Inter-Office
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. 2015-2103

Suspense: _____

August 19, 2015

TO: ALL WARDENS

FROM: Alan Asato, DEP-C

SUBJECT: DOCUMENTATION REQUIRED FOR GROUP VISITS RELATED TO TOURS/INSPECTIONS/VENDORS

All visitors not related to an inmate visit are subject to background screening as covered by Hawaii Administrative Rules, Title 23, Subtitle 2, Chapter 100-5: Group Visits. The facility may permit interested groups to visit the facility when conditions insure the safety of the facility and the visitors and in accordance with the department's procedures. These departmental procedures requires that all visitors are screened and provided notices of laws and regulations.

The screening process requires submittal of the attached form to obtain authorization and the necessary information from "group visitors" for the facility to conduct the relevant background check, as well as providing the individuals with notice of the laws and regulations. A background check requires the individual's legal name, date of birth, and social security number. The form can be processed with a list of "group visitors" or it can be processed for each individual person.

The form is a confidential document based on the personally identifiable information contained on the form. The form shall be immediately destroyed after completion of the visit, except if the visit resulted in an incident.

If you have any questions, please contact me at 587-1340.

Attachment

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

VISITOR BACKGROUND CHECK APPLICATION
(UNRELATED TO AN INMATE VISITOR LIST)

The following entity/company _____ seeks entry into
(Name of Entity/Company)

the Department of Public Safety's _____
(Name of Facility)

for the following individuals as part of a group visit/tour/inspection. By signing below the individual acknowledges that they have read and understand the "Laws and Regulations" described below and agree to abide by them.

APPROVED

1. _____/_____/_____/_____ Y / N
Name DOB SS Signature

2. _____/_____/_____/_____ Y/ N
Name DOB SS Signature

3. _____/_____/_____/_____ Y / N
Name DOB SS Signature

4. _____/_____/_____/_____ Y / N
Name DOB SS Signature

5. _____/_____/_____/_____ Y / N
Name DOB SS Signature

LAWS AND REGULATIONS

A. A person commits the offense of promoting prison contraband in the first degree if he/she intentionally conveys a dangerous instrument or drug to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he intentionally makes, obtains, or possesses a dangerous instruct or drug.

A "dangerous instrument" shall have the same meaning as defined in HRS 707-700 (4); a dangerous instrument may only be possessed by or conveyed to a confined person with the Warden's express prior approval; a "drug" shall include any of the items listed in HRS 712-1240 (1) to (3) and (5) to (7); a drug may only be possessed by or conveyed to a confined person under medical supervision.

Promoting Prison Contraband in the First Degree is a class B felony. A person who has been convicted of a class B felony may be sentenced to ten (10) years imprisonment and a $10,000 fine (See HRS 710-1022).

B. A person commits the offense of promoting prison contraband in the second degree if he/she intentionally conveys known contraband to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he/she intentionally makes, obtains, or possesses know contraband.

"Contraband" mean any article or thing which a person, confined in a correctional or detention facility, is prohibited from obtaining or possessing by statute, rules, regulation, or order. Any article or thing not specifically authorized by the Warden or guidelines is contraband.

Promoting Prison Contraband in the Second Degree is a class C felony. A person who has been convicted of a class C felony may be sentenced to five (5) years imprisonment and a $5,000 fine (See HRS 710-1023).

C. Every visitor upon authorized entry into a correctional facility or its grounds will be subject to a search of his or her person, vehicle, or any item in his/her possession (See HAR, Title 23, Subtitle 2, Chapter 100-6).

THE IDENTIFICATION INFORMATION PROVIDED ABOVE WILL BE DISPOSED OF AFTER THE COMPLETION OF THE VISIT WITHOUT INCIDENT