

C. Approved Inmate Visit List:

1. Inmate must submit a list of visitors for approval.
2. The list shall consist of no more than twelve (12) people including family members, relatives and/or friends.
3. The Visit ACO usually authorizes visitors to be placed on the approved list within thirty (30) days.
4. Immediate family members (father, mother, sister, brother, half-sister, half-brother, grandmother, grandfather, spouse and inmates' own children) may visit for the first thirty (30) days of incarceration. Proof of relationship must be provided. Any 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 ACO.
5. When a permanent visiting list is established at the end of the first thirty (30) days, only those individuals on the approved list may be allowed to visit. After the thirty (30) day period is completed, section C.4. shall become void.
6. All inmates are advised to submit visit requests to the Visit ACO for all their visitors (this includes immediate family member and friends) during their first week of incarceration.
7. Full names, social security # (SSN), date of birth (D.O.B), Address, Relationship

D. Visiting Procedures:

1. During each visiting period, **effective 9/23/2000, inmates are allowed no more than two (2) visitors.**
2. Inmate's parents are counted individually.
3. "Switching" of visitors while a visit is in progress is not permitted.
4. Any minor child less than 17 years of age shall require an escort by a responsible authorized adult.
5. An inmate'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 that has been authorized by the Chief of Security.
6. During the visit, the responsible adult escort shall remain with the minor child throughout the visit period.
7. In the event the inmate is the sole guardian, the inmate may initiate in-house documentation selecting an adult from his/her approved visitor's list to escort the minor child into the facility. The Case Manager may assist in the preparation of these documents.
8. Once a visit has commenced, no one may join the visit.
9. All visitors must sign the visitor's log and secure their belongings in available lockers or their vehicle before the visit. The facility shall not be held responsible for any loss or damage to visitor's property.

E. Ground for Denying Visits:

1. Visitor is not properly dressed.
2. Visitor is not on the inmate's approved visit list.
3. Visitor refuses to sign the Consent to Search form, or refuses to be searched.
4. Visitor has pending criminal charges or is known to have been incarcerated.
5. Contraband and/or narcotic/explosives residue is discovered on the visitor.
6. Visitor does not have proper identification.
7. Minor child visitor does not have a responsible adult escort.
8. Visitor has been issued a visit suspension by the order of the Chief of Security or the authorized representative.
9. Visitor is under the influence of alcohol and/or drugs.
10. Visitor is abusive, combative or disruptive.
11. Visitor's residual sample concluded positive traces of narcotics and/or explosives.

12. OCCC Policy & Procedures, 7.15.04 (4.9.C.1) No excessive kissing, no "hickey" or "love bites", no sitting on laps, no leg straddling, no groping or other display of a sexual nature has been violated.

F. Identification:

1. All visitors are required to show an approved (picture) identification prior to being permitted a visit.
2. Photos shall be identifiable with the bearer.
3. Photo identification shall not be altered or fabricated.
4. Approved identification is limited to the following:
 - a. State I.D. card;
 - b. Driver's License;
 - c. Passport;
 - d. Senior Citizen Bus Pass;
 - e. Military I.D. card;
 - f. School I.D. card (for minors 13 to 17 years of age);
 - g. Valid or expired cards may be used only if person is clearly identifiable.

G. Search:

1. All adult and married minor visitors are required to sign the "Notice and Consent to Search Form" as a condition for entering the facility. All minors are covered under the consent of their legal guardian.
2. All visitors and all items they carry shall be searched.
3. All visitors are subject to the usual pat or frisk search and other methods including electronic, residual/chemical screening and body cavity.
4. All visitors are subjected to a strip search when there is probable cause or reasonable suspicion.
5. Contraband discovered on any visitor during the search process shall be handled in the following manner:
 - a. Drugs, intoxicants or weapons: visitor detained until taken into custody by the local police. Visitor suspended from visit privileges.
 - b. Narcotic and/or explosives residue detected: visitor detained, Security Lieutenant notified and local police may be called. A search of their vehicle conducted if identified and parked on facility property. Visitor suspended from visit privileges.
 - c. For any intended visitor found with other types of contraband, the visitor shall be denied the privileges of visiting and entering the facility.
 - d. Restoration of future visit status shall be determined by the Chief of Security.

H. Contraband:

1. Anything not specifically authorized by the Oahu Community Correctional Center Warden for the use by any inmate or which inmates are prohibited from obtaining or possessing by status, rules, regulations and/or directives.
2. Introduction of any of the following items on state premises:
 - a. any firearm, destructive device and/or ammunition;
 - b. any object designed to be used as a weapon;
 - c. any narcotic drug, controlled substance and/or alcoholic or intoxicating beverage;
 - d. currency;
 - e. any other object without the knowledge and consent of the Warden.

I. Visitor Dress Code:

1. Female Visitors:

- a. The visitor must wear undergarments, which include a brassiere (no underwire or sport bras), and underpants (pantyhose do not constitute as an undergarment). No bikini tops.
- b. Dresses and Muumuus and skirts may not be hemmed above the kneecaps when standing and cannot be shorter than two (2") inches above the kneecaps when sitting.
- c. Longer dresses, skirts and muumuus may not have "slits" that rise higher than two (2") inches above the kneecap when seated.
- d. Garments must cover shoulders, midriff and upper legs. No sleeveless attire. No bare skin showing when arms are raised.
- e. No "caprice"
- f. Clothing may not be "adjusted" or "shifted" while worn to comply with these guidelines.
- g. Forbidden clothing items: absolutely NO WHITE OR SHEER CLOTHING, Low cleavage tops, tube tops, tanktops, short midriff tops, shorts, bathing suits, form fitted pants or jeans, leggings, see-through or sheer clothing (shirt or pants), crotchless undergarments, G-strings, culottes, gouchos, pants pockets with holes, coveralls or overalls. No wrap around skirts, no button down dresses, blouses or shirts.
- h. Pants or jeans must reach the ankle.
- i. Wearing of sweaters, tops or jackets to cover inappropriate attire is not permitted.
- j. Visitors must wear footwear. Slippers, sandals or shoes. Barefooted visitors are not allowed on the premises.
- k. Lined jackets, hats, caps, curlers, beads, bandanas, leis, flowers and accessories are forbidden.
- l. No rubberbands, clips, bobbie pins, "scrunchies" and ponytails.
- m. Belts may be allowed only upon the ACOs discretion.
- n. Visitors must notify staff of their menstrual cycle. Change of sanitary supplies may be required.

2. Male Visitors:

- a. All male visitors must wear underpants, shirt, long trousers, slippers, sandals or shoes.
- b. Male visitors will not be allowed to wear shorts, bathing suits, tanktops, lined jackets, sweaters, lavalavas, caps, hats, coveralls or overalls.
- c. Exception in the wearing of lavalavas are:
 - A visitor from the Western Pacific not making permanent residence in the United States may wear a dress lavalava.
 - Those visitors who are not permanent residents of the United States may wear a lavalava during their first visit only. Thereafter, visitors must wear long trousers.

3. Infants:

- a. Diaper worn by the infant must be removed and changed in the presence of the officer. The soiled diaper will be disposed of and a clean diaper placed on the infant. It is the responsibility of the visitor to bring a clean diaper for this change before the visit.
- b. One single unlined, unpadded, non-quilted blanket for the infant may be allowed into the visit area.

4. Children:

- a. Children must wear appropriate attire. Boys must wear a shirt or top and trousers. Girls must wear dresses.
- b. Undergarments must be worn (undershorts, briefs, panties, etc.).
- c. Minor girls who are maturing or are at least twelve (12) years of age or older must wear the approved adult female attire. The determining factor will be their appearance and visit denied if not properly dressed.
- d. Minor boys, twelve (12) years of age or older, must wear the approved adult male attire. The determining factor will be their appearance and visit denied if not properly dressed.
- e. Footwear must be worn (slippers, sandals or shoes). Barefooted visitors are not allowed on the premises.

- f. No lined jackets, sweaters or padded clothing allowed.
- g. Nothing may be worn in the hair.

J. Permitted Items:

- 1. Jewelry:
 - a. Wedding bands (no stones, pearls, etc.), freshly pierced earrings and any item that cannot be removed due to size or broken clasp, may be permitted.
 - b. All other jewelry shall be removed and left outside the visiting area which includes any jewelry used for body piercing.
 - c. OCCC shall not be held responsible for any damage, loss or theft of any items.
- 2. Prescription Medication(s):
 - a. Prescription medication will be allowed into the facility only if the label is intact and legible, and the name on the label can be identified to the individual.
 - b. All prescription medications must be declared at the Main Entrance upon arrival. The Main Entrance ACO will notify the Module 9/Visit Area ACO on the amount and type of medication(s).
 - c. Visitors will surrender their medication to the Module 9/Visit Area ACO for the duration of the visit.
 - d. If medication is needed during the visit, the ACO will allow the visitor to ingest their necessary medication and the visit will continue.
- 3. Infant Supplies:
 - a. One (1) plastic baby bottle containing liquid nourishment for the infant (bottle may be opened and inspected).
 - b. Only one (1) unlined blanket may be carried into the visit area.
 - c. No baby food is allowed.

K. Special Visit (inter-island, out of state, international):

- 1. Normally granted to visitors who do not reside on the island of Oahu and not on the inmate's approved visit list.
- 2. Special visits are granted during normal business hours.
- 3. Inmates must submit requests stating the time and date of the visit to their Case Manager.
- 4. Inmates must submit their request at least seven (7) days before the expected visit to obtain the necessary approvals for the special visit.
- 5. The Chief of Security may disapprove any request.
- 6. Visitors are required to show proof of travel (plane ticket) and proper photo identification.

L. Attorneys, Program and other Official Visits:

- 1. Attorneys, Child Protective Services Case Workers and other officials may call the inmate's Case Manager for prior visit approval from the Chief of Security.
- 2. The attorney-of-record may visit their client during normal official business hours without prior arrangements.
- 3. Other individuals under escort by the attorney, such as interpreters and private investigators must obtain prior approval from the Chief of Security.
- 4. Inmates should encourage their attorney to arrange visits in advance to avoid scheduling conflicts.

M. Visit Officer:

- 1. The Visit Officer or any staff member is not authorized to provide information regarding any inmate's visiting list over the telephone.

2. The visiting list information is strictly confidential and this information shall not be released over the telephone.
3. The inmate is responsible for informing their visitors whether they are approved to visit. The inmate will receive a copy of the original visit request that identifies the individuals authorized to visit.
4. The Visit Officer shall contact their immediate supervisor, section supervisor, watch commander, etc. when in doubt or when concerns arise for situations not specified in this policy and procedures.

N. Property Hours:

1. On Tuesdays and Thursdays from 10:00 am to 4:00 pm, visitors are allowed to drop off and/or pick up an inmate's property.
2. Property shall only be accepted or released if the inmate has submitted an approved request and the request is on file.
3. Inmate property that is being dropped off, particularly **SHOES**, must have receipt and no more than \$30.00 worth in value.
4. Visitors may call 832-1247 for further information.

O. Business Office Hours:

1. Monday through Friday, except state holidays, from 7:00 am to 1:30 pm.
2. Inmates are allowed to have a maximum of sixty (\$60) dollars per day deposited into their account, cash only.
3. Deposits made at the Business Office window shall be in U.S. currency only. Deposits made in person are limited to: one deposit per inmate, per day.
4. 1st 30 days, immediate family with same last name on I.D or official documents
5. After the first thirty (30) days of incarceration, individuals depositing money into the inmate's account must be on the approved visit list or money list. Proper identification is required.
6. Cashier's Checks will be accepted through the mail only if on the inmate's visit listing. The inmate's name and State I.D. number must be printed on the lower left corner of the Cashier's Check. Cashier's Check must be payable to: OCCC

P. Mailing Address:

Oahu Community Correctional Center
2199 Kamehameha Highway
Honolulu, Hawaii 96819

Note: the inmate's name and housing unit should be in care of (c/o) the Oahu Community Correctional Center.

Attention: Unauthorized Items

1. No stamps allowed. (must be purchased thru commissary only)
2. Do not send (blank) paper, post cards, envelopes, musical greeting cards, calendars, puzzle or posters. Do not send more than intranet papers
3. Do not perfume, powder or cologne the letter in anyway.
4. No kiss impression or graffiti anywhere on correspondence or envelope.
5. Do not send letters or envelopes that are stained or dirty in anyway.
6. Do not send cards, letters and photos with glue, tape, glitter, stickers. No address labels.
7. Do not send more than five (5) photos. Excess of five (5) will be returned. No sticker photos or polaroid photos allowed. No laminated cards. No phone cards allowed.

Unauthorized Items (continued)

8. Photos not to be larger than 4x6 and must be individual prints (5) only.
9. All gang related material, metal and plastic items are unauthorized.
10. No money orders. Cashier's checks only. Sender must be on approved visitors list as stated above in "BUSINESS OFFICE HOURS" section.
11. Reading material must be pre-approved by WARDEN and must come from the bookstore or publisher. No hard cover, binders, leather cover books or dictionaries of any kind allowed.
12. No three way correspondence. No inmate to inmate correspondence without written approval from WARDEN.

Q. Phone Numbers:

HCF: 808-485-3551

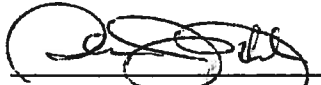
WCCC: 808-266-9650

FDC: 808-838-4200

O.C.C.C mental health: 808-832-1683

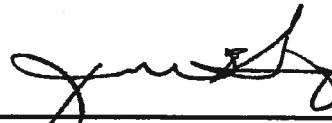
Recommend/ not recommend

APPROVED / DISAPPROVED:



Denise J. Johnston, COS

Date: 1-29-14



Francis X. Sequeira, Warden

Date: 1/29/14

