

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY



MAUI COMMUNITY CORRECTIONAL CENTER

600 Waiale Drive
Wailuku, Hawaii 96793

VISITOR'S HANDBOOK

Revised: March 2022

TABLE OF CONTENTS

Welcome	3
Money Procedures	4
Visitation Procedures	4
Approved Visitation	4-5
Video Visitation	5
Mail Procedures	6
Prohibited Items	6-7
Telephone Privileges.....	7-8
Inmate Property Procedures.....	8
Bail / Release Issues	8-9
MCCC Telephone Directory.....	9
<i>Appendix A - MCCC Approve List Request Form No. 6415...</i>	10
<i>Appendix B - PSD Inmate Personal Allowed Numbers (PAN)</i>	
<i>PSD Form 8133 (01/2018)</i>	11

WELCOME TO THE MAUI COMMUNITY CORRECTIONAL CENTER "MCCC"

The staff of MCCC welcomes all of you and encourages inmates to maintain close contact with their families and friends by using their visitation privileges. Visiting privileges may be restricted, suspended, or terminated, if the rules are violated by either the inmate or the visitor. It is important for you to read this handbook and become familiar with the rules governing visitation.

It is necessary that the inmate submit a list of visitors for approval to enter MCCC. Processing and clearance for these persons normally takes three to four days, and it is the responsibility of the inmate to inform visitors when they have been approved for visitation. Immediate family members may visit the inmate immediately for the first 30 days of the inmate's incarceration at MCCC pending approval to enter MCCC.

Immediate family: Mother, father, wife, husband, child, or sibling(s). In instances of "hanai" relationships, individuals who function in the roles as parent(s), sibling(s), or child(ren), will be considered as part of the inmate's immediate family.

Other relatives and friends shall be approved for visiting only after completion of the required process. Probationers and parolees shall be allowed to visit with inmates at MCCC only with the approval of their probation/parole officers.

Other subjects such as telephone privileges, mailing program, store order, etc. which may be of interest to you, are covered in this handbook. Please read this handbook in its entirety and if you have any questions, you may contact the case manager assigned to the inmate.

MONEY PROCEDURES

An inmate may not possess money. Each inmate is assigned a MCCC account. Only individuals, who are on an inmate's approved visitation list, may mail in CASHIER'S CHECK ONLY to MCCC, on behalf of an inmate. Cashier's checks mailed in by unauthorized persons will not be accepted, and returned to the sender.

Only cashier's checks made payable to *Maui Community Correctional Center* shall be accepted for deposit to an inmate's account. The full name of the inmate recipient must be legibly shown on the cashier's check. The full name and address of the donor must also be

represented. A maximum of \$200.00 per month, per inmate, will be accepted.

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

Disputes regarding money posted to the inmate's account can be submitted in writing to the Business Office. A specific request and detailed information must be stated. Faxes to MCCC will not be accepted.

MCCC will soon be accepting deposits from approved visitors via a payment kiosk located near the front entrance. Deposit options include cash, credit and debit cards. Fees may apply.

VISITATION PROCEDURES

It is the inmate's responsibility to complete a visitation list that includes the visitor's name, current address, phone number, social security number, date of birth, and relationship to the inmate.

APPROVED VISITATION

Individual shall be approved for visitation after the completion of the required process. A visitation list may not have more than 12 individuals. Visitation hours are updated frequently. For the latest schedule please go to the MCCC webpage.

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.

VIDEO VISITATION

During assigned times, inmates have access to an inmate tablet for video visitation with approved visitors. Pay options include prepaid and PIN debit calls. Payment is the responsibility of the inmate and party accepting the video call. All video visit calls, except for identified privileged/legal video calls, are subject to monitoring and recording. Any inmate using tablet access to violate facility rules (i.e. engaging in nudity, planning escape, introducing drugs, weapons, or other contraband, engaging in STG activity, violence, associating with contacts that are not approved on the visitor list, or any other actions that would threaten safety, security, order, discipline, or control), shall result in disciplinary action to include the blocking of the contact/visitor on the tablet and banning of in-person visitation for up to 24 months.

Video visit calls are a privilege and can be revoked at any time.

MAIL PROCEDURES

There is no limit on the amount of correspondence sent/received. Books, magazines, food items, etc. (Refer to Prohibited items listed below) may not be sent to an inmate. Mail shall be addressed in the following format:

First/Last Name Return Address	Inmate's First/Last Name (include SID Number) c/o Maui Community Correctional Center 600 Waiale Drive Wailuku, HI 96793	Stamp
---	--	--------------

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 MCCC 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, inappropriate content (i.e. pornography, threatening remarks), or no more than five (5) pictures per envelope.

PRIVILEGED /LEGAL MAIL

Mail from the attorney of record or any prospective attorney is considered Privileged/Legal Mail. Mail from government officials and the courts are not considered Privileged/Legal Mail. 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 Maui Community Correctional Center 600 Waialae Drive Wailuku, HI 96793	

PROHIBITED ITEMS

The following is a list of items that are prohibited from the Correctional mail system. This applies to incoming and outgoing mail.

- Any over-the-counter drugs/alcohol/illegal drugs/drug paraphernalia or any mind altering substance; for example, pills, liquids, powder, etc.
- Written communication containing threats of violence against staff, civilian personal or vendors. Any other type of threat that compromises the overall security of the facility and/or the safety of the staff and inmates.
- Stationery products: stamps, blank paper, blank greeting or postcards, electronic musical cards, gift cards, calling cards
- Photo magnets, laminated plastic or hard cover items (book markers, frames, sheet protectors, tattoo stencils)
- Plant shavings (flower petals), body hair
- Calendars, maps, electrical wiring diagrams, blue prints
- Glitter, glue, ink stamps, lipstick and or kiss marks, stickers
- Heavily perfumed or scented envelopes
- Newspaper clippings and store coupons, poems or musical printouts (lyrics), digital downloads photos and poems and lyrics
- Third party correspondence
- Sweepstake prizes, pre-approved credit cards. Participation in a related event is

not permitted

- Personal checks, money order or cash
- Paper clips, ribbons, candy
- All photos must be 3" x 5" or smaller. No altering of photos - no cut-up, torn, pasted or laminated. Photograph depicting nudity, gang graffiti or affiliation or alcohol is prohibited. Social Media screen shots are prohibited.
- Drawings/colors or any gang related material or affiliations (only black ink or pencil writing).
- Disc jockey request to radio stations and solicitations
- Subscriptions to a publication (book, manual, magazine, or newspaper) without prepayment and prior written approval
- Sexually explicit material or content are prohibited

TELEPHONE PRIVILEGES

During recreation times, inmates have access to a phone, based on a prepaid account through GTL telephone service. Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. You are responsible to contact GTL to set up an account to receive calls. Three-way calls are not allowed and may automatically be disconnected, resulting in a misconduct for the inmate initiating the call and the blocking of the telephone number. All calls are subject to being monitored. Telephone calls are a privilege that can be revoked. Do not call MCCC for information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call MCCC to speak to an inmate. This request will not be granted.

GTL: Customer Service Number: (877) 650-4249

FAX Number: (251) 473-2002

Website: www.connectnetwork.com

Email: support@connectnetwork.com

Mailing Address: Advance Pay Service Dept.
PO Box 911722
Denver, CO 80291-1722

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.

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

INMATE PROPERTY PROCEDURES

Maui Community Correctional Center will no longer accept incoming property. All property will be for purchase on inmates store order.

EXCESS AND DISALLOWED PROPERTY:

Inmates have 30 days to have prohibited or excess property picked up or mailed out to family member/ friend. Contact **Property Officer** for pick up days and times.

SENTENCED INTERMITTENT INMATE (WEEKENDER):

Only white T-shirts/ Undergarments (i.e. panties, bras, sports bras, white socks (long), boxers, and briefs) will be allowed to come in.

ALL OTHER PROPERTY IS PROHIBITED.

BAIL, RELEASE AND SUPERVISED RELEASE ISSUES

Bail can only be paid in cash or cashier's check. The cashier's check shall be made payable to either Maui District Court or Maui Second Circuit Court from 8:00 a.m. - 4:00 p.m., Monday - Friday, excluding state holidays. The court's fiscal office is located at 2145 Main Street, Ste. 137, Wailuku HI 96793, telephone (808) 244-2999. Please note, bail is not accepted at MCCC.

MCCC does not address questions related to an inmate's release time. For information regarding bail amounts and charges, contact the appropriate court office where the inmate's case is being heard. For questions related to court hearing, contact the inmate's Attorney or Public Defender.

MCCC TELEPHONE DIRECTORY

The following telephone numbers are listed to provide assistance:

MAIL OFFICE	(808) 243-5103
PROPERTY OFFICE	(808) 243-5102
VISITS OFFICE	(808) 243-5861
INMATE'S ACCOUNT	(808) 243-5282
PROGRAMS SOCIAL WORKER	(808) 243-5197

Note: All rules and regulations are subject to change at any given time without prior notice.



Deborah Taylor, Warden
Maui Community Correctional Center

◇◇◇

The following forms are available at the Gatehouse of MCCC

Appendix A

MAUI COMMUNITY CORRECTIONAL CENTER

APPROVE LIST III: REQUEST FORM

PLEASE PROVIDE COMPLETE INFORMATION. WILL NEED THE DATE OF BIRTH. PRINT CLEARLY OR YOUR REQUEST WILL NOT BE PROCESSED

10 names only

**TRO circle: YES / NO

NAME	SSN	DOB	ADDRESS	RELATIONSHIP	PHONE#	APPROVED	DISAPPROVED

Appendix B

Department of Public Safety Inmate Personal Allowed Numbers (PAN) Form

INMATE NAME: _____ SID: _____ Date: _____
(Last) (First)

FACILITY: _____ M_C_c_c_ Module/Block/Cell: _____ PHONE PIN#: _____

NEW/ADDITIONAL PHONE NUMBERS

/nm.ites are LJI/owed a to/111 of t,:n (;)() actiw phone numbers.

Any phone numbers requested beyond th.: ten (10) allowed will not be added.

Phone Number	Name(First / Last)	Relationship	Address
I. ()			
2. ()			
3. ()			
4. ()			
5. ()			
6. ()			
7. ()			
8, ()			
9. ()			
10. ()			

DELETIONS

Phone Number	Name	Relationship	Address
I.			
2.			
3.			
4.			
5. ()			

ATTORNEY NUMBERS

(Attorney office phone and cell phone numbers must be verified by Bar# or Attorney/Law Offices Official Letterhead)

Phone Number	Name	Attorney Bar#	Address
I. ()			
2. ()			
3. ()			
4. ()			
5. ()			

Per C:OR.15.03, at Intal..e, inmates are pro11ideJ PSD 8733 to complete and submit ithin 30da)S of arrival.

Date Received by Facility Staff: _____ **Date Entered (into Phone System):** _____

cc: Inmate files

PSOR733 (0112018)