

OAHU COMMUNITY CORRECTIONAL CENTER POLICY AND PROCEDURES MANUAL	EFFECTIVE: DEC 29 2000	POLICY No. 7.15.55
	SUPERSEDES: 7.15.55 8/21/91	
SUBJECT: VISITOR'S DRESS CODE		Page 1 of 5

1.0 PURPOSE

To set forth dress standards for persons visiting inmates at the Oahu Community Correctional Center (OCCC).

2.0 REFERENCES

- .1 Hawaii Revised Statutes:
 - a. 26.14-6, Department of Public Safety
 - b. 353C-2, Director of Public Safety, Powers and Duties
 - c. 353-30, Others by Permission
 - d. 353.11.5, Restricted Access to Correctional Facilities
- .2 Hawaii Administrative Rules, Title 23, Chapter 100, Visitors to Correctional Facilities; Chapter 101, Contraband
- .3 Department of Public Safety, Policy and Procedures Manual, 493.15.04, Visitation

3.0 POLICY

- .1 Any person desiring to visit an inmate must be dressed in a neat and presentable manner.
- .2 All personnel of the Oahu Community Correctional Center who receive and process visitors will enforce this policy in a firm, consistent and polite manner.
- .3 All visitors, including staff, are subject to search before entering the secured areas.
- .4 All inmates under the jurisdiction of the Oahu Community Correctional Center are expected to know and inform their visitors of this Dress Code.

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4.0 PROCEDURES

.1 Female Visitors

- a. Must wear undergarments which include brassiere and underpants. Pantyhose do not constitute an undergarment.
- b. Dresses, skirts and muumuus:
 - 1) Must cover the kneecaps when the person is standing.
 - 2) Dresses, skirts and muumuus may not have slits.
- c. Must have shoulders, midriff and upper legs covered.
 - 1) Defined as NO spaghetti straps or clothing tops (blouses) with shoulder straps. All dresses, blouses, shirts, etc. must have sleeves.
 - 2) Forbidden are low cleavage attire, shorts, bathing suits, tube or tank tops and similar attire.
- d. Must wear slips under sheer tops or blouses, thin dresses or muumuus.
 - 1) No tight fitted or see-through clothing will be allowed. No spandex or tight fitted pants. Pants must be at least to the ankle in length.
 - 2) Slips need not be worn when material is heavy or opaque enough to obstruct clear vision of the skin and/or undergarments.
- e. Shall not be allowed to wear a sweater or jacket to conceal inappropriate, improper or indecent attire.
- f. Are forbidden from having bare feet, footwear must be worn.
- g. Are forbidden from wearing lined sweaters or jackets, hats, caps, curlers, beads, clips, hair combs, bandanas, scrunchies or other hair binders, stickpins or any type of pins, leis or flowers. Hair and clothing accessories shall not be allowed in the secured areas.

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2 Male Visitors

- a. Must wear underpants, shirt, long trousers (to ankles), and footwear.
- b. Will not be allowed to wear shorts, bathing suit, tank top, lined jacket, or lavalava. Exception to the wearing of lavalava are:
 - 1) A visitor resident of the Western Pacific region who will not be making his permanent residence in the United States may be allowed to wear a dress lavalava.
 - 2) Permanent residents may be allowed to wear a dress lavalava for the first visit only, but will be instructed to wear long trousers for all subsequent visits.

3 Children

- a. Infants must have their diaper changed. See policy 7.15.04, 4.6.b.1 for details.
- b. Must wear appropriate attire:
 - 1) Shirt or top; girls may wear dresses.
 - 2) Undershorts, briefs, panty or diaper must be worn.
 - 3) Minor females, age 12 years or older, who are mature or maturing must wear adult female attire, see 4.1 above. The determining factor will be their appearance and the visit denied if not properly dressed.
 - 4) Minor males, age 12 years or older, who are mature or maturing must wear adult male attire, see 4.2 above. The determining factor will be their appearance and the visit denied if not properly dressed.
 - 5) Footwear must be worn at all times while on facility premises.
 - 6) No lined jacket or sweater, or padded clothing will be permitted.
- c. One single (unlined, unpadded, non-quilted, etc.) blanket may be allowed for infant child.

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- 4 If the Main Entrance Officer disallows a visit on the basis of improper or indecent attire, he/she will:
 - a. Complete a notice (attachment A) stating the reason for denial.
 - b. Sign the notice. If an incident occurs because of the rejection to visit:
 - 1) Courteously inform the disallowed visitor of the reason for denial;
 - 2) Request assistance from the immediate supervisor;
 - 3) Complete an incident report describing in detail the events of the incident, print and sign name of reporting officer, attach the notice to the report and submit to the Section Supervisor.
 - c. Notify the Section Supervisor who will determine, through the guidance of the Watch Supervisor, whether or not the intended visitor is in compliance with the facility dress code. This decision is final.
 - d. If the Watch Supervisor upholds the decision to disallow the visit:
 - 1) The original copy of the notice will be sent to the inmate for their information, a copy of the notice will be sent to the inmate's Case Manager, and a file copy will be sent to the Chief of Security.
 - 2) A notation will be made on the inmate's approved visitors list under "Special Notes".
- 5 Each year in December, the Chief of Security shall review this policy and procedures and recommend to the Warden whether or not revision is needed.
- 6 If the Chief of Security or Warden agree no revision is needed, this policy shall remain in effect.
- 7 If the Chief of Security or Warden decide revision is needed, the Chief of Security will:
 - a. Assign a person to prepare a draft;
 - b. Consult with others for input, if desirable;

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- c. When revision is completed, have it typed in final form and forwarded to the Warden for approval/disapproval.

5.0 SCOPE

This policy and procedures applies to all Oahu Community Correctional Center personnel who are in any way involved with inmate visits.

Effective date of this policy and procedures: Upon approval.

APPROVED: _____

Clayton Frank
 Clayton Frank, Warden

12/29/00

 Date