

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 GRIEVANCES

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 to make local, inter-island, mainland, and international calls. Pay options include collect, prepaid, and debit calls. Payment is the responsibility of the inmate and party accepting the call. All personal inmate telephone calls, with the exception of identified privileged/legal calls, are subject to monitoring and recording. 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 phone number. Phone calls are a privilege and can be revoked at any time.

Inmates shall designate a list of names and phone numbers to be added to his/her phone list to use the inmate telephone system. Any legal calls that are not identified as an attorney number, shall not be protected from recording and monitoring. PSD Form 8733, Inmate Personal Allowed Numbers, will be provided upon Intake. Calls to the Office of the Ombudsman and the ACLU are not subject to monitoring and recording.

Do not call the facility for inmate information, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call the facility 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.

MAIL PROCEDURES

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

First/Last Name	Stamp
Return Address	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).

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 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.

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

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 the Warden's designee. Visitors will need to call to see if they were approved to visit. Visitors shall have 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.

All visitors must sign the visitor's log and secure personal valuables (i.e. wallet, cellphone, 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 who 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 Wednesday and Saturday. 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.

Visitation hours are updated frequently. For the latest schedule please go to the KCCC webpage. 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.

Visitation is a privilege and not a right. These privileges may be restricted if either the inmate or visitor violates rules.

LIFETIME STAND (LTS) VISITS

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 to collect their vehicle keys and photo ID.
- LTS inmate has to go directly back to their assigned housing unit.

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. nudity, planning escape, introduction of drugs, weapons, or other contraband, engage in STG activity, violence, 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.

VISITOR DRESS CODE

Visitors will 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, 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 will be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

All visitors ages 13 and above will 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 slippers

- 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 or 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 slippers, sandals, or shoes
 - 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)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

Children will be appropriately attired. Undergarments and footwear will 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, will abide by the “Dress Code for Female Adults.”

VISITORS WITH INFANTS OR BABIES

Diapers worn by infants or babies will be removed and changed in the presence of the screening ACO. The used diaper will 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.

OFFICIAL VISITS

Inmates are permitted visits with attorneys representing their case. The inmate attorney is responsible for scheduling these visits.

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 vehicles across at 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 inmate's 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.