	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> MAR 02 2009	<b>POLICY NO.:</b> COR.14.08
	<b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> APRIL 21, 1995	
	<b>SUBJECT:</b> <b>EDUCATION PROGRAM OPERATIONS MANUAL</b>		Page 1 of 3

## 1.0 PURPOSE

To provide guidelines for the development and maintenance of an operations manual that will govern the education programs at each correctional facility.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. American Correctional Association Standards, Sec. Third Edition 3-4410 -3-4413.
- b. Hawaii Revised Statutes 353.6(4).
- c. Section 26-14.6, Department of Public Safety; and Section 353c-2, Director of Public Safety, Powers and Duties.
- d. Consent Decree Supplemental Agreement, Spear vs. Waihee, Jan. 1987.
- e. Quit Claim Deed, June 1986, Waiawa Correctional Facility.

### .2 Definitions

- a. Operations Manual refers to a collection of policies, procedures, directives, rules, and standards to be followed by the education section within a correctional institution.
- b. Education Program is an academic or vocational program guided by the approved curriculum and a qualified instructor.
- c. Distance Learning is a means of instruction through which inmate students may interact with one or more instructors at a designated location outside the correctional facility by means of an interactive cable network, electronic data transmission, or correspondence.

## 3.0 POLICY

To ensure uniform management of the educational and vocational programs within all correctional institutions, an operations manual shall be established to govern these programs. The Department of Public Safety Education Program Operations Manual shall be the official operating and reference guideline for all the correctional facility education and vocational programs. The education program supervisors at each correctional facility shall be responsible for developing and maintaining their academic/vocational program in accordance with the standards established in this manual.

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#### 4.0 PROCEDURE

- .1 The Education Program supervisor shall develop, maintain, and update their operations manual according to the following arrangement:

Section 1

Education Program Mission Statement/Program Goals

Section 2

Current list of full -time staff and their duties  
Current list of part-time contract staff and their Position Descriptions and (if applicable) their agencies MOA

Section 3

Current list of classes offered

Section 4

Hours of Operation

1. Staff
2. Instruction

Section 5

General Office Procedures

1. Sign-in Sick
2. Call
3. Telephone
4. Duplicating
5. Filing
6. Mail
7. Forwarding Records

Section 6

Inmate Services Procedures

1. Program Request Forms
2. Academic and vocational assessment
3. Program standards for admission and release
4. Program standards for on-going evaluation
5. Testing/assessment procedures
6. Drop/add request forms
7. Absenteeism
8. Daily attendance
9. Student records
10. Employability skills
11. Vocational education
12. Correspondence courses
13. Televised/video courses

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Section 7

Meetings

Section 8

Security Procedures

Section 9

Education Services Branch Policies and Procedures

Section 10

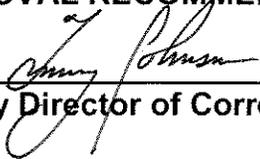
Policies and procedures related to the operation of the education program at individual facilities.

- .2 All information in this manual will be kept current.
- .3 The operations manual will be reviewed by the Education Program Supervisor and the Warden annually.

**5.0 SCOPE**

This policy applies to all corrections education programs in the State of Hawaii.

**APPROVAL RECOMMENDED:**

  
 \_\_\_\_\_  
 Deputy Director of Corrections

2/26/09  
 \_\_\_\_\_  
 Date

**APPROVAL:**

  
 \_\_\_\_\_  
 DIRECTOR

3/2/09  
 \_\_\_\_\_  
 Date