

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: NOV 23 2009	POLICY NO. COR.01.13
		SUPERSEDES (Policy No. & Date): COR.01.13 & 01/14/93	
SUBJECT: MONTHLY BRANCH REPORTS		Page 1 of 2	

1.0 PURPOSE

To set forth minimum branch reporting requirements and review of program accomplishments and goal achievements.

2.0 REFERENCES

- .1 Hawaii Revised Statutes (HRS), Chapter 353C-2, Director of Public Safety; Powers and Duties.
- .2 American Correctional Association (ACA), Standards for Adult Correctional Institutions, 4th Ed., 4-4018

3.0 POLICY

Monthly Branch Report shall be submitted to the respective Division Administrators by the seventh (7th) day following the month being reported on.

Reports shall include, but not limited to:

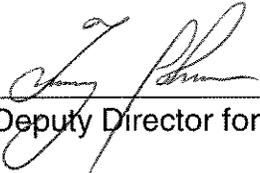
- .1 Major Programs, Problems, Accomplishment or Happenings - specific branch problems, solutions to correct deficiencies, physical improvements, old programs terminated or modified, new programs initiated, and/or other accomplishments. List average daily inmate populations and any identifiable causes that affected a population fluctuation and identify individual sub-programs that experienced an unusual change or accomplishment.
- .2 Other Significant Items - any item of unusual program, inmate or personnel news that would be of interest to other branches or divisions of the department and to the public.

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4.0 SCOPE

This policy applies to all Correctional facilities.

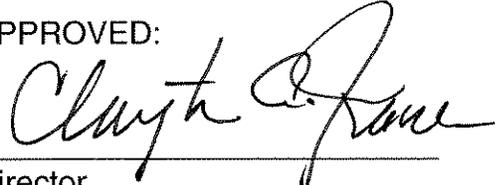
APPROVAL RECOMMENDED:



Deputy Director for Corrections

11/18/09
Date

APPROVED:



Director

11/23/09
Date