

VISITATION RULES AND PROCEDURES

Visiting Times:

- Friday: 8:00am to 12:00pm – **G.P.**
1:00pm to 4:00pm
- Saturday: 8:00am to 12:00pm – **G.P.**
1:00pm to 4:00pm
- Sunday: 8:00am to 12:00pm – **G.P.**
1:00pm to 4:00pm
- Monday: 8:00am to 12:00pm – **G.P.**
1:00pm to 4:00pm
- Tuesday: 8:00am to 12:00pm – NE, ND, SHIP I – SHIP II/III
1:00pm to 4:00pm – HB pod (only HB pod will visit during this time frame)

All visitors must be on an Inmate's approved visiting list. It is the responsibility of the Inmate to submit a visitation list for approval, if visitors show up at the facility and they are not on the Inmate's approved list, they will not be allowed to visit. It is also the responsibility of the Inmate to notify his visitors of their approval or denial. Requests for visits will be denied if an Inmate has received a disciplinary action(s) within 30 days of the requested visit and or due to the security needs of the facility. No exceptions.

For Inmates in general population, if your visitors are traveling within 300 miles of the facility, you may choose to visit either in the morning hours or the afternoon hours on each day of visits. If your visitors are traveling 300 miles or more, you may submit a request for extended time 15 days prior to the visit. Extended time means you will be allowed to visit from 0800 to 1600 hours however you must be specific and write down the exact days of the visit on your request (i.e. Friday, Saturday, Sunday, Monday). Failure to do so may result in shorter visit times. Special visits will be allowed only under special extraordinary circumstances (i.e. military deployment, holidays, etc.) on Wednesdays, Thursdays and Fridays. These special visits shall be reviewed and approved 15 days prior to the visit on a case-by-case basis by the facility's administration. Special Visits will only be granted once every thirty days.

On Tuesdays, SHIP I/Segregation Inmates are authorized a one (1) hour non-contact visit per month. SHIP II is authorized two 2-hour contact visits per month. SHIP III is authorized four 2-hour contact visits per month. Video visits for SHIP and Segregation will count towards the allotted times. The Chief of Security of higher will evaluate the status of visits in the Segregation area. This is based on whether or not an inmate has been a threat to the Safety and Security of the Facility.

All non-contact visits will take place in the non-contact visiting area. In this area, inmates and visitors are separated by glass windows, and all communication between visitors and inmates is conducted by telephone only. Violation of regulations or inappropriate conduct while on Facility property may result in termination of your visitation privileges.

APPROVAL / DENIAL PROCESS:

The Inmate submits a visiting list with the full name, address, phone number, SSN# and date of birth to his respected Correctional Counselor / Case Manager, the Unit staff will then verify if the Inmate has prior approval for the submitted names. Once the Unit team has completed their verification, they will forward the list to the security office where it will be sent to the Hawaii DPS for an NCIC check. Hawaii DPS will send the results back to the Security Office and the Chief of Security will determine if the visitor is approved or denied. The Security Operations Clerk will add all visiting lists to the inmate's electronic file; the inmate may request a copy of the completed list from their Correctional Counselor or Case Manager. The cost .10 cents per copy (release of funds forwarded to the business office for the amount, prior to receiving the copy/s of the list)

VISITATION RULES AND PROCEDURES

To add, edit, or otherwise alter your approved visitor list, the following steps must be followed:

1. See your Case Manager or Correctional Counselor to obtain a Saguaro Correctional Center – Inmate Visitation List form.
2. Completely and correctly fill out the form and return it to your Case Manager for verification.
3. Your Case Manager will forward the completed form to the Operations Office. At this time, the form will be reviewed and emailed to Hawaii DPS for the purpose of obtaining a background investigation. To complete a background investigation, all adult visitors must provide their social security number. If the visitor list does not contain this information, it will be returned to you as incomplete.
4. Upon completion of the background investigation by HDPS (which can routinely take 2-4 weeks), your visitor list will be updated in OMS and a signed copy of your visitor list will be returned to you.
5. Advise all potential visitors to refrain from making any travel arrangements (purchasing plane tickets, reserving hotel room, etc.) until after you receive a copy of your visitor list indicating which visitors are approved/denied.
6. Keep in mind that the maximum amount of approved visitors on your list at any given time cannot exceed 10, or the entire list will be placed on suspended status until it is brought into compliance.

Note: Only the Chief of Security, Assistant Warden or Warden will approve visitors.

*******Rules and Conduct for Visitors / Inmates*******

1. Visitors who exhibit an indication of the use of alcohol, narcotics, or to the intoxicants shall not be permitted to visit.
2. No physical contact is permitted with the exception of holding hands across the table during the visit, and a brief embrace and kiss prior and upon completion of visits.
3. Visitors shall wear conventional clothing in a manner, which is not unduly suggestive or tight fitting, is not similar to the inmate attire, and does not create a security risk. Clothing, hairstyles, insignias or other paraphernalia associated with street gangs, drugs or alcohol will not be permitted.
 - a) Dresses, skirts, jumpers, Culottes, shorts, skorts, and pants shall not be worn more than two inches above the knee. Wrap around skirts shall not be permitted. Tight fitting pants, skirts, dresses, and other garments that accent the body will not be permitted.
 - b) Halter dresses, halter-tops, tube tops, and dresses or tops with plunging/low cut necklines are not allowed. Sleeveless tops or dresses will not be permitted.
 - c) See through clothing, including sheer fabrics and loose weave, shall not be allowed. Clothing that exposes an undue amount of flesh (for example exposing chest, back, thighs, and midsections) shall not be permitted.
 - d) Visitors will be required to wear underwear (including bras)
 - e) Hats will not be permitted in the visitation area.
 - f) Outer garments such as raincoats or garments that protect against the rain and inclement weather will not be permitted in the visitation area.
 - g) Footwear must be worn. No opened toed shoes, No wheeled shoes i.e. heely's will be not allowed.
4. Visitors shall not exchange any object or article with an inmate, with the exception of items purchased from visitation vending machines.
5. Only six (6) visitors per inmate will be allowed in the visitation area to include children.
6. Visitors will control their children.
7. Smoking is strictly prohibited.

VISITATION RULES AND PROCEDURES

8. Visitors shall not possess or carry onto the grounds of the Facility; explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects and/or material of any kind which might be used to compromise the safety and security of this Facility.
9. Visitors shall adhere to the following guidelines set for the use of the vending machines in the visitation area.
 - a) All items purchased from vending machines must be consumed or disposed of in the visitation area.
 - b) Inmates are prohibited from handling any money; therefore, inmates are not permitted to operate vending machines in the visitation area.
10. Vending machines are on a Smart Card debit system and do not accept cash or coin. A one-time card purchase of \$1.25 is required. The initial purchase requires a \$5.00 bill, at which point a balance of \$3.75 will be added to the card. Additional funds may be added to the card, by using the revalue machine located in the front lobby. Card values expire in 6 months. Inmates may approach the vending machine and microwave with their visitor but at no time will they be allowed to touch, handle or move the machines in anyway.
11. Visitors shall not loiter on Facility grounds; visitors waiting for their ride from the Facility shall remain seated in the Lobby until those rides arrive for them.
12. Parking guidelines:
 - a) Visitors shall park and lock their vehicles in the Facility parking area.
 - b) Parking for the handicapped will be available in designated areas.
 - c) Minor children or animals shall not be left unattended in vehicles on Facility property.
13. Entrance into the Facility
 - a) Upon arrival, visitors will check in and present proper picture identification to the Lobby Officer. An example of accepted picture identification is as follows:
 1. Valid Driver's License
 2. Passport
 3. State Identification (state employee of Motor Vehicle Division)
 4. Military Identification
 5. Student Identification
 6. Employment Identification
 - b) Inmates will wear Facility issued uniforms, undergarments i.e. (boxers/briefs, T-shirt, socks) and footwear (shower shoes only) into the visitation area. No hats / doo rags will be permitted, the only exception will be religious head wear i.e. kufi, or yamaka.
 - c) Purses, Carrying cases, Cash and such are not allowed.
 - d) Saguaro Correctional Center will provide Diapers and wipes for those visitors who have babies; the visitor will be required to change their baby with the provided diaper prior to entering the visitation room. If a visitor should need a diaper while in visitation, they will need to approach the visiting officer and ask for one.
 - e) Restrooms for visitors and Inmates are located inside visitation.
 - f) Visitors and inmates shall remain in assigned seating area and are not permitted to move seating location without prior approval from the visitation Officer.
 - g) Visitors and /or inmates shall not visit or become involved in any other visits other than their own.
 - h) Once in the visitation area, visitors and /or inmate shall not leave the visitation area without the approval from the Visitation Officer. (Exceptions may apply, only with the approval of the Shift supervisor.)
 - i) Cellular phones, pagers, and /or any other electronic devices are not permitted.



VISITATION RULES AND PROCEDURES

Attorney / Client Visits

- a) Attorney visits may take place at any time during normal business hours and by appointment only. Attorneys must show appropriate I.D. and their BAR card or appropriate credentials that allow them to practice law.
- b) Rooms are provided within the visitation room for attorney client (inmate)privacy however, staff still has the ability to see inside the room to maintain security.