may be conducted.
 - 3) For any intended visitor found with other kinds of contraband (see 4.7.a.1), the visitor shall be denied the privilege of visiting or entering the facility. The report and contraband shall be submitted to the Watch Commander before the end of that watch.
 - 4) Restoration to the visiting status is determined by the Chief of Security, based on:
 - a) Nature of contraband;
 - b) Outcome of police or court action, if any;
 - c) Face-to-face interview with the Chief of Security.
 - 5) Department policy provides for suspension of privileges for up to one year, even for close family members. In the case of a non-family member apprehended under .5.I above, the visiting privilege shall not be reinstated.

.6 Items permitted

.a Jewelry

- 1) Wedding rings, freshly pierced earrings, and any item that cannot be taken off because of size or broken clasp may be permitted. All other jewelry shall be removed and left outside of the visiting area. (OCCC is not responsible for loss or theft of any items left outside of the visiting area.)

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- 2) The ACO who permits the visitor to enter with the non-removable jewelry shall check to assure that the item(s) permitted are on the visitor when the visitor leaves the facility.

.b Infant Supplies

- 1) Diapers worn by infants shall be removed and changed in the presence of the searching ACO. The soiled diaper shall be disposed of and a clean diaper will be put on. It is the responsibility of the visitor to bring a clean diaper for this change.
- 2) Only one (1) diaper for each baby, one bottle of liquid (which shall be opened and checked), and only one infant blanket may be carried into the visiting area. No baby food will be allowed.

.c Medication that a visitor needs to carry at all times in case of an emergency, such as heart pills, asthma pills, etc., may be permitted.

- 1) The ACO performing the search shall hand carry the medication to the ACO on duty at the visiting area, to be held in case the visitor has a sudden need for the medication to be administered.
- 2) The visiting area ACO shall return the medication to the visitor as he/she leaves the visiting area.
- 3) The ACO who carried the medication to the visiting area shall check with the visitor as he/she leaves the facility to assure that the (remaining) medication is carried out of the facility.

.d Handicapped visitors shall be allowed to visit, if listed on the approved visit list. Special consideration shall be observed when searching handicapped individuals being careful not to cause any undue discomfort or pain during the search process. Wheelchairs, walkers, or other appliances necessary for the handicapped visitor shall be allowed only after a thorough examination of the item(s).

.e Money

- 1) Money will only be accepted Monday through Friday, excluding holidays, between 7:00 a.m. and 1:30 p.m. at the Business Office.
- 2) Money shall be accepted and receipt issued in accordance with 7.02.55, Receipt of Money for Inmates.

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.7 Items Prohibited

- .a Any item not listed under 4.6, a. and b. above shall not be carried into the visiting area by any visitor.
 - 1) This means no cigarettes, food, toys, watches, pens, money, checks, papers, etc.
 - 2) An exception may be made for attorneys and others authorized under 7.15.54 to carry in items needed for official business.
- .b When lockers are provided, all visitors are responsible to provide their own combination padlock and shall secure their personal belongings before visiting. OCCC staff shall not be responsible in the event of loss or damage to personal property of visitors.
- .c No foods or items purchased from the Inmate Store are allowed in the visiting area.

.8 Whenever a visitor is not allowed admittance into the facility, or is not cleared to enter the visiting area, the Main Entrance ACO will:

- .a write an Incident Report (DOC 8214, Attachment D) giving the reason(s) why the visit was denied and have it forwarded to the Watch Commander via the Security Lieutenant;
- .b if the decision is questioned by the visitor, notify the Watch Commander of the action. The Watch Commander shall:
 - 1) Approve/disapprove the denial, and sign the report.
 - 2) If denial is disapproved, the visit will be allowed.
 - 3) If denial is upheld, visit will be denied.
 - 4) Whenever a visit is denied, one copy of the report will be forwarded to the inmate for information, one copy to the inmate's Case Manager, and the file copy to the Visit Officer.

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.c Grounds for Disallowing Visits

- 1) Visitor not properly dressed (see 7.15.55, Visitors Dress Code).
- 2) Visitor not on inmate's approved visitors list.
 - a) There are exceptions to who may be allowed visits; see 7.15.53, Special Visits, and 7.15.54, Official Visits, for these exceptions.
- 3) Visitor refuses to sign Consent to Search form, or refuses to allow search.
- 4) Visitor has pending criminal charges and/or is known by staff to have been incarcerated (see 4.1.a above).
- 5) Contraband and/or narcotic/explosive residue is discovered on visitor.
- 6) Visitor does not have proper identification.
- 7) Minor visitor does not have an authorized responsible adult escort.
- 8) Visitor has been ordered suspended by order of the Chief of Security or higher authority.
- 9) Visitor appears under the influence of alcohol or drugs.
- 10) Visitor is exhibiting abusive or disruptive behavior.
- 11) Visitor's residual sample concluded positive traces of narcotics and/or explosives.

d. The Visit Officer shall contact and consult with their immediate supervisor, section supervisor, watch commander, etc. when in doubt or when concerns arise for situations in question or not specified in this policy and procedures.

.9 All visitors shall conduct themselves in an orderly and decent manner while visiting.

.a Department Policy provides that "Visitation privileges may likewise be suspended for a period of up to one year from the date of incident for any behavior, such as any acts or threats of violence, harassment of staff, or excessive bodily display that potentially jeopardizes security or good management of the facility."

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.b Children in the visiting area shall be properly managed. If allowed to become disruptive, e.g., running, excessively noisy, etc., visiting parent will be warned and/or action shall be taken, including terminating the visit.

.c Staff discovering disorderly or indecent behavior or behavior potentially jeopardizing security or orderly running of the visiting area shall:

- 1) Try to act early enough in polite and firm manner to remind inmate and visitor of proper visiting area behavior, so as to avoid a serious incident;
- 2) If behavior continues, or is serious enough in nature:
 - a) Notify the Security Lieutenant of the situation;
 - b) Temporarily suspend the visit until the Security Lieutenant can determine what further action is in order;
 - c) Write a report on the incident, immediately.
- 3) The Security Lieutenant should investigate the incident, and decide whether:
 - a) Visit may be resumed;
 - b) Visit should be terminated;
 - c) Other action is required.
 - d) If options b) or c) is contemplated, the Security Lieutenant shall inform the Watch Commander of the situation and obtain authorization for the visit termination or other action.

.10 Transfer of Visitation Privileges

a. Within the State:

When an inmate is transferred to another facility within the state, the inmate's approved visitation list at the OCCC will be accepted at the receiving facility without further verification by the receiving facility. The transferred inmate will experience no disruption in his/her visiting privilege. See COR.15.04, 3.7-Transfer of Visitation Privileges.

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b. From Out of State Facility:

When a inmate is received from an out-of-state facility, under contract with the State of Hawaii, he may be allowed visits only from immediate family members during the first 30 days of the transfer (see section 4.1.a above). The inmate must submit a properly filled Visit Request form for approval to continue visit privileges after the initial 30 day period. Visit procedures shall be followed.

.11 Pre-trial Detainees

The Oahu Center Warden may waive the application process for pre-trial detainees' visitors in order to ensure such detainees may adequately receive visitation privileges. All rules and regulations, along with the proper completion and signing of appropriate visiting forms, will apply. See 4.0 thru 4.9 above.

.12 General Information

- .a Any and all pertinent information regarding a visit shall be noted in the database program in the approved visitors list of the appropriate section, and especially actions taken under 4.8 and 4.9 above, under "Special Notes."
- .b Policy and procedures for special visits can be found at 7.15.53, Special Visits, and 7.15.54, Official Visits.
- .c Policy and procedures for visits to inmates hospitalized in the community can be found at 7.08.73, Hospital Detail.
- .d Visitors for Inmate Programs
 - 1) Persons listed on any inmate's approved visitors list are restricted from entering the facility to participate in inmate programs, social and church services, unless approved by the Chief of Security, Intake Program Administration, or Oahu Center Warden.
 - 2) Those persons participating in inmate programs, socials and church programs are restricted from being placed on an inmate's approved visitors list.
 - 4) Inmate program visitors must complete an Emergency Preparedness Personal Information form (attachment E).

OAHU COMMUNITY CORRECTIONAL CENTER Policy and Procedures	EFFECTIVE DATE: MAR 15 2016	POLICY NO. 7.15.04
	SUPERSEDES (Policy No. & Date): 7.15.04 1/13/2005	
SUBJECT: VISITATION		Page 17 of 17

.13 Review and Revision

- .a At the discretion of the Oahu Center Warden.
- .b If revision is needed, the Oahu Center Warden will:
 - 1) assign a person to prepare a draft;
 - 2) consult with others for input, as desirable;
 - 3) when revision is completed have it typed in final form for approval and forwarded to the Department Policy Coordinator for review prior to signature.

5.0 SCOPE

- .1 This policy and procedures applies to all OCCC personnel who are in any way involved with inmate visits.
- .2 All OCCC inmates and visitors are governed by this policy and procedures.

APPROVED: _____

Michael Hoffman, IDA / AOCW

3/15/16

Date

STATE OF HAWAII
Department of Public Safety
Oahu Community Correctional Center

THE LAW: Constitutional Law holds that all persons have a right to be free of unreasonable searches and seizures. An unreasonable search invades a reasonable expectation of privacy. Where an individual does not have a reasonable expectation of privacy, a search is lawful. For the most part, searches of individuals and their property within **penal institutions** do not violate a reasonable expectation of privacy provided such searches are prudently carried out and safeguards against abuse of such practices are governed by facility policy and procedures. (Auth: HRS 353-3; Imp: HRS 353-3)

NOTICE: Every visitor of a correctional institution (including those authorized to perform work or provide services, either through contract or volunteer) and every employee of the institution are subject to searches of their person including strip searches and of their vehicle, locker or other personal property at anytime with a reasonable cause. Employment at and/or entrance to any facility may be denied or terminated if you refuse to sign this Notice and Consent to Search form.

CONSENT: I have read or have had the above statement read to me and I fully understand its contents. I agree to submit to a reasonable search of my person, including strip searches, searches of my vehicle and all of my personal property upon entering/exiting any correctional facility.

<u>Witness</u> DOC 8252 (1/00)	<u>Date</u>	<u>Visitor/Employee Signature</u>	<u>Date</u>
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VISITING AND/OR CORRESPONDENCE APPLICATION

I, _____, the: _____
(PRINT NAME) (SPECIFY RELATIONSHIP)

residing at: _____
(PRINT HOME ADDRESS) (CITY/ZIPCODE) (DATE)

of: _____, requests permission for:
(PRINT NAME OF INMATE)

REGULAR VISIT SPECIAL VISIT CORRESPONDENCE (Specify all that apply)

I have read and understand the Laws and Regulations listed herein and I agree to abide by them:

<u>(APPLICANT'S SOC. SEC. Number)</u>	<u>(APPLICANT'S SIGNATURE)</u>	<u>(DATE)</u>
---------------------------------------	--------------------------------	---------------

LAWS & REGULATIONS

1. A person commits the offense of promoting prison contraband in the first degree if: he/she intentionally conveys an unapproved dangerous instrument or unapproved drug to any person confined in a correctional or detention facility. (Sec 1022, HPC)
2. A person commits the offense of promoting prison contraband to any person confined in a correctional or detention facility. (Sec 1023, HPC)
3. **VISITING:** Visiting a resident is a PRIVILEGE and may be restricted or denied.
4. **VISITING BY FORMER RESIDENTS:** All ex-residents of any correctional authority and probationers must secure written Permission of the Branch Administrator and their Probation/Parole Officer before they can visit any resident of the facility.
5. **PROCEDURES:** All correspondence, packages and personal property sent out or received by a resident will be inspected. Every visitor upon authorized entry into a correctional facility or its grounds will be subjected to a search of their person.

NOTICE: YOUR REFUSAL TO COMPLETE THIS FORM WILL RESULT IN A DENIAL TO ENTER THIS PRISON AND/OR TO VISIT AN INMATE.

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
INCIDENT REPORT

ATTACHMENT D

Facility: _____

Prepared on: _____

TO: _____ THRU: _____
(Administrator/section supervisor) (Watch Supervisor)

DATE	TIME	NARRATIVE (Specify inmate name & ID and location if related to misconduct)

By: _____
Reporting Officer/Employee Title

EMERGENCY PREPAREDNESS PERSONAL INFORMATION

CONFIDENTIAL

CONFIDENTIAL

The following **VOLUNTARY** information will be confidential and maintained in a secure location to be accessed only by the Director, Warden or Chief of Security in an emergency situation. This information will be used to ensure proper medical treatment and actions used to respond to a lockdown, hostage or serious emergency incident:

COMPLETION OF SECTION A IS REQUIRED

☐ _____ I choose not to complete section C.
Initials

A. IDENTIFICATION INFORMATION

☐ Employee ☐ Volunteer

Print Name: _____ Date: _____

Signature: _____

Social Security Number: _____ Date of Birth: _____

B. EMERGENCY NOTIFICATIONS

Name: _____ Name: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

TO BE COMPLETED AND KEPT CURRENT BY EVERY EMPLOYEE AND VOLUNTEER

C. MEDICAL INFORMATION

Blood Type:	Physician(s): Name: Address: Phone #:
Allergies:	
Medical Conditions:	Name: Address: Phone #:

**Inter-Office
MEMORANDUM**


DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

March 15, 2016

TO: Mail Room Staff (including Light Duty)

FROM: COS, Major Denise J. Johnston 

SUBJECT: Scheduled Visitation

Effective April 4, 2016, OCCC will be conducting all NON-Contact visits, seven days a week. Visitors must call 832-1633 to schedule a time slot for visits. Each visit is 30 minutes long. One visit per inmate, per week. Visit week is from Monday through Sunday. No more than two visitors, including children, at time.

1. The reserved times will be collected on the attached spreadsheet. (program will be on computer).
 - a. When utilizing the schedule program. Save after each scheduled visit to ensure appointments do not overlap. There are 5 appointments in each time slot.
 - b. Pink slot is for Module 3,4 and 8.
2. Visitor will call for an appointed time to visit. Week is Monday through Sunday, excluding Holidays.
3. Mailroom staff will:
 - a. Check Offendertrak to see if caller is on visitor list. If yes,
 - i. Schedule visit, fill in appropriate blanks for date requested.
 - ii. If not, has the inmate been in over 30 days?
 1. If yes, Inform visitor they have to wait until inmate has requested them as a visitor and been placed on the visiting list.
 2. If not, is visitor immediate family?
 - a. If yes, schedule visit, fill in appropriate blanks for date.
 - b. If not, inform visitor they have to wait until inmate has requested them as a visitor and been placed on the visiting list requested.
4. Each day a copy of the next days list will be distributed to Main Entrance, Module 9 and COS office. On Friday, the list for Saturday, Sunday and Monday shall be distributed.

**Inter-Office
MEMORANDUM**

DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

March 15, 2016

TO: Module 9

FROM: COS, Major Denise J. Johnston



SUBJECT: New visit procedures

Effective April 4, 2016, all visits will be non-contact and prescheduled. This includes special visits and does not include Attorney visits.

All visitors will need to show up 15 minutes prior to their scheduled time.

1. Check scheduled visit calendar, inmates should be called down to be present no later than 5 minutes prior to visit time.
2. Visits will be started and ended on time. On the hour and half hour. This is to ensure all get their full visit. If inmate or visitor are late, the visit will still end at scheduled time. NO EXCEPTIONS!
3. Visitors should not be in Module 9 earlier than 10 minutes before their scheduled time.
4. Module's 3, 4 and 8 will have visits at 1000 and 1030 hrs. each day. The 1030 inmates will be brought down to M9 before movement is frozen for headcount. The 1000 inmates will be kept in M9 in the holding area until the count clears. No inmate goes into M9 beyond the station unless it is an Attorney visit, Adjustment or Program hearing.
5. All inmates are to be stripped before exiting Module 9, or escorted by rover back to the housing unit to be strip searched.

CC: OCW, Capt's, Lt's, Dep-W, M9, Main Entrance.

**Inter-Office
MEMORANDUM**

DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

March 15, 2016

TO: Residency Section Administrator

FROM: COS, Major Denise J. Johnston 

SUBJECT: New visit procedures

Effective April 4, 2016, all visits will be non-contact and prescheduled. This includes special visits and does not include Attorney visits. The visit week will be from Monday through Sunday, excluding Holidays. Ensure inmate does not have two visits within that period. Visitors may start calling on March 28, 2016 from 0600-1400 hrs. at 808-832-1633.

All visitors will need to show up 15 minutes prior to their scheduled time. This will ensure time enough for them to be processed, searched and enter the facility. If they are late, their visit will still end at the appointed time.

All special visits will need to be scheduled within the same rules and guidelines of the visiting policy. If visitor is from another state there may be the possibility of them utilizing two visiting periods back to back with the approval of the Chief of Security.

1. Check visitor in by having them sign the visit log.
2. Check proper identification against, visit schedule and Offendertrak.
3. Input into the Offendertrak the visit.
4. Ensure visitor is in compliance with visitor dress code and policy.
5. Do not send visitor into Module 9 any earlier than 10 minutes prior to scheduled visit time.

CC: OCW, Capt's, Lt's, Dep-W, M9, Main Entrance.

**Inter-Office
MEMORANDUM**


DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

March 15, 2016

TO: Modules, Annex I, Annex II, Mauka and Makai

FROM: COS, Major Denise J. Johnston 

SUBJECT: New visit procedures

Effective April 4, 2016, all visits will be non-contact and prescheduled. This includes special visits and does not include Attorney visits. Visitors may start calling on March 28, 2016 from 0600-1400 hrs. at 808-832-1633.

All inmates must arrive at M9 at least 5 minutes prior to their scheduled appointment time.

1. Visits will start and end on time. On the hour and half hour. This is to ensure all get their full visit. If inmate or visitor is late, the visit will still end at scheduled time.
NO EXCEPTIONS!.
2. Visit week will be from Monday through Sunday, excluding **Holidays**.
3. All inmates are to be stripped upon return from Module 9.

CC: OCW, Capt's, Lt's, Dep-W, M9, Main Entrance.

**Inter-Office
MEMORANDUM**

DEPARTMENT OF PUBLIC SAFETY


No. _____

Suspense: _____

March 15, 2016

TO: Main Entrance

THROUGH: AOCW, Michael J. Hoffman

FROM: COS, Major Denise J. Johnston 

SUBJECT: New visit procedures

Effective April 4, 2016, all visits will be non-contact and prescheduled. This includes special visits and does not include Attorney visits. Visit week will be from Monday through Sunday, excluding Holidays. Visitors can call 0600-1400 hrs., weekdays at 808-83-1633.

All visitors will need to show up 15 minutes prior to their scheduled time. This will ensure time enough for them to be processed, searched and enter the facility. If they are late, their visit will still end at the appointed time.

1. Check visitor in by having them sign the visit log.
2. Check proper identification against, visit schedule and Offendertrak.
3. Input into the Offendertrak the visit.
4. Ensure visitor is in compliance with visitor dress code and policy.
5. Do not send visitor into Module 9 any earlier than 10 minutes prior to scheduled visit time.

CC: OCW, Capt's, Lt's, Dep-W, M9, Main Entrance.

DO NOT TAKE RESERVATIONS MORE THAN SEVEN DAYS IN ADVANCE.

[illegible]

Holding Unit - when approved in writing