

KAUAI COMMUNITY CORRECTIONAL CENTER (KCCC)

INMATE RESPONSIBILITIES

Inmates are responsible for their actions. Any person involved in a law or rule violation within KCCC will face an Adjustment Committee Hearing and if found guilty, disciplinary sanction(s) will be imposed. Inmates are encouraged to contact the appropriate staff member to resolve a dispute.

INMATE GRIEVANCE

A grievance process exists to address inmate concerns. Prior to the submission of a formal grievance, inmates should first attempt to resolve complaints informally through the appropriate staff. If the inmate does not receive resolution, the inmate may file a grievance. All grievances are confidential. A family member cannot file a grievance on behalf of an inmate.

TELEPHONE PRIVILEGES

During assigned times, inmates have access to a phone, based on a "collect call." Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. Three-way calls and pre-paid phone cards are prohibited. Personal phone times are limited, and are subject to being monitored. Phone calls are a privilege that can be revoked. Do not call KCCC for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call KCCC to speak to an inmate; authorization will not be granted to speak to any inmate.

In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family), request to speak to the Watch Commander and state the nature of the emergency. Do not leave this information on any electronic messaging system.

Note: All inmate telephone calls are closely monitored with the exception of privileged calls to attorneys with Bar Association numbers, the Office of the Ombudsman, and the ACLU.

MAIL PROCEDURES

There is no limit on the amount of correspondence sent or received. Books, magazines, food items, etc. may not be sent to an inmate. Envelopes shall be addressed in the following format:

First/Last Name Return Address	Stamp
Inmate's First/Last Name c/o Kauai Community Correctional Center 3-5351 Kuhio Hwy Lihue, HI 96766	

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 KCCC may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue, drawings, bookmarks, lipstick/kiss marks, or inappropriate content (i.e. pornography, threatening remarks), etc.

LEGAL MAIL

Mail from government officials, attorney of record, and the courts are considered Legal Mail.

Legal Mail shall be addressed in the following format:

Attorney First/Last Name, Agency Attorney Bar Number Attorney Address	Stamp
LEGAL MAIL Inmate First/Last Name c/o Kauai Community Correctional Center 3-5351 Kuhio Hwy Lihue, HI 96766	

MONEY PROCEDURES

An inmate may not possess money. No cash or personal checks will be accepted through the mail. Cashier's checks shall be made payable to the *Kauai Community Correctional Center*, with the inmate's first/last name printed on the bottom. Cashier's checks will not be accepted at the KCCC's Front Office window. Cash received in the mail will be returned to sender in a check form.

KCCC will not release any information regarding an inmate's account balance or verify receipt/non-receipt of funds by phone or letter. KCCC will only provide this information to the inmate. Any concerns will be addressed with the inmate.

Inmates are allowed to purchase store orders. For inmates in the Modules, store orders may total up to \$150.00/month. For inmates in the Lifetime Stand, store orders may total up to \$100.00 every other month. The deadline to deposit money into the inmate's account is the first of each month.

Inmates may withdraw the balances of their accounts from Monday through Friday, from 7:00am-4:00pm for same day release. A photo ID is required when picking up money from the Business Office.

VISITATION PROCEDURES

The inmate must submit a visitation list for approval. Clearance for individuals on this list normally takes one week. Visitors must be on approved visitation list prior to the visit. Visitors will need to complete a Visitor Application form, which will need to be approved by the Warden or his designee. Visitors will need to call to see if they were approved to visit. Visitors shall have an approved Visitor Application along with a signed Notice of Consent to Search form on file. (Falsification of information on these documents will result in a ban.) Visitors must present a photo identification (ID).

Individuals on active parole/probation must obtain in writing, permission to visit. No former inmates will be allowed to visit unless prior written approval is granted from the Warden or the Warden's designee. Former inmates must be off supervision and have the recommendation of their supervising agent. Even if the supervising agent recommends the visit it must still be approved in advance by the Warden and will be limited to immediate family members. Former inmates who were victims of the crime or convicted as part of the crime, will not be allowed to visit. Any rules that the PSD has regarding visits of this type will also apply and, approval will be required.

Immediate family means biological parents, siblings, legal spouses, and biological children. An approved adult (on visitation list) must escort inmate's children. Minors who are not immediate family members cannot visit and are not allowed on property, unless the Warden or designee makes an exception. Girlfriends, boyfriends, or common-law spouses are NOT considered immediate family.

All visitors must sign the visitor's log and secure personal valuables (i.e. wallet, money) in their vehicle before visiting. Visitors will report to the Front Office with only vehicle keys and photo ID. Visitors are not allowed to have anyone wait in their vehicles, or outside the building, during the visit. These people will need to leave the premises for the duration of the visit. KCCC will not be responsible for loss or damage to property.

Scheduled visiting hours are on Saturday for Module males (Module pretrial males/Module sentenced males alternate every Saturday) from 8:00am-10:15am and 12:00pm-1:45pm, Wednesday for Module females (Module pretrial females/Module sentenced females alternate every Wednesday) from 8:00am-10:15am, Wednesday for Lifetime Stand inmates (Module C/Cabins alternate every Wednesday) from 8:00am-9:30am. Each inmate will have a 1-hour visit and a total of 4 visitors, including children. There will be no "switching off" to allow more than 4 visitors. For questions regarding visitation hours, call (808)241-3050, ext. 244, anytime after 8:00am.

Visitors will not be able to visit if you are under the influence of alcohol or drugs. Attitude and behavior that jeopardizes institutional order and safety will not be tolerated and will result in an indefinite ban from the premises and visitation.

LIFETIME STAND (LTS)

LTS is considered an open area, and inmates are bound to the same policies as Module inmates. The following are rules for the LTS inmate and visitors:

- Visitors must first check in at the Front Office, and then proceed to the designated visiting area to meet the LTS inmate

- LTS inmates cannot meet the visitors at their vehicle prior to the visit or walk the visitor back to their vehicles after the visit
- LTS inmates and visitors need to ensure their children are behaving (i.e. not running around the pavilion area, driveway area, or cabin areas)
- When the visit is over, the LTS inmate and visitors cannot prolong the visit (i.e. extra hugging and contact)
- The visitors must report to the Front Office to check out after the visit is over and the
- LTS inmate has to go directly back to their assigned housing unit

VISITOR DRESS CODE

Visitors shall dress in a neat, appropriate, and conservative manner, which is not unduly provocative, suggestive, or revealing, and does not resemble inmate attire or present adornments which could be used as a weapon, or any clothing deemed inappropriate by staff. Medical alert bracelets, ID tags, and medical-approved eyewear are permitted.

Female visitors will inform the female Search ACO of their menstrual period. Visitors shall be required to remove and change sanitary supplies in the presence of a female ACO. The used sanitary supplies shall be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

All visitors age 13 and above shall abide by the "Dress Code for Female/Male Adult Visitors."

DRESS CODE FOR FEMALE/MALE ADULT VISITORS

- Undergarments (i.e. panties, bras, slips, boxers, briefs)
 - Must be worn
 - No bras without straps, no underwire or athletic bras
 - Pantyhose do not constitute undergarment
- Dresses and Muumuus
 - Must not be shorter than 2 inches above the kneecap when seated
 - Must not have slits that rise higher than the kneecap when seated
 - No false pockets
 - Must be worn with slips

- Blouses and Tops
 - Must not be tucked into pants/jeans
 - Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)
 - Must have sleeves
 - Must appropriately conceal shoulder, midriff, back, and cleavage (No sweaters, jackets, or other clothing shall be used to conceal prohibited attire)
 - Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)
- Pants and Trousers
 - No cuffs
 - No false pockets
 - No form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)
 - Must be comfortable and loose, but ensuring that it does not slip off
 - Must be standard length, down to the ankle
 - No shorts or capris
- Footwear
 - Must wear shoes or sandals
 - No bare feet
 - No all-solid, black-colored rubber slippers, zoris, or flip-flops

PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE ADULT VISITORS

- No hats, caps, curlers, ponytails, buns, ribbons, hatbands, beads, braids, dreadlocks, curlers, scrunchies, clips, hair comb, hair picks, binders, stickpins, leis, flower, hair ornaments, bandanas, wigs, toupee, hair extensions (elastic rubber bands are only allowed to hold hair up)
- No bathing suits or lava lavas
- No sunglasses
- No jewelry

- No printed “T” or polo shirts which display profanity, sexual symbols or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence, etc.
- No handbags (i.e. purses, wallets, etc.)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

Children must be appropriately attired. Undergarments and footwear must be worn. A shirt, t-shirt, or blouse worn with pants/trousers is allowed. Girls may wear muumuus or dresses. A minor female visitor, who is mature or maturing, shall abide by the “Dress Code for Female Adults.”

VISITORS WITH INFANTS OR BABIES

Diapers worn by infants or babies shall be removed and changed in the presence of the screening ACO. The used diaper shall be discarded and replaced with a clean diaper. It is the visitor’s responsibility to bring a clean diaper for the change. *Baby food, pacifiers, and baby carriers are strictly prohibited. Breast-feeding is not allowed.* The following items are authorized into the visit area: 1 extra diaper, 1 plastic bottle of liquid (which shall be opened and checked), and 1 unlined, non-quilted, unpadded blanket.

SPECIAL VISITATION

If an individual from off-island is only able to visit at a time other than normal visiting hours, the Warden must approve the visit in advance. Visitors should give notice of their intent to visit at least 1 week in advance. Visiting regulations apply to all special visitors. The visitor must show proof of airline tickets prior to the visitation.

VEHICLE DOCUMENTS

Vehicles allowed on KCCC will need to provide a current vehicle registration, safety check, and insurance, and be driven by a licensed driver (license must be made available for inspection).

Vehicles without proper documentation will not be allowed on KCCC. Visitors, whose vehicles have been turned away due to not having the proper documentation, will not be allowed access to KCCC if they decide to park their vehicle across at the Wailua Golf Course. There is no pedestrian crosswalk between KCCC and the Wailua Golf Course, and KCCC will not accept responsibility. The visitors will be turned away.

INMATE PROPERTY PROCEDURES

Inmate's personal property is stored in the KCCC Property Room. All newly admitted inmates are informed that their authorized representative must pick up their personal property within 30 days. Individuals who have been authorized to pick up and drop off inmate's property must do so on Wednesday, from 8:00am-12:00pm, excluding State Holidays.

Female LTS inmates are allowed to wear black or gray t-shirts and blue jean pants/shorts. Male LTS inmates are allowed to wear white or black t-shirts and blue jean pants/shorts. LTS inmates are responsible for providing their own clothing.

Civilian clothing will be allowed for jury trial. It is the inmate's responsibility to make arrangements with the Property Officer to have clothing dropped off. Court clothes will only be accepted if the inmate has submitted an approved request to the property room. Only 1 shirt, 1 pair of pants, and 1 pair of dress shoes will be allowed. Belts, socks, or shoes with laces will not be accepted. Prior to arrival, call the KCCC Property Room at (808) 241-3050 ext 233, to ensure authorization to either pick up/drop off property.

BAIL, RELEASES, & SUPERVISED RELEASE ISSUES

For information on a bail amount, call KCCC's Court Logistics Officer at (808) 241-3050 ext 247. Bail is posted at the Lihue Courthouse. For District, Family, or Circuit Court matters, payment is accepted at the Fiscal Window. For Traffic matters, bail is posted at the Traffic Window. Bail can only be paid in cash, money order, or cashier's check made payable to *Circuit Court of the Fifth Circuit*, or *District Court of the Fifth Circuit*. Bail can be posted at the courts from 8:00am-4:00pm, Monday through Friday, closed on State Holidays. The Fiscal and Traffic Windows are located on the first floor of the Lihue Courthouse at 3970 Kaana Street. Once bail is

paid/posted, the Bail Release Form should be taken to KCCC's Court Logistics Officer to begin the inmate's release process. *All other scheduled releases* occur at various times. KCCC does not address individual release time questions. For questions related to pending criminal cases, assistance in applying for Supervised Release, or hearing date for a Motion for Supervised Release, call the Public Defender or the attorney retained by the inmate. *Do not call KCCC.* For Sponsors or individuals on Supervised Release with concerns, call a Pretrial Officer at the Kauai Intake Service Center at (808)245-7351.