



*United States District Court
District of Hawaii
U.S. Pretrial Services Office*



MAHONEY HALE GENERAL INFORMATION (October 2012)

The following is basic information about Mahoney Hale and does not replace the Mahoney Hale handbook or any court-ordered conditions.

Room

Male residents share a room with 3-4 other residents. Female residents share a room with 2-3 other residents.

In general, pretrial residents will reside in the same room. Beds are either a single bed or bunk bed. Residents will be assigned bed space and space for clothing and personal items.

Residents are responsible for keeping the apartment clean and will be assigned weekly chores. This includes cleaning the kitchen, bathroom, sweeping/mop floors and keep a neat pantry area. Staff conduct random checks and if the apartment is not in compliance with Mahoney Hale standards, staff can write an incident report on each resident. It is the responsibility of EVERYONE in the apartment to do their share to keep everything clean as every resident in the apartment will be given extra duty hours.

Rooms and resident personal property is subject to search at any time by Mahoney Hale staff.

Orientation

A handbook outlining all of the rules/regulations of Mahoney Hale is provided to each resident upon arrival. Within one week of arrival, the assigned case manager will complete the intake process. It is the responsibility of the resident to review the handbook carefully to ensure an understanding of the rules. Residents are encouraged to ask staff questions regarding any concerns about the handbook.

Meals

Each room has a kitchen area with a refrigerator, stove, oven, toaster, coffee maker, and microwave. Residents will be responsible for the preparation of their meals. Once a week, residents will be given a list of grocery items they can choose from which they will utilize during the week. If there are special dietary restrictions/concerns, residents should notify their case manager and/or the Mahoney Hale Assistant Director.

Visitation

Visitation is allowed at Mahoney Hale. However, a visitor list needs to be filled out and sent to Pretrial Services for approval or denial.

Identification

Residents need to have valid photo identification such as a State ID or Driver's License, along with a Social Security Card and Work Permit (if applicable) before beginning job search.

Employment

Residents must complete a job readiness class at Mahoney Hale prior to being approved to go on a job search. This requirement may be waived if the resident has a job and is able to start work immediately.

Any Mahoney Hale sanctioned extra duty hours as a result of an infraction or write-up must be completed prior to being placed on job search or continuing job search.

Residents are allowed to work a maximum of 50 hours per week. All employment information must be sent to the Pretrial Services Officer. This includes the name/address/phone number, date of hire, rate of pay, schedule, supervisor/contact name and phone number. If an employer cannot accommodate these requirements, the employment may be denied.

Residents are required to call the halfway house every 3-4 hours per Mahoney Hale regulations. If the proposed employment cannot accommodate this requirement, the employment may be denied.

25% of their net income is for the subsistence fee for the halfway house. Residents are responsible to submit their earning statements to staff who will calculate the subsistence amount. Failure to pay subsistence, may result in pass requests being denied.

Passes (Point-to-point)

A resident must submit a pass request to leave the facility. If a resident is requesting to leave the facility for non-working purposes, a point-to-point pass must be completed including the date, departure time, address/phone number of destination, and anticipated return time. The requested times may be adjusted if Pretrial Services or Mahoney Hale case manager determines the times are excessive.

Residents are required to call the security desk (842-3709) immediately upon arrival and departure for each location.

Residents must provide all required documentation.

All residents are subject to search upon return to the facility in addition to all bags, backpacks, and purses.

Drug and Alcohol testing

Residents are subject to random drug and alcohol testing at Mahoney Hale by staff and by Pretrial Services. Failure to comply with drug and alcohol testing may result in disciplinary action by Mahoney Hale staff and/or Pretrial Services.

Medical

New residents will be referred by Mahoney Hale staff to the Straub clinic for a physical within one week of arrival.

Verified prescription medication can be brought into the facility, however, all medication must be given to Mahoney Hale staff. Residents are not be allowed to retain medication on their person at any time while in the facility, except in rare cases due to the nature of the medication.

All medical emergencies will result in Mahoney Hale calling 911 for medical attention and transport to the nearest medical facility. Residents are responsible for contacting Pretrial Services as soon as able. Residents are responsible for notifying Mahoney Hale and Pretrial Services of discharge. The resident must report directly back to Mahoney Hale when they are discharged from the hospital.

If needed, Mahoney Hale staff will assist residents in applying for medical coverage.

Mahoney Hale is a non-smoking facility.

Miscellaneous

Residents may be permitted to have a cellular phones at Mahoney Hale. The telephone may not have internet access or texting capability.