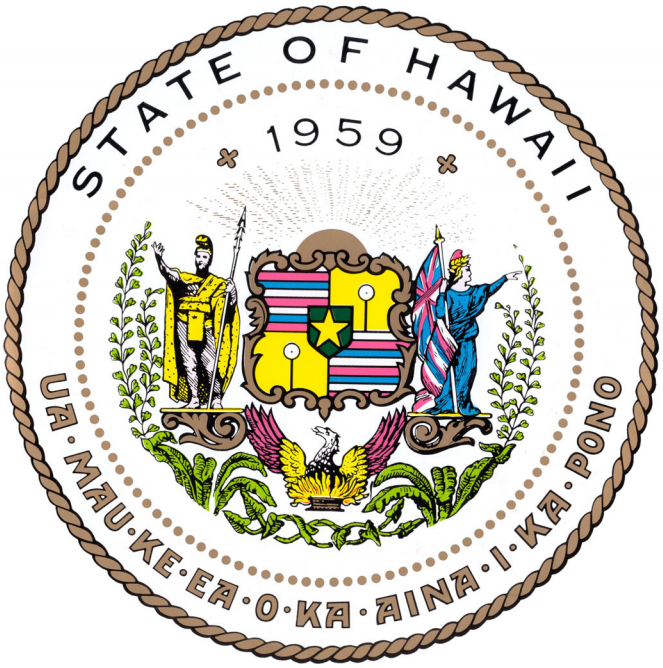
CORRECTIONS POPULATION MANAGEMENT COMMISSION



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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

The Corrections Population Management Commission, created through Act 343, Session Laws of Hawaii 1993, is mandated to:

1. [E]stablish for each correctional facility, maximum inmate population limits which may be enforced by the director of public safety. Population limits shall be established pursuant to guidelines adopted by the commission, which guidelines may be adopted without regard to chapter 91. The guidelines shall ensure the safety of the public. (Section 353F-2, Hawaii Revised Statutes)

2. [R]ecommend to the appropriate authorities, cost-effective mechanisms, legislation, and policies to prevent the inmate population from exceeding the limits established pursuant to section 353F-2. These recommendations shall include estimates of fiscal impact. (Section 353F-3, Hawaii Revised Statutes)

In order to determine the maximum inmate population limits, the Commission developed guidelines in accordance with the law. These guidelines consider the total living environment that supports the facility. Falling into three major categories, specific guidelines were developed and applied to assess a facility's ability to support a specific number of inmates and staff. These categories are:

- Infrastructure (potable water, fire suppression ability, wastewater management, and power, signal, and lighting);
- Housing (occupancy and space requirements, dayrooms, toilets, wash basins, and showers); and
- Support Services (food, medical, and programs).

The guidelines, derived from national standards, provide a method to apply measures uniformly across the eight state correctional facilities. The results of this exercize yided the following capacities:

Facility	Capacity
Hawaii Community Correctional Center	226
Maui Community Correctional Center	301
Oahu Community Correctional Center	954
Kauai Community Correctional Center	128
Women's Community Correctional Center	260
Waiawa Correctional Facility	334
Kulani Correctional Facility	160
Halawa Correctional Facility	1124
TOTAL SYSTEM CAPACITY	**3487**

On November 30, 2001, the Department of Public Safety was responsible for 5,208 inmates, of which 1,257 were housed in Mainland facilities. The remaining 3,951 were housed in the State's eight correctional facilities, exceeding the Commission's recommended capacity by 13%. Over the next year, the members will concentrate their efforts on their second mandate to recommend "cost-effective mechanisms, legislation, and policies to prevent the inmate population from exceeding the limits…" To this end, the Commission initiated the Sentencing Simulation Model Project to assist in assessing the impact of alternative methods to control the incarcerated population.

The Sentencing Simulation Model Project, supported by a federal grant, is a computer-based forecasting technique that can evaluate the impact of criminal justice current and proposed policies and practices on correctional populations (probation, prison, and parole). It uses information from the criminal justice system, integrates polices, and produces estimates of the outcome of those interactions in terms of correctional resources. Over the past year, the project staff has, with the assistance of Dr. Pablo Martinez of the Texas Criminal Justice Policy Council, designed the simulation model and indentified the information and sources of information that will be applied to the model. Date transfers have been established with the Hawaii Criminal Justice Data Center, the Judiciary, the Department of Public Safety, and the Hawaii Paroling Authority.

During the next year, the Commission will consider a great number of options to control the correctional population. The simulation model will be applied to these options to determine how the population will be altered should new policies be implemented. It will also allow fiscal impact analysis of the alternatives.

INTRODUCTION

INTRODUCTION

The Corrections Population Management Commission was established through Act 343, Session Laws of Hawaii 1993. It expanded from eight to eleven members representing all three branches of state government, the county prosecuting attorney, and two community representatives. The objective for the Commission is "establish maximum inmate population limits for each correctional facility and to formulate policies and procedures to prevent the inmate population from exceeding the capacity of each correctional facility" (Section 353F-1, Hawaii Revised Statutes). The Commission is administratively attached to the Department of Public Safety.

The Department of Public Safety is responsible for all Hawaii's jails and prisons. The Hawaii, Maui, Oahu and Kauai Community Correctional Centers, located in each of the counties, operate as co-ed jails which house pre-trial detainees, sentenced misdemeanants, sentenced felon probationers (jail as a condition of probation), probation violators awaiting adjudication, and some sentenced felons. Halawa, Kulani, and Waiawa Correctional Facilities are prisons for felon males sentenced to greater than one year incarceration and parole violators. The Women's Community Correctional Center on Oahu is the prison for female sentenced felon and parole violators, and also houses sentenced misdemeanants and sentenced felon probationers committed by the First Circuit. In addition, persistent overcrowding has required that the Department house some of its sentenced felons in contract facilities located in other states. As of December 2001, more than 1200 inmates are housed in facilities in Oklahoma and Arizona.

In 1995, the Commission presented a report to the Hawaii State Legislature containing results of its review of maximum population inmate limits and recommendations to help curb the growth of the incarcerated population. In arriving at the recommended capacities, a number of factors were taken into consideration, including:

- Current population
- Time spent in/out of cell
- Minimum square footage
- Custody level/classification
- Ratio of space to dayroom space
- Future, known beds to be constructed
- General safety/security including incident rates
- Standards of the American Correctional Association
- American Civil Liberties Union/State of Hawaii Consent Decree
- Ratio of space to minimum physical accommodations e.g. maximum security single celled; medium/close security double-celled provided that there is a minimum of 80 square feet of space.

The Commission recommended, at that time, 2,643 inmates as the maximum capacity of Hawaii's Correctional System. Since 1995, there has been expansion of beds at many of the correctional facilities.

The 1995 report also included the Omnibus Corrections Population Management Plan, which addressed its second mandate to "recommend to the appropriate authorities, cost-effective mechanisms, legislation, and policies to prevent the inmate population from exceeding the limits established pursuant to section 353F-2." The Commission developed a three-part strategy:

- Develop alternatives to incarceration (intermediate sanctions): Omnibus Plan;
- Employ early release and reintegration programs;
- Construct and/or expand facilities.

The Omnibus Plan included a wide range of recommendations to divert offenders from incarceration, reduce the length of stay in correctional facilities through rehabilitative and reintegrative programs, and expand the correctional system through construction of new beds.

The 1995 Hawaii State Legislature accepted, in part, the recommendations of the Commission. This was accomplished through amending various sections of the Hawaii Revised Statutes to implement intermediate sanctions post-adjudication (see sections 706-605.1, 353-10.5, and 353-63.5). Unfortunately, funding for the recommended programs to support alternatives to incarceration fell far short of its goal, severely limiting the ability of the Judiciary, corrections, and parole to carry out the mandates of the new amendments. The Omnibus Corrections Population Management Plan did become the vehicle, though, for funding the establishment of a drug court in the First Circuit. Funds were also allocated to expand the use of electronic monitoring.

The Commission did not meet in 1997 and 1998. When reconvened in 1999, with basically a new membership, the Commission decided to re-evaluate the maximum inmate population limits and consider anew how best to manage the population within those limits. The maximum inmate population limits had to be reconsidered, as housing units have been renovated, expanded, and added to the system in the intervening years. As for considering ways of preventing the inmate population from exceeding the system capacity, the Commission wanted to develop a method for determining the impact of its recommendations on the future incarcerated population.

This report, in two parts, presents the work of the Commission over the past two years. The first part is dedicated to re-evaluating the maximum inmate population limits for each correctional facility. The current assessment includes a number of factors not considered in the 1995 review, including the infrastructure and support services required to maintain a safe and healthy environment. The assessment, however, is not based upon the constitutional limits as the Commission felt a higher standard was more appropriate from a policy point of view. The second part presents a new project—the Sentencing Simulation Model—to assist the State of Hawaii in evaluating the impact of current and proposed criminal justice policies on probation, corrections, and parole populations.

PART I: FACILITY CAPACITY ANALYSIS

Introduction

A correctional facility is a self-contained community requiring the range of services found in any small town. The "residents" should be housed, fed, able to maintain personal hygiene, get proper medical care, have access to recreation, and have opportunities to work and participate in rehabilitation programs. The Corrections Population Commission decided that, in addition to the factors taken into consideration in the 1995 capacity analysis, these basic issues must be considered to arrive at the maximum inmate population limit for a correctional facility. The challenge was translating the "total living environment" concept into quantifiable measures. This was achieved through breaking down the elements that are necessary to support the community and grouping them into categories. The infrastructure of a facility includes the water system, wastewater management, fire suppression, and power, signal, and lighting. The physical plant provides the housing and program space. Support services address food and medical needs, while programs provide work, education, and rehabilitation opportunities. How these categories were measured and applied to the capacity is discussed below.

Infrastructure

Infrastructures of correctional facilities must be the baseline for determining capacity. In order to maintain a viable environment, it is necessary to ensure potable water is available, heating/cooling systems are functional, and wastewater capacity is adequate, among other infrastructure requirements. Elements that make up the infrastructure include:

- Potable water. Access to potable water is essential to human life. A correctional facility should provide enough drinking and cooking water to support the population. In addition, water for showers, laundry, and warewashing should be continually available.

- Fire suppression ability. The Life Safety Code of the National Fire Protections Association establishes minimum requirements that provide a reasonable degree of fire protection and safety. The code addresses areas such as fire alarm and protection, egress, fire sprinklers, and water supply. The code is adopted and enforced by the four county fire departments. Fire marshals visit each Hawaii correctional facility on an annual basis and determine compliance with the code.

- Wastewater management. Most correctional facilities are attached to county wastewater systems, which meet their wastewater needs. Notable exceptions are Kulani Correctional Facility and Waiawa Correctional Facility. Kulani is currently sending wastewater into an underground injection well, a common practice on the Big Island. New federal regulations developed to protect ground water sources preclude the use of underground injection wells for large uses after 2005. Plans are being developed to create a wastewater

treatment plant on the site. Waiawa already has a wastewater treatment plant.

- Power, signal, and lighting. Correctional facilities rely on electricity to operate and maintain a safe, healthy, and secure environment. Power includes both primary and secondary (backup) high voltage alternating current that enables appliances to operate. Signal is low voltage alternating current that supports phones, computers, fire alarms, and security electronics. Exterior and interior lighting is essential to maintaining control of the facility. Capacity is determined by the ability to sustain operations at current levels for prolong periods.

Site and infrastructure development for a correctional facility is based on the design capacity of the structure, which dictates the number of inmates and staff that are intended to occupy the space at any one time. Unfortunately, all to often the number of inmates exceeds the design capacity of a facility. Operating for an extended period of time beyond the design capacity taxes the infrastructure and may lead to operational failures. Some failures, such as sewage backup, may cause areas to be evacuated until the problem is corrected. Moving inmates to another locale during this time only exacerbates the strain on the infrastructure in the area.

Preventative maintenance is mandatory to curb system failures and keep the various aspects of the infrastructure operational. Through preventative maintenance programs, Hawaii's correctional facilities have not experienced major upheavals to its operations. Maintenance staffs are vigilant in identifying and responding to problems before they escalate.

Since all but two correctional facilities exceed their design capacity, the Commission considered the ability to support an excessive population for an extended period of time. For example, Halawa Medium Security Facility was designed for 496 inmates, but has housed double that number for the past 10 years. The wear and tear on the infrastructure has been alleviated, to a certain extent, by daily attention to the major support functions, such as the sewers. In the meantime, the Department is working to upgrade the sewer system. Therefore, the Commission determined the facility could hold more than the design capacity based on past experience.

Housing Capacity

The American Correctional Association took on the responsibility to develop standards for correctional facilities about 30 years ago. Standards address the full range of correctional operations, including the physical plant. *Standards for Adult Correctional Institutions* and *Standards for Adult Local Detention Facilities* provide guidelines for prisons and jails. Each has a section on inmate housing, which is used in this facility capacity analysis. Specifically, standards were considered relating to:

- Occupancy and Space Requirements. Inmates who are classified maximum or close custody are to be singled celled, with 35sf unencumbered space. Medium/minimum inmates may be placed in multiple occupancy rooms with at least 25 unencumbered square feet per inmate. "Unencumbered space" is space that is not encumbered by furnishings or fixtures. These conditions require the inmates spend not more than ten hours per day in their cells. If the inmate is to be housed for longer than ten hours per day, there must be 80sf of total floor space per occupant.

- Dayrooms. Dayrooms with space for various inmate activities are situated immediately adjacent to the inmate sleeping area, but are separated from them by a floor to ceiling wall. Dayrooms are to provide 35sf per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time. For this project, it is assumed that half the inmates assigned to a housing unit will be accessing the dayroom at one time. Staff and inmate experience at the correctional facilities support this assumption.

- Toilets. Inmates are to have access to toilets and hand washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their sleeping areas. Toilets are provided at a minimum ratio of one for every 12 inmates in male facilities and one for every eight inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three or more inmates must have a minimum of two toilets.

- Wash Basins. Inmates have access to operable wash basins with hot and cold running water in the housing units at a minimum of one basin for every 12 occupants.

- Showers. Inmates have access to operable showers with temperature-controlled hot and cold running water at a minimum ratio of one shower for every eight inmates.

The standards were used to guide the project. However, adjustments were made if a particular condition, rule, or practice prevented strict compliance but did not compromise the intent of the standard. For example, the requirement that inmates spend not more than ten hours per day in their cells would have greatly reduced the potential capacity of many housing units. Inmates at Halawa Correctional Facility are locked down in their cells at 9:30 PM and released at 6:00 AM (those working the kitchen morning shift are released at 4:00 AM). Added to these eight and one half hours of cell time is a one hour count in the morning and a one and one-half hour count/shift change in the afternoon, for a total of eleven hours confinement per day. The Commission decided one hour more of cell time was acceptable under the standard of 25 unencumbered square feet per inmate when double celled. Dayroom space was also considered in light of the security level of the housing units. The Commission determined that minimum security

areas which permitted inmates considerable time outside their living units should not be held as rigorously to the 35sf per inmate standard. This was also true for dayrooms in more secure areas that were only a few feet off from the standard.

The American Correctional Association is re-examining how standards are developed and working towards performance-based standards that would allow variance from the rigid requirements outlined above. The standard of one shower per eight inmates is being reconsidered in light of inmates access to the showers. If showers are available for the majority of the day, a greater ratio will be considered. The Commission considered this in its work and does allow a greater ratio based on access.

Food Service

Food service is governed by a number of principles and guidelines, such as Food and Drug Administration's Hazard Analysis Critical Control Point and the Public Health Service's Food Code. All food service operations must comply with local heath rules and regulations. The American Correctional Association's guidelines in the area of food service replicate these national guidelines. The guidelines dictate safe, wholesome meals, which are measured by nutritional content, proper holding and serving temperatures, and adequate space for food preparation and storage. As with the infrastructure, the number of meals required most often exceeds the design capacity of the facility kitchen and mess hall; but through scheduling and preventative maintenance, the Department of Public Safety's Food Services Office has been able to meet most of the guidelines. The one area that falls short is food storage. Guidelines require correctional facilities to have a 30-day supply of food on hand, in case of emergencies such as a natural disaster. Most of Hawaii's correctional facilities cannot meet this standard. The Commission determined, based on past experience, that given the proximity of food wholesale companies to most of the correctional facilities this specific standard will not be used to limit capacity.

Medical Services

Maintaining the health of the inmate population is one of the most demanding responsibilities on a correctional organization. Inmates must be provided with the level of health care found in the general community. This includes meeting medical, dental, and mental health care needs. The National Commission on Correctional Health Care currently accredits all of Hawaii's facility health care units. The Commission relied on this accreditation as the benchmark of the quality of services provided. The Department's Health Care's Office provided additional information to measure the capacity of each unit. An extensive service analysis was made and compared to the level of services requested.

It was more difficult to translate the above into a definitive capacity to the health care units. To overcome this dilemma, inmate grievances were considered as a milestone for capacity. Inmates may file a grievance when they believe that rules and policies have not been followed. The majority of grievances are resolved at the first step,

requiring no further action. Few inmate grievances advance to the Department review level. Based on this information, the Commission considered a health care unit's capacity as what population it has been able to sustain for prolonged periods.

Programs

Providing inmates with meaningful activity is perhaps the best way to manage the population. Therefore, the Commission was interested in the programs offered to inmates and level of participation. Determining program capacity proved a more difficult task than initially thought because many programs span facilities, with inmates participating at multiple sites. In light of this, the Commission decided to include a review of the level of activity available at each facility, but not consider programs in determining capacity. Future work of the Commission will examine the continuum of correctional programs in providing rehabilitation and preventing idleness. For this project, there is a discussion of educational programs, library services, substance abuse treatment, sex offender treatment, and work opportunities available at each facility.

Summary

The above guidelines were applied to each of the eight correctional facilities. Table 1 defines the capacity arrived at for each facility under the guidelines. Following Table 1 is a detailed discussion, by facility, of the results of measurements employed to determine capacity.

Table 1

Facility	Capacity
TOTAL CAPACITY	**3487**
Hawaii Community Correctional Center	**226**
Main Facility (Punahele, Waianuenue, Komohana)	126
Hale Nani	100
Maui Community Correctional Center	**301**
Main Facility (modules)	117
Dorms	184
Oahu Community Correctional Center	**954**
Main Facility (modules)	516
Module 20	80
Annex 1	100
Annex 2	114
Pan Abode Mauka	24
Pan Abode Makai	24
Laumaka	96
Kauai Community Correctional Center	**128**
Module A	24
Module B	24
Module C	80
Women's Community Correctional Center	**260**
Olomana Cottage	72
Ka'ala Cottage	80
Ahiki Cottage	88
Maunawili Cottage	20
Waiawa Correctional Facility	**334**
Building 2	20
Building 4	48
Building 5	40
KASHBOX	200
(less infrastructure restrictions)	(-14)
Kulani Correctional Facility	**160**
Dorms 1, 3,4, and 5	80
Dorms 2 and 6	40
Dorm 7	40
Halawa Correctional Facility	**1124**
Medium Security Facility	992
Special Needs Facility	132

HAWAII COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	243
1b. Fire Suppression Capacity	Water availability to fight fires	243
1c. Power, Signal and Lighting	Based on total staff and inmates	243
1d. Wastewater capacity	Based on total staff and inmates	243
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	243
1f. Total Infrastructure capacity	Smallest number of 1a-e	243

Housing Capacity		
2a. Total cell capacity		86
2b. Total Dormitory Capacity		140
2c. Total Housing Capacity	Add 2a and 2b	226

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	226
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	226
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	226
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

HAWAII COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Hawaii Community Correctional Facility (HCCC) is the jail for the Third Circuit and provides reintegration programming to sentenced felons and parole violators who will be released on the Big Island. The facility was opened in 1978, with a cell capacity of 22. Since that time, several housing units have been added to the facility. The main facility is located on Punahele Street in Hilo, on the site of the old Hilo Jail (the old jail, built around 1900, is still used for office space). The facility has expanded on the Punahele site and to a second campus south of Hilo on Kanoelehua Highway. In 1990, the Waianuenue Annex was opened. In the late 1980's, the Department began construction of a new dormitory on the grounds of the old Hawaii Police Department training facility, Hale Nani. The first building was occupied in 1992 and an additional dorm was added in 1997. In 1998, a new module living unit, comprised of 32 cells, was opened (Komohana).

The facility is co-ed.

Infrastructure: Total Capacity=243

The infrastructure is able to support the inmates at both campuses with no problems. Hale Nani is limited to 100 inmates, a capacity that is governed by a special use permit issued by the County. The land is zoned agriculture and the community has been very vocal in limiting the number of inmates to 100 under the special use permit. Any request to increase the size of the facility would have to go to public hearing.

Housing Capacity: Total Capacity=226

Inmates are assigned to one of the four housing units mentioned above, with Waianuenue occupied by female inmates and Hale Nani housing minimum and community custody inmates who are participating in community service worklines and reintegration programming. All living units are in compliance with life safety codes, a mandatory requirement under ACA standards.

Punahele: Total Capacity=22

Punahele is the oldest unit, made up of secure wet cells (a cell with a sink and toilet). Twelve of the cells are located in a module setting, with four pods of three cells each, surrounding a common multipurpose room. The cells are noticeably smaller than those found in other facilities—eight cells are 59sf and four are 62sf. Each cell has a bunk,

toilet, and sink that results in unencumbered space of 35.5sf and 38.5sf respectfully. Each pod has a small dayroom of approximately 70sf immediately fronting the cells and a shower. These pods open up to a multipurpose room of 1783.5sf, which is shared with the inmates in the remaining cells.

The ten cells not located in pods are configured along an L-shaped corridor. All cells are 59sf, with 35.5sf unencumbered. All eight cells share a single shower. There is no dayroom immediately adjacent to the cells, but the inmates share the multipurpose room. The multipurpose room provides for 81sf per inmate, more than twice the ACA standard.

One inmate, given the size of the cells, should occupy each. Due to the size, the cells are primarily used for inmates that cannot be mainstreamed into the general population at Komohana or Hale Nani. This includes those with medical/mental health needs, protective custody, disruptive inmates, etc. In 1995, the CPMC recommended one inmate per cell.

Waianuenue: Total Capacity=40

The women's unit is a free standing secure building located on the Waianuenue Avenue side of the property. It is an L-shaped cinder block building with two separate living units (Dorm A and Dorm B). Each side has four cubicles—one measuring 196sf, the rest 177sf. Within each cubicle are two double bunks (35.6sf total) with storage underneath and a desk (3.7sf). There is unencumbered space of 157sf in the large cubicle (39sf per inmate) and 138sf in the smaller ones (34sf per inmate), precluding the addition of more bunks. The cubicles open on to a dayroom of 926sf (once circulation area is deducted), allowing 47sf per inmate, well above ACA standards. There are two toilets, two urinals, three sinks, and two showers on each side. Standards for female housing require a ratio of 1:8 for both the toilets and the showers. With 20 inmates per dorm, the ratio is increased to 1:10. The Commission deemed this acceptable, as the space factors are very generous and access to the toilets and shower were basically unfettered.

Komohana: Total Capacity=64

Komohana is another free standing secure living unit that is located on the Komohana Street side of the property. It is constructed of prefabricated module wet cells that are configured on the site. The building is two story, with 32 cells (16 on each level) found on the outer perimeter of three sides and a common dayroom located on the first floor in the center of the building. There is also a small multipurpose room that can be used for programming. Each cell is 80sf, with a double bunk and a desk. There is a total of 56 unencumbered square feet per cell, once the bunk (16.7sf) and desk (7.5sf) is deducted. There are eight showers, which meet ACA standards. The dayroom, when the area of the stairs and circulation are removed, is 1792sf, with 56sf per inmate.

Hale Nani: Total Capacity=100

This remote site consists of a large minimum security living unit with two open dormitories joined by a common day room and mess hall. Each dorm is rectangular with 2160sf. Twenty double bunks (17.8 sf each) are located against the walls, with an additional five double bunks down the center of the room. There are twenty lockers (1.8 sf each) located along the walls, between the bunks. When the furniture space and circulation area are removed, there is 1692sf unencumbered, or 33sf per inmate.

The shared bathrooms are off the common dayroom, with 8 toilets/6 urinals, 12 sinks, and 10 showers. Under the newly proposed ACA performance based standards, these are adequate for a population of 100 inmates. Approximately 40 of the inmates are off site each day providing community service. The remaining inmates participate in substance abuse programs, a small correctional industry, and other activities during the day.

Support Services

Food Services: Total Capacity=226

There is ample food preparation space, adequate dining areas, and warewashing areas. Staff is well equipped with handling food preparation and service of inmates and staff. There is insufficient area, though, for storing of meals after they are prepared. Prepared meals must be moved to living units away from the kitchen and meal storage space is not currently available. Extended hours for staff would help ensure better service to a growing inmate population.

Health Care Services: Total Capacity=226

Nursing staff is available 16 hours per day, seven days per week. Nurses conduct daily intake physicals, sick call, and arrange medical, dental, and mental health appointments. There is both a full-time and half-time psychiatric social worker. There is no infirmary or isolation room. Medical needs that cannot be met by the facility are conducted by outside physicians and medical facilities. Inmates requiring more intensive care may be transferred to an Oahu facility with the capacity to manage 24-hour care. If emergency care is needed, inmates are transferred to outside medical facilities. Women inmates with high-risk pregnancies may be transported to the Women's Community Correctional Center, where 24-hour nursing services are available. Dental service is provided two times a month through a contract with an outside provider. Should the population require a greater number of service hours, medical needs are met through overtime and additional contract services.

Program Services

Library Services

Library Services are able to meet the law library needs of the inmates. There is also a recreational library, though limited, which does provide an adequate level of services.

Education Services

There is a program building with one classroom shared by all the units on the Punahele site. The lack of space impacts all programs. Education uses the space six hours a day (two hour blocks in the morning, afternoon, and evening), five days a week. The women, representing a small population, are only able to access educational services eight hours a week.

The mess hall at Hale Nani serves as a multipurpose room where educational programs are offered, but not the extent desired.

In spite of the above limitations, the facility is able to offer a range of programs that cover many educational needs. Basic education, GED preparation, Hawaiian studies, writing lab, computer skills, etc., are offered on a weekly basis.

The number of inmates served could increase if computer capability is expanded.

Substance Abuse Services

There are no substance abuse services available at the Punahele site, not unlike other jail facilities with short term populations. At Hale Nani, transitional substance abuse services for those reintegrating into the community and Level II programming is available for approximately 30 inmates.

Sex Offender Treatment Services

Sentenced felon sex offenders nearing their release receive services from contracted sex offender treatment providers on the Big Island. The inmate must be transported to the provider in Hilo, which can cause some staffing problems, but these are limited.

Work Opportunities

Correctional Industries provides three positions (10 hours per day) for inmates with Hawaii Tropical Products. Facility worklines employ 36 inmates. Sixteen of these are janitors within the housing units (6 hours per day), ten in food services (8 hours), four in the laundry (10 hours), and six in facility maintenance (six hours).

MAUI COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	328
1b. Fire Suppression Capacity	Water availability to fight fires	328
1c. Power, Signal and Lighting	Based on total staff and inmates	328
1d. Wastewater capacity	Based on total staff and inmates	310
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	328
1f. Total Infrastructure capacity	Smallest number of 1a-e	310

Housing Capacity		
2a. Total cell capacity		117
2b. Total Dormitory Capacity		184
2c. Total Housing Capacity	Add 2a and 2b	301

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	301
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	328
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	301
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

MAUI COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Maui Community Correctional Center (MCCC) is the jail for the Second Circuit and provides reintegration programming to sentenced felons and parole violators who will be released on Maui. The facility is located on the grounds of the old Maui Jail and one concrete structure (Dorm 3) was built prior to the transfer of the property to the State in 1973. Modules 1 through 3 were opened in 1978. Additional housing units opened as follows: Dorms 1 and 2, in 1985; Dorms 4 and 5, in 1995; Dorms 6 and 7 in 1997; and Modules A, B, C, and D, in 1994. All the dorms are wooden structure, while the new modules are secured beds, constructed out of concrete.

The facility recently renovated Dorm 3, which has not been in use for a number of years, to house inmates participating in the Maui Drug Court. Selected pre-trial inmates and parole violators referred to drug court are placed at MCCC for a 90-day drug treatment program, which is followed by another 9 months of treatment in the community. Pre-trial inmates who successfully complete the program have their charges dropped; successful parole violators have their warrants vacated.

The facility is co-ed.

Infrastructure: Total Capacity=310

The infrastructure was designed to support 260 beds, but more than 300 inmates have resided on the property for an extended period of time with no major mishaps. Exceeding the design capacity has resulted in an increased maintenance and equipment replacement schedule. The wastewater system does have an upper limit of 310 inmates. The 1994 and 1995 expansions require pumps to move sewage along the system. Overtaxing the pumps would result in sewage backup and render the living units uninhabitable. For that reason, overall infrastructure capacity is set at 310.

Housing: Total Capacity=301

Inmates are assigned to the housing units mentioned above based on their status (pre-trial, sentenced jail, sentenced prison, etc.) and their classification. Modules 2 and 3, and Dorms 1 and 2 are designated for women.

Module 2: Total Capacity=9

Module 2 houses pre-trial females in nine cells. This module was part of the original construction of the correctional center in 1978 and is designed with four small quads opening up into a common dayroom of 1225sf. Each quad has three cells, fronted by a very small dayroom (approximately 115sf). One quad has been converted to the medical unit and no longer houses inmates. In addition, the dentist uses the small dayroom of another quad, with a dental chair and support equipment positioned in the area. Inmates are housed in the cells adjoining this dayroom, when necessary, precluding any privacy for the dental patients.

The cells are 75sf, with a double bunk (17.2sf), desk (8.9sf), sink (1.75sf), and toilet (1.9sf). This results in 45sf unencumbered per cell, allowing for only single occupancy under ACA standards, which requires 25sf per inmate. There are two showers to accommodate the inmates.

The common dayroom is shared with the 6 inmates assigned to Module 3, allowing 81sf per inmate. There is also a common sheltered outdoor area of 1950sf, providing an additional 130sf per inmate.

Module 3: Total Capacity=6

Module 3, also for pre-trial females, is simply a corridor of 6 cells with a hallway and one shower. The hallway runs along one side of the outdoor area, which is between the cells and the common dayroom. The cells are smaller than those found in Module 2 at 68sf. When the area occupied by the bunk (17.2sf), the desk (8.9sf), the sink (1.75sf), and the toilet (1.9sf) are deducted, there is 38sf unencumbered space or 19sf per inmate when double bunked. One shower is shared by the six cells.

Common areas, described above, are shared with Module 2.

Module A: Total Capacity=48

Module A is part of a medium security expansion opened in 1994. It is a two story housing unit with 24 cells. Twenty cells are 92sf, and four cells, designated handicap, are 105sf. When the bunk (20.6sf), two desks (10sf), sink (1.5sf), and toilet (2.9sf) are deducted, there is 57sf unencumbered space, or 28.5sf per inmate. The handicap cells have 70sf unencumbered, or 35sf per inmate. There are a total of six showers, of which two can accommodate handicapped inmates. The dayroom, on the first level, is 2500sf, of which 1800sf is unencumbered (37.5sf per inmate). Module A houses sentenced felons, parole violators, and the overflow of pre-trial males from Module B.

Module B: Total Capacity=48

Same as Module A. Pre-trial males are housed there.

Module C: Total Capacity=6

Module C was designed as maximum security, with a single bunk and steel toilet/sink combination. Module C is only one story and equal to one half of Module A or B. The cell configuration is similar to Modules A and B, but the toilet/sink combination takes up less square footage. Therefore, each cell of 92sf has 58sf unencumbered. Since this is maximum security housing, no more than one inmate is placed in each cell. There is one shower in the unit. The dayroom has a total of 1050, or 175sf per inmate, but the inmates have very limited access to the dayroom due to their security level.

Dorm 1 and 2: Total Capacity=40

Dorms 1 and 2 are a design by Pan Abode added in 1985. The facility's Reception, Assessment, and Diagnostic (RAD) unit is located in this unit; minimum security sentenced jail and prisoners occupy the majority of the beds. Dorms 1 and 2 consist of two wings of dorms (25 feet by 40 feet, or 1000sf) that are adjoined by a 960sf dayroom (24sf per inmate). The dorms can hold 10 bunks (18.9sf each), 10 lockers (2.7sf each), and two tables (total 27sf) and 12 chairs (2.25sf each). With the furnishings, there is a total of 610 unencumbered square feet, or 30.5sf per inmate. There are five toilets/three urinals, five showers, and four sinks, all which support a capacity of 40 inmates.

Dorm 3: Total Capacity=12

As stated above, Dorm 3 is used for Drug Court inmates (all males) participating in substance abuse treatment. The concrete building was renovated recently for this purpose, but still is not well designed for inmate housing. There are no cubicles as required by ACA standards and the bathroom facilities offer no privacy.

The living unit has been operating at a capacity of 24 inmates. At this rate of occupancy, the situation is very cramped. The sleeping area is 741sf, with 12 each bunks (18.9sf), lockers (4sf), and chairs (2.25sf), resulting in 27.75sf per inmate. There is a small dayroom/multipurpose area (approximately 200sf) at the end of the sleeping area. It is here that the programs are offered, in a very cramped manner (only 8.3sf per inmate). The unit has three sinks, 3 toilets/2 trough urinals, and a gang shower with five heads.

The Commission recommends capacity not exceed 12, which is still outside of ACA standards, but agrees with the mission of the unit. While the unit is not the most desirable, Drug Court is well informed about the living conditions and determines the number of occupants. At this time, Dorm 3 is serving the purpose of furthering the goals of the Drug Court.

Dorm 4 and 5: Total Capacity=32

Dorms 4 and 5 house sentenced jail and prison women. It consists of two dorms, 36 feet by 23 feet (828sf) on either side of a common dayroom (780sf). It is recommended each dorm consist of six double bunks and four single bunks to allow a total of 29.6sf unencumbered per inmate. There are 10 bunks (18.9sf each), six lockers (4sf each), one table (20sf), and 10 chairs (2.25sf each). With 16 inmates occupying the dayroom at one time, there is 50sf per inmate. The bathrooms have 4 toilets, 5 sinks, and one gang shower with four shower heads (the shower area is divided into individual stalls by shower curtains to provide some modicum of privacy). These numbers meet ACA standards for bathroom fixtures.

Dorm 7 and 8: Total Capacity=100

Dorm 7 and 8 is a building of the same design at HCCC's Hale Nani. It is a large minimum security living unit with two open dormitories joined by a common day room and mess hall. Each dorm is rectangular with 2160sf (72' X 30"). The furnishings are different than those on the Big Island, but still allow for 50 inmates one each side. There are ten cubicles of 98sf each (14' X 7"). Allowing for circulation area, 25 bunks and 50 lockers can be placed in each dorm. This would allow 25.7sf unencumbered per inmate in the dorm and 43sf unencumbered in the dayroom. There is also a dining room (840sf) that is used for programming as needed.

There are adequate bathroom facilities to support 100 inmates: 8 toilets/6 urinals, 12 sinks, and 10 showers.

Support Services

Food Services: Total Capacity=301

Maui has been able to support an average daily population of 370 inmates for extended periods of time, although the kitchen was designed for a much smaller inmate population. There is ample preparation space, but not enough warehouse and storage area. The biggest challenge, though, is due to the satellite delivery of food to each living unit. The facility is spread out with six housing units, which in some instances are broken down into smaller units.

Health Care: Total Capacity=301

Nursing staff is available 16 hours per day, seven days per week. Nurses conduct daily intake physicals, sick calls, and arrange medical, dental, and mental health appointments. There is no infirmary or isolation room. A physician, nurse practitioner, and a psychiatrist visit the facility twice a month. Medical needs that cannot be met by the facility are conducted by outside physicians and medical facilities. Inmates requiring more intensive care may be transferred to an Oahu facility with the capacity to manage

24-hour care. If emergency care is needed, inmates are transferred to outside medical facilities. Women inmates with high-risk pregnancies may be transported to the Women's Community Correctional Center, where 24-hour nursing services are available. There is one psychiatric social worker. Dental service is provided five times a month through a roving dentist with the Department of Public Safety. Should the population require a greater number of service hours, medical needs are met through overtime and additional contract services.

Program Services

Library Services

Library services are able to meet the law library needs of the inmates. There is a limited recreational library.

Education Services

There is adequate space to provide education services to a large portion of the inmate population, but the number of staff available does limit the extent of programming offered (two PSD and two contract positions). At this time, approximately 130 inmates participate a month. With existing space, additional staff could bring that number up to 200. Beyond 200 would require more staff and classrooms. As in other co-ed facilities, the educational opportunities for women are more restricted than those for the much larger male population. Education offered at this time could be greatly enhanced with additional computer resources.

There is no space, staff, or equipment to provide work force development/ vocational classes.

Substance Abuse Services

The facility offers Level II treatment through a contract with Aloha House. The program is offered in seven week cycles, with a total of 84 hours of service per cycle. There is a Certified Substance Abuse Counselor (CSAC) on staff who administers assessments to all RAD inmates and selected jail inmates. This counselor provides direct aftercare services to inmates who have completed Level III at another facility or any Level II program. Currently, the counselor is developing a community referral system to link exiting inmates with community-based aftercare.

The Drug Court provides treatment services for inmates in Dorm 3 through a contract with Project Impact. The unit is set up as a therapeutic milieu (Level III) and treatment interventions are intense.

Sex Offender Treatment Services

Sentenced felons nearing their release date, who have competed their transition programming, receive services from contracted sex offender treatment providers in the community. Participants must have first participated in the Department's primary substance abuse programs at Kulani or Halawa.

Work Opportunities

Correctional Industries

There is a private/public venture with Maui Pine and the MCCC inmates. Forty positions are available for inmates to work 8-hour shifts, five days a week picking pineapples. As of December 15, 2001, 39 inmates were participating. An additional three inmates provide laundry and food services to the inmates participating in the "pineline." Inmates make at least minimum wage doing this work.

Facility Worklines

The kitchen has 30 positions. Facility worklines, which include janitors, laundry workers, grounds maintenance, painting, tool shop, etc., provide 23 slots, which are always filled.

Community Service Worklines

There are three community service worklines for men and one for women, with a total of 34 slots available.

OAHU COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	954
1b. Fire Suppression Capacity	Water availability to fight fires	954
1c. Power, Signal and Lighting	Based on total staff and inmates	954
1d. Wastewater capacity	Based on total staff and inmates	954
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	954
1f. Total Infrastructure capacity	Smallest number of 1a-e	954

Housing Capacity		
2a. Total cell capacity		516
2b. Total Dormitory Capacity		438
2c. Total Housing Capacity	Add 2a and 2b	954

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	954
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	954
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	954
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

OAHU COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEETS
COMMENTS

Facility Description

Oahu Community Correctional Center (OCCC) is the co-ed jail for the First Circuit and provides reintegration programming for male sentenced felons committed in the First Circuit. Responsibility for the jail functions were transferred from the City and County to the State in July 1975, when Annex I was opened at OCCC. From 1978 to 1987, OCCC was both the jail for Oahu and the primary prison for the State. In August 1980, the first of the new modules at OCCC opened. The remainder were opened two years later in 1982. Annex II was opened in 1987; Pan Abode Mauka and Pan Abode Makai were built in the mid-1980s and renovated in 1998; and Module 20, which currently houses women, in 1995. Laumaka, the work furlough living unit, was rebuilt in 1991. The original Annex 1 was also rebuilt and re-opened in 1998.

Infrastructure: Total Capacity=954

The infrastructure can support 954 inmates, as improvements have been made over the years to increase capacity. Yet, the larger population (compared with design capacity of the site) does put a strain on the infrastructure, requiring more frequent service intervals and equipment replacement than manufacturer representations based upon expected service life of the operating system components.

Housing: Total Capacity=954

Modules: Total Capacity=516

The modules, eight of which opened in 1980 with three added two years later, range in number of cells from 12 to 36. The basic design of each module is very similar. Cells are generally 82sf, with corner cells slightly larger (about 95sf). All cells are equipped with the same furnishings—a bunk (24sf), desk (11.3sf), sink (9.6sf), and toilet (2.5sf). The bunks are larger than those found in other housing units, at three feet by eight feet; the same is true for the sink, which measures 26” by 53”. Using the most common size cell of 82sf, there is 34.6sf unencumbered space in each, or 17.3sf per inmate. It is recommended that cells can be double celled, as they are unlocked for the majority of the day, allowing inmates access to the dayroom. The dayroom is usually made up of areas on different levels of the module (Modules 7 and 8 are the exception). Dayroom size and number of showers varies based on the total number of cells in a given module. Listed below, for each living unit, is the number of cells, size of the dayroom, number of showers, and recommended capacity.

Module	Cells	Dayroom	Showers	Capacity
1	24	2100sf (44sf per)	4	48
2	24	2100sf (44sf per)	4	48
3	30	1640sf (27.3sf per)	5	60
4	30	1640sf (68sf per)	5	24*
7	12	1056sf (44sf per)	2	24
8	12	1056 (44sf per)	2	24
11	24	2100 (44sf per)	4	48
13	24	2100 (44sf per)	4	48
17	24	2100 (44sf per)	4	48
18	36	1600* (22sf per)	6	72
19	36	1600* (22sf per)	6	72

Module 4 is the housing unit for severe and chronic mentally ill inmates. Six of the cells are used for suicide watch, not housing. The remaining 24 cells have only one inmate assigned each due to the type of inmate housed.

Modules 18 and 19 were designed as work furlough modules, with the expectation that inmates would be out of the facility for at least ten hours per day. Therefore, the amount of dayroom space is limited.

Module 20: Total Capacity=80

This women's wooden dormitory was constructed in 1997. It is made up of two open dormitories joined by a common day room, with the bathroom facilities off the dayroom. Each dorm is 2400sf (80' X 30'), with ten bays of 180sf each. The bays have two double bunks (21.6sf each) and two lockers (3.6sf), which leaves 130sf unencumbered per bay (32.5sf per inmate). The dayroom is 1404sf, with 35sf per inmate based on regular usage. There is also a dining room, in which some programs are offered, off the dayroom.

A drawback of having a co-ed facility is that males and females cannot mix in programs, infirmaries, or segregation units. Programs, such as education, must schedule times for the women to participate. Since the women only make up 8% of the total OCCC population, the programming hours are limited. Women in need of infirmary care are transferred to WCCC, as are suicidal inmates and those with serious disciplinary problems. There is a limited ability to lock-down individual women for short periods in two disciplinary cells located in the Module 20 dayroom area. Not an ideal situation, as these inmates can communicate with the general population.

There are six toilets, six urinals, ten sinks, and eight showers. The lack of adequate bathroom fixtures precludes compliance with ACA standards.

Annex I: Total Capacity=100

This wooden building is the same design used for HCCC's Hale Nani and MCCC's Dorm 7 and 8. It is a large minimum security living unit with two open dormitories joined by a common day room and mess hall. Each dorm is rectangular with 2160sf (72' X 30'). The furnishings are similar to those found in Dorm 7 and 8. There are ten cubicles of 98sf each (14' X 7'). Allowing for circulation area, 25 bunks and 50 lockers can be placed in each dorm, which could be accomplished by adding bunks to five of the cubicles. This would allow 25.7sf unencumbered per inmate in the dorm and 21.6sf unencumbered in the dayroom. There is also a dining room (840sf) that is used for programming as needed.

There are adequate bathroom facilities to support 100 inmates: 8 toilets/6 urinals, 12 sinks, and 10 showers.

The community service worklines are assigned to Annex I, which allows anywhere from 30 to 40 inmates a day to be off grounds.

Annex II: Total Capacity=114

This three story concrete structure was completed in 1987 and is made up of ten open bays on each floor. Each bay, which fronts a hallway, is 150sf and houses four inmates. There are two bunks (26.8sf each) and four lockers (3.6sf each), resulting in 82sf unencumbered space per bay (20.5 per inmate). The hallway fronting the open

bays is five feet wide, two feet more than necessary. If the two feet are considered part of the cubicle, an additional 30sf would be available, allowing 28sf per inmate, within the ACA standards.

There are 5 toilets/3 urinals, 7 sinks, and one gang shower with five shower heads on each floor. On the first floor, one bay has been converted to an office for the Community Based Programs Unit Team Manager, therefore only 36 inmates reside on that floor. The first floor also has the largest dayroom, which doubles as a dining room for the whole unit during meal times. The breakdown of the three floors is as follows:

Floor	Bays	Dayroom	Capacity
1	9	1568sf (43.5sf per)	36
2	10	840sf (21sf per)	40
3	10	840sf (21sf per)	40

Pan Abode Mauka: Total Capacity=24

This wooden structure was originally used to house community service worklines. The worklines were relocated to Annex I and the building is now used for short-term general population. It is not a desirable living situation, as there is no interior dayroom. All activity must take place on a covered concrete lanai, including dining. There is one office and one ACO station immediately inside the entrance. There are eight cubicles on one side of the building, four cubicles and the bathroom on the other side, with a four foot hallway separating the two sides. Each cubicle is 98sf (9'10" X 10') and contains one double bunk (26.8sf), two lockers (3.6sf each) and one chair (1.9sf each), leaving 61 unencumbered square feet, or 30.5sf per inmate. There are five toilets, five sinks, and a gang shower with three heads. The lanai is a total of 480sf.

Currently, sentenced jail inmates, with less than one year to serve, are housed in Mauka. Approximately half the inmates residing there have less than one month to serve. These inmates do not participate in any type of work and remain in their living unit during the day. Those with more than one month to serve participate in community service worklines and are out of the facility six to eight hours per day.

Pan Abode Makai: Total Capacity=24

This wooden structure originally served as office space for the community-based program staff. It was converted to living space in 1998. It is slightly larger than Pan Abode Mauka. The setups are very similar, though. The building has ten sleeping bays on one side and two sleeping bays, the bathroom, a small dayroom on the other side, and an ACO station on the other side. The bays and furnishings are the same as above. There are five toilets, five sinks, and a gang shower with three heads. The interior dayroom area measures 300sf (12.5/inmate) and the exterior covered lanai is 480sf.

Inmates assigned to Makai are pre-trial and participate in facility worklines, placing them out of the unit from 6:30 AM to 1:15 PM during the weekdays. As there is insufficient water heating capacity, inmates assigned to this unit cannot participate in community service worklines because not all would be able to shower upon their return.

Laumaka Work Furlough Center: Total Capacity=96

For more then thirty years, the site of the former warden's home (across Dillingham from the main facility) has been a conditional release or work furlough center for males exiting prison on Oahu. The current buildings were constructed in 1991 and consist of three two-story units, plus a program/dining building. Inmates assigned to Laumaka are either actively seeking employment or working in the community. Project Bridge, which occupies one of the buildings, is the transitional programs for offenders who have completed either Level II or Level III of substance abuse treatment.

There are three identical housing units, with eight rooms on each floor. Each room is 112sf (14' X 8'). This is a bed (22.7sf), a locker (4.2sf), and desk (7.2) located in each room, leaving 78sf unencumbered space (39 per inmate). The dayroom area is 504sf, with 32.5sf per inmate. There are four toilets, four sinks, and four showers per building. Thirty-six inmates can be housed in each building.

Support Services

Food Services: Total Capacity=954

There is ample food preparation, storage, and cleaning areas. Food is delivered to the living units and efforts are being made to make the delivery system more efficient and to ensure food is delivered at the proper temperature. The hours of operation and the number of staff are adequate to meet the needs of the inmates.

Health Care Services: Total Capacity=954

The Medical Unit at OCCC provides the full range of medical services provided in correctional settings, including an infirmary with 6 beds. The Medical Unit continues to

be certified by the National Commission on Correctional Health Care. Medical units in jails have a considerable amount of activity taking place every day, due to the transient nature of the inmate population. Nursing staff is available 24-hours per day. The facility is able to provide 100% of the intake screenings, 98% of intake physicals within the required 14-day period, and 85% of the necessary dental screenings. Seventy-five percent of the dental exams meet the standard of being conducted within 30 days of intake. All medical needs are met.

OCCC has a well-developed program for addressing the mental health needs of the incarcerated population. Two modules are set aside to provide services to those inmates identified with moderate to serious mental illnesses. Module 4 has been designated for the placement of the most chronic and severe mentally ill, with six cells set aside for suicide watch. Inmates are housed in single cells for their own protection. Module 3 is used as a “step-down” living unit to stabilize the mentally ill, with the ultimate goal of mainstreaming residents into the general population. Five psychiatric social workers provide the bulk of mental health services to inmates in Modules 3 and 4, supported by a psychiatrist and two psychologists.

Since the facility is co-ed, women requiring infirmary care must be transferred to the WCCC infirmary.

Program Services

Jail inmates receive a much lower level of programming due to relatively short periods an individual is incarcerated. Many programs, such as education and substance abuse, are offered for a set number of weeks, which often exceeds the average length of stay for jail inmates. Also, OCCC is co-ed and consists of multiple buildings spread out on a 16-acre campus. Moving inmates to various programs poses staffing and security problems.

Library Services

Library Services are able to meet the law library needs of the inmates. There is also a limited recreational library, which provides an adequate level of services. Librarians provide satellite distribution, bringing recreation reading to each of the living on a scheduled basis.

Education Services

The Education Unit is located in the main facility and was designed for the 276 inmates (the number of cells in the modules). There are six classrooms (one has been converted for library use) with capacities ranging from 12 to 25. The classrooms are located around a Learning Assistance Center where computers are available for high school equivalency course work and post-secondary comprehensive work. Educational testing is done on as many inmates as possible to assess their reading level and

educational needs. Educational staff has the legal responsibility to provide educational services to any inmate under the age of 21 who has not received a diploma. To meet that requirement, in part, special education is offered. The goal is to have as many of these youth receive their diploma before age 21 as possible. Cognitive skill training is available.

Due to limited space, staff and equipment, work force development/vocational training classes are at a minimum.

Substance Abuse Treatment Services

Project Bridge, mentioned above, is located in one of the three housing units at Laumaka Work Furlough Center. It is part of the continuum of substance abuse treatment services offered by the Department; inmates who participate must have completed either Level II or Level III services prior to being admitted to Project Bridge. Existing hours and staff allow for 12-hours per day of programming, 5 days per week. Inmates are sequentially phased through the program to jobs in the community.

Level II treatment is offered four times a year, in 12-week cycles through a contract with the Salvation Army. Although the program allows for 25 inmates to participate per cycle, the actual number is much smaller averaging eight inmates. This is due in the most part to logistics of getting inmates from different living units to a single classroom site. Inmates cannot be mixed by gender or status. The program has the potential of servicing 100 inmates per year.

Sex Offender Treatment Services

Sentenced felons participating in the Laumaka Work Furlough Center attend sex offender treatment services in the community. No sex offender treatment is available for short-term sentenced inmates.

Work Opportunities

Correctional Industries

There are 30 correctional industry positions at OCCC, the majority found in light construction (office wall panel construction and installation).

Facility Worklines

OCCC employs 414 inmates to participate in various in-facility worklines, with most working six-hour shifts. The worklines are broken down as follows:

Workline	# of Inmates
Administration	6
Health Care	2
Assignment Office	2
Facility Operations	90
Support Services (including kitchen)	131
Living Units (janitors, laundry, etc.)	183
TOTAL	414

Community Service Worklines

OCCC places between 40 and 60 inmates a day on community service worklines. The number varies based on the need and staff availability. OCCC staff accompany inmates participating in work projects for state agencies, such as Department of Transportation, Department of Hawaiian Home Lands, and Department of Transportation. The City and County of Honolulu provide supervision to inmates working on county projects.

KAUAI COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	156
1b. Fire Suppression Capacity	Water availability to fight fires	156
1c. Power, Signal and Lighting	Based on total staff and inmates	156
1d. Wastewater capacity	Based on total staff and inmates	126
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	156
1f. Total Infrastructure capacity	Smallest number of 1a-e	126

Housing Capacity		
2a. Total cell capacity		48
2b. Total Dormitory Capacity		80
2c. Total Housing Capacity	Add 2a and 2b	128

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	128
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	128
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	128*
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

*Infrastructure, as defined by a paper permit, doesn't reduce measured capacity.

KAUAI COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Kauai Community Correctional Center (KCCC) is the jail for the Fifth Circuit and provides reintegration programming to sentenced felons and parole violators who will be released on Kauai. The facility was opened in 1977, with a cell capacity of 16. There have been several housing units added to the facility since that time. Module B with 24 beds was added in 1986. Cabin A opened in 1993, Cabins B and C in 1995. These units, former shelters used to house Kauai residents after Hurricane Iniki, were intended for temporary housing and, as such, were never officially assigned an operational capacity. Module C, with 80 beds, opened in 1997. Housing units range in security level from community to medium. There are three holding cells used for disciplinary and administrative segregation.

KCCC is a co-ed facility. The number of female inmates fluctuates greatly from five to fifteen. There is no housing specifically designated for the women; rather, the facility is forced to rearrange whole housing units if the number of women inmates increases. This interferes with programming, causes scheduling problems, and impacts all areas of facility operations.

Inmates at the facility are required to participate in different levels of the Lifetime Stand Program, which provides a structured regimen of physical training, education, and work. Each inmate is engaged in about nine hours a day of structured programming, which includes four hours work. Inmates who refuse to participate are placed in lockdown conditions, remaining in their cells 23 hours per day.

Infrastructure: Total Capacity=126

The infrastructure has been able to sustain up to 156 inmates for prolonged periods of time, but the wastewater permit officially limits the facility to 126 inmates. This is due to the fact that it was planned that Cabins A, B, and C would be closed down once Module C opened, leading the Department to request access for an operating capacity of 126 plus staff. The facility has not received any notification from the County of Kauai instructing them to reduce the amount of flow to the sewage plant, but is mindful of the permit limit. The excess use has put a strain on the facility's pumping equipment, resulting in more frequent maintenance and equipment replacement. The Department will apply for an amended permit to increase the allowable wastewater flow.

Housing: Total Capacity=128

Cabins A, B, and C: Total Capacity=0

The cabins were originally built as temporary housing for Kauai residents after Hurricane Iniki. When no longer needed, the structures were moved to the facility as temporary housing. It was not intended that they be used long term. Currently, 12 inmates are housed in each cabin, which has 750 gross square feet (bathrooms not included in gross square footage). Unencumbered space for each cabin is derived by subtracting from the gross square footage the circulation area (57sf) and six bunks (110sf) (inmates lockers are located under the bunks). This results in 49.4sf of unencumbered space per inmate. There is no dayroom located in the cabin. The cabin opens to an outdoor common area, which includes a covered pavilion. There are adequate fixtures (2 toilets, 2 sinks, and 2 showers) in each cabin to support 12 inmates.

The cabins do not have fire suppression equipment or a second exit in case of fire and should not be used for inmate housing.

Module A: Total Capacity=24

Module A is made up of four three-cell units, each with a small dayroom (151sf) fronting the cells. Cells are 75sf. This is also a one shower per unit, providing adequate fixtures in each unit. The small dayrooms open to a large, shared multipurpose room. Unencumbered space is derived by subtracting from the gross square footage of each cell the areas occupied by the bunk (16.2sf) (storage lockers are located under the bunk), the toilet (2.25sf), and the sink (2.25sf). This results in 27sf unencumbered space in each cell per inmate. There is one shower in each unit. The multipurpose room (612.5sf), if used by half the inmates in Module A (n=24) at one time, has 51sf per inmate.

Module B: Total Capacity=24

Module B is made up of six cells (each with a toilet and sink off the sleeping area) that opens into a shared multipurpose room (950sf). Unencumbered space in the cells is derived by subtracting from the gross square footage of 157.5sf the areas occupied by two bunks (33.5sf) and one desk (10sf), resulting in 28.5sf per inmate. The multipurpose room, if occupied by all inmates in Module B (n=24) at one time, has 39.5sf per inmate. There are adequate toilets and sinks to meet ACA standards. There is one shower per 12 inmates (ACA standards is one shower per 8 inmates) which, based on the number of hours the showers are available for use each day, is adequate.

Module C: Total Capacity=80

Module C is an L-shaped building with two large dormitories joined by a multipurpose room with bathrooms for each wing. Each wing has 1680 gross square feet. Subtracting from the gross square footage the circulation area (240sf) and two bunks in each cubicle (335sf) derive unencumbered space in each wing. This provides 27.5sf per inmate in each cubicle. There are adequate fixtures to support 80 inmates—8 toilets, 8 sinks, and 8 showers. If one-half the Module C population (n=40) occupies the dayroom at one time, there is 30.6sf per inmate.

Support Services

Food Services: Total Capacity=128

There is ample preparation area and ware washing area for 156 inmates. The mess halls meet adequate dining standards for inmates and staff. Hours of operation and number of staff are sufficient and able to follow the Public Health Food Code. There needs to be additional dry and cold food storage space in order to meet industry standards.

Health Care: Total Capacity=128

Nursing staff is available 16 hours per day, seven days per week. Nurses conduct daily intake physicals, sick calls, and arrange medical, dental, and mental health appointments. There is a half-time psychiatric social worker. There is no infirmary or isolation room. Medical needs that cannot be met by the facility are conducted by outside physicians and medical facilities. Inmates requiring more intensive care may be transferred to an Oahu facility with the capacity to manage 24-hour care. If emergency care is needed, inmates are transferred to outside medical facilities. Women inmates with high-risk pregnancies may be transported to the Women's Community Correctional Center, where 24-hour nursing services are available. Dental service is provided two times a month through a contract with an outside provider. Should the population require a greater number of services hours, medical needs are met through overtime and additional contract services.

The dental services are offered in a small building to the side of the recreation yard. At times, providing ACO escort to this remote location hinders access to services.

Program Services

The Lifetime Stand Program incorporates all aspects of programming for the inmate, including work and education. Inmates at KCCC are kept busy in programs not less than 9 hours each weekday. Weekends often have scheduled activities. Due to the

nature of the program, it is difficult to breakdown elements of education and substance abuse treatment, as these aspects are woven into the total program experience.

Work Opportunities

As mentioned above, four hours of work per day is incorporated in the overall Lifetime Stand Program. The work details include vegetable gardening, farm, facility maintenance, yard maintenance, janitorial, laundry, kitchen, and correctional industry (furniture making).

WOMEN'S COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	306
1b. Fire Suppression Capacity	Water availability to fight fires	306
1c. Power, Signal and Lighting	Based on total staff and inmates	306
1d. Wastewater capacity	Based on total staff and inmates	306
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	306
1f. Total Infrastructure capacity	Smallest number of 1a-e	306

Housing Capacity		
2a. Total cell capacity		34
2b. Total Dormitory Capacity		226
2c. Total Housing Capacity	Add 2a and 2b	260

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	260
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	232
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	260

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	232
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	260

WOMEN'S COMMUNITY CORRECTIONAL CENTER
EFFECTIVE CAPACITY WORKSHEET:
COMMENTS

Facility Description

The Women's Community Correctional Center (WCCC), which operates as the long-term facility for women, is located on the former site of the Hawaii Youth Correctional Facility. The original buildings (Ka'ala, Maunawili, and Olomana Cottages), built in 1952, were extensively renovated for conversion to a women's facility from 1992 to 1994. Ahiki Cottage was added in 1999. Through a contract with TJ Mahoney and Associates, a community-based residential reintegration program is provided for female sentenced felons committed by the First Circuit who are nearing their tentative release dates.

Infrastructure: Total Capacity=306

WCCC was opened in Spring 1994, with a design capacity of 258. The infrastructure was developed to support 258 inmates plus staff on the site. Facility Maintenance staff, based on their experience with a fluctuating inmate population, reports the infrastructure can handle up to 306 inmates plus staff. Expanding the number of inmates does result in more frequent service intervals and equipment replacement has been occurring with greater frequency than manufacturer representation for expected service life of the operating systems components.

Housing: Total Capacity=260

There are four buildings that house inmates: Olomana Cottage, Ka'ala Cottage, Ahiki Cottage, and Maunawili Cottage. Each of these is broken down into distinct living units.

Olomana Cottage: Total capacity=72

Dorm A: (n=22) This is a large open dormitory with 11 sleeping bays. There is 70sf per sleeping bay, which allows for two inmates in a double bunk per bay, with a total capacity of 22. There are four toilets, sinks, and showers in each dorm, which meets ACA standards for 22 inmates.

Dorm B: (n=12) In this unit, mentally ill inmates who cannot be placed in general population are housed. The medical staff controls assignment to these cells, with single celling throughout. There are 12 wet cells ranging in size from 71.4sf to 84.7sf. Two of the larger cells are designed to accommodate handicapped inmates. The three smallest cells (71.4sf) do

not provide the ACA standard of 25sf unencumbered space per inmate if double bunked. There are two showers, which meets ACA standards for 12 inmates.

Dorm C: (n=22) There are 16 wet cells that range in size from 66sf to 100sf. Two are handicap accessible at 100sf, allowing for only one bed. Six cells have 84sf, adequate space for two inmates. The eight 66sf cells should not exceed one inmate each. Capacity is 22. Three showers meet ACA standards for 22 inmates.

Dorms A, B, and C do not contain any dayroom space, but open immediately onto an open-air courtyard, across which are multiple program rooms. These rooms provide adequate dayroom space, per ACA standards, for the occupants of all dormitories.

Dorm D (n=16) Dorm D is configured as an apartment for transitional programs. There are four bedrooms that range in size from 177.5sf to 225sf. There is adequate unencumbered space in each room for four inmates, with a total capacity of 16. There is adequate dayroom space (584sf), per ACA standards, for 16 inmates. There are two bathrooms; each contain one toilet, sink and shower, which meets ACA standards for 16 inmates.

Ka'ala Cottage: Total Capacity=80

Dorm A: (n=32) This is a large open dormitory with 14 sleeping bays. There is 70sf per sleeping bay, with allows for two inmates per bay. The two bays at the end of the dormitory can be furnished with two double bunks, instead of single bunks, as this will not interfere with security sight lines. Therefore, two inmates can be housed in each of 12 of the bays and four inmates per the last two bays, resulting in a capacity of 32. There are four toilets, sinks, and showers in each dorm, which meets ACA standards for 32 inmates.

Dorm B: (n=32) This is a large open dormitory with 14 sleeping bays. There is 74sf per sleeping bay, which allows for two inmates per bay. As for Dorm A, the two bays at the end of the dormitory can be furnished with two double bunks, instead of single bunks, as this will not interfere with security sight lines. Therefore, two inmates can be housed in each of 12 of the bays and four inmates per the last two bays, resulting in a capacity of 32. There are four toilets, sinks, and showers in each dorm, which meets ACA standards for 32 inmates.

Dorms A and B do not contain any dayroom space, but open immediately onto an open-air courtyard, across which are multiple program rooms. These rooms provide adequate dayroom space, per ACA standards, for the occupants of all dormitories.

Dorm D: (n=16) Dorm D is configured as an apartment for transitional programs. There are four bedrooms that range in size from 177.5sf to 225sf. There is adequate unencumbered space in each room for four inmates, with a total capacity of 16. There is adequate dayroom space (584sf), per ACA standards, for 16 inmates. There are two bathrooms; each contain one toilet, sink, and shower, which meets ACA standards for 16 inmates.

Ahiki Cottage: Total Capacity=88

Dorm A: (n=44) This is a large open dormitory with 12 sleeping bays, two of which are designed for handicapped inmates. There is 142sf per sleeping bay. That is adequate square footage for four inmates per bay, except for the two handicap accessible bays, which can house two inmates. There are eleven toilets, eleven sinks, and 12 showers, that are shared with Dorm B. These are adequate fixtures to support the recommended cottage capacity of 88.

Dorm B: (n=44) This is a large open dormitory with 12 sleeping bays, two of which are designed for handicapped inmates. There is 142sf per sleeping bay. That is adequate square footage for four inmates per bay, except for the two handicap accessible bays, which can house two inmates. There are eleven toilets, eleven sinks, and 12 showers, that are shared with Dorm A. These are adequate fixtures to support the recommended cottage capacity of 88.

There is a total of 1724sf of dayroom space within the cottage and four classrooms in a building immediately adjacent to the cottage. This is ample dayroom space to support the recommended capacity of 88.

Maunawili Cottage: Total Capacity=20

Dorm D: (n=20) Dorm D is configured as an apartment for transitional programs. There are two bedrooms, each with 449sf, of which 304sf is unencumbered allowing 30sf per inmate in each room. There is adequate unencumbered space in each room for twelve inmates, but ceiling fans limit the use of double bunk beds, reducing the number of beds in each room to 10. There is adequate dayroom space (704sf), per ACA standards, for 20 inmates. Three toilets, four sinks, and four showers meet ACA standards for 20 inmates.

Support Services

Food Service: Total Capacity=260

While the kitchen and storage area was designed for 258 inmates plus staff, 260 inmates can be accommodated. Inmates eat in their respective cottages. WCCC does not meet industry standards for dry storage, which should be able to maintain a 30-day emergency storage, for instances such as a natural disaster. This short coming should not preclude increasing the population to 260.

Health Care Services: Total Capacity=232, Expanded Capacity=260

There is adequate space in the medical unit and infirmary to accommodate 288 inmates, but staff shortages reduce the capacity to 232. The needs of the current population (n=255) are being met through overtime and contract agency nurses. Any increase in inmate population will be accommodated the same way. By adding three positions to the current staffing level, the facility could adequately provide services to 260 inmates.

Program Services

Library Services

There is adequate space and staff to meet the demands of 260 inmates. Law library services are adequate based on usage and WCCC has a relatively extensive recreational library.

Educational Services

There is adequate space to support a population of 260, but current staffing and computer equipment levels bring that down to a participation rate of 103. Based on demand, this is meeting the needs of the current population. The capacity could be increased to 200 if funds were available for additional contract staff and proper computer and related equipment was available. An educational services capacity of 200 is adequate for 260 inmates, as not all inmates access educational services.

The Department of Public Safety Education Officer did stress that current demand is based on the limited offerings of the education unit. GED preparation, adult basic education, and cognitive restructuring programs are offered on a regular basis, as are Hawaiian Studies and reading tutorials. To adequately prepare the inmates for successful transition to self-sustaining life in the community, far more is needed. Vocational offerings, such as the use of computers in the work world, and job readiness programs are needed at a minimum. College level courses that would increase employability are greatly desired. Current funding does not allow for this expansion. If

a greater variety of programs were offered, demand for educational services would increase dramatically.

Substance Abuse Services

The Substance Abuse Program offers three levels of service:

Ho'omana Treatment Community. Ho'omana is an intensive residential program, nine to fifteen months in length. This program recently increased in capacity from 15 inmates to 50 inmates. Current staff cannot meet the needs of the expanded population, so the Department has selected Hina Mauka as a service provider to support the capacity of 50.

Women's Project Bridge. This is a transition substance abuse treatment program, located in Ka'ala Dorm D, for women soon to be released into the community. The duration of the program is six months to one year. Women are referred from the general population and the Ho'omana program. Project Bridge has a capacity of 15.

Level II Treatment Services. Offered by Salvation Army, this psycho-educational program is for those offenders with less serious substance abuse problems. Currently, there are services for 25 inmates. This capacity will be expanded to 50 as of August 2001. This capacity reflects the number of inmates who can participate at any one time. As the program is three months in duration, with usually a month between cycles, 150 inmates will be able to participate in the course of one year.

Determining capacity of the substance abuse programs involved analyzing the population that would be eligible for the various programs, use the recommended capacity of 260 as a basis. For Level III treatment, inmates must have at the very least six months left to serve. The number eligible for and in need of treatment is based on:

Consideration	N=
85% have at least six months to serve	221
Of those, 90% need treatment	199
Of those, 10% precluded from participation (this includes inmates in segregation, and those medically/mentally unable)	179

Of the 179 inmates eligible, staff estimates 40% need Level II care (n=72) and 60% Level III (n=107). Level II, which can serve 50 inmates at one time and 150 over a year's time, provides adequate slots to meet the 40% participation rate. Level III, with 65 slots, is more difficult to ascertain if the number of slots is adequate for the population. This is due to the fact that inmates will spend varying amounts of time in the programs. Although 107 of the average daily population are eligible for and need treatment, not all will participate at the same time. Based on discussions with facility

staff, the 50 slots for Ho'omana are probably enough to support a population of 260. Project Bridge, at 15 beds, should eventually be increased to allow more graduates of the Ho'omana program to participate in this transitional program, along with inmates from the general population. It is difficult, at this point, to determine how many beds should be available.

Work Opportunities

There are three distinct types of work opportunities available to the inmates at WCCC. These include:

Work Type	N=
Facility Worklines	103
Community Service Worklines	20
Correctional Industries	30

The usual work week is 8 hours per day, five days per week. Inmates are paid for this work at a range of 24¢ to 63¢ per hour. Facility worklines consists of those jobs needed to maintain the facility, keep it clean, prepare and serve food, and provide limited clerical staff support. Community service worklines provide work crews to various public and private non-profit agencies. Correctional Industries offers a public/private venture that sews clothes for Mango Moon.

All inmates are required to work 240 hours in the kitchen prior to being eligible for other worklines. This is necessary to ensure adequate coverage because 57 inmates are needed each day to prepare and serve three meals.

While there is a short waiting list for employment, some inmates are excluded from the worklines for various reasons. These include all those assigned to segregation and those mentally or medically ill. As a result of misconduct, one sanction may be the loss of work for a period of time. And there is a small group of inmates who refuse to work. WCCC staff would like to see enough work opportunities available so as everyone who is eligible and wants to work may have employment. One avenue being explored is expansion of correctional industries with an additional private/public venture where the inmates would sand and finish koa wood frames.

WAIAWA CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	334
1b. Fire Suppression Capacity	Water availability to fight fires	334
1c. Power, Signal and Lighting	Based on total staff and inmates	334
1d. Wastewater capacity	Based on total staff and inmates	334
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	334
1f. Total Infrastructure capacity	Smallest number of 1a-e	334

Housing Capacity		
2a. Total cell capacity		
2b. Total Dormitory Capacity		348
2c. Total Housing Capacity	Add 2a and 2b	348

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	348
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	348
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	334
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

WAIAWA CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Waiawa Correctional Facility (WCF) is located at a former military communications reservation built in the 1940s. In 1985, the State was granted a Quit Claim Deed for the property by the US Department of Education. The conditions of the Quit Claim Deed required inmates to participate in not less than 9 hours of vocation/education programming per week. After renovating the existing structures, including three apartment buildings and one operations building into inmate housing, the facility opened September 1985 as a minimum security facility for men. Through an agreement with the community, no convicted sex offenders are placed at Waiawa. In 1998, two new residential buildings were constructed and opened to house the Department of Public Safety's KASHBOX Treatment Community, the heart of the drug treatment program for convicted male felons.

Except for inmates in the orientation phase of the KASHBOX program, all inmates work approximately 6 hours per day (time at work varies by type of work assignment). As stated above, each inmate must be involved in vocational and/or educational programming 9 hours per week. Many inmates are engaged in these programs for greater than 9 hours per week. For the 200 inmates assigned to KASHBOX, their day is very structured with work, education, and treatment programming. The remaining inmates (averaging 135) complete their work assignments and attend other types of programming, including education, while not working. These inmates are afforded free time to socialize, read, play cards or pool, etc. At this time, there is no correctional industry program at WCF (a sewing industry just recently closed).

Infrastructure: Total Capacity=334

The infrastructure limits any expansion on the site. Since the facility opened in 1985, there have been continuing problems with the electrical power and the telephone lines. While these conditions have improved in the more recent years, it is unlikely the current capabilities could be expanded without considerable expense to improve these systems. The water is drawn from the Waiahole Ditch and limited to actual consumption of a population of 334 inmates plus staff and visitors. In the past, when the facility has on occasion exceeded the allotted amount, Amfac/JMB has been quick to inform the administration that the allotment has been exceeded in the past. Since the State has assumed the responsibility for the Waiahole Ditch, Waiawa has stayed within the population limit.

In 1998, the facility operated wastewater system was improved to support an expanded population of 334 inmates and staff/visitors. With these improvements, it still has been

problematic for the facility to operate the system. The system is monitored regularly by the Department of Health to ensure there is compliance with the Environmental Protection Agency rules and regulations. Another limiting factor is that the facility sits on a “zone of contribution” for the central Oahu water source and this source must remain free of contamination. Expanding the number of inmates cannot be achieved without significant upgrades to the system.

Housing: Total Capacity=348

Inmates are housed in six buildings—three former apartment buildings (two stories) and one operations building (one story) that were extensively renovated and two wooden buildings added later. Each apartment building had adjoining hallway walls knocked down to create a single living unit, but most original concrete bedroom walls were left in place, with all exterior doors removed. These rooms on the second floor are used as sleeping quarters, while the former living rooms downstairs have been converted to dayrooms (kitchens became staff offices). The one-story operations building is a smaller living unit. The new wooden structures were designed for dormitory living, with each building having two dorms off a common dayroom.

The measured space in the living units is considerable lower than ACA standards, but the Commission finds the living conditions to be very adequate given the mission of the facility. Inmates are out of their dorms for the majority of the daylight hours and have unfettered access to the generous day rooms the rest of the waking time. They are restricted to their rooms from 10:00 PM to 6:00 AM.

Building 2: Total Capacity=20

There are five bedrooms that contain two double bunks each and four lockers. The rooms range in size from 153 to 190 square feet. The two bunks take up 39sf and the four lockers 14sf, leaving 100sf to 137sf unencumbered space in each room (25sf to 34sf per inmate). While this is below the ACA standards for unencumbered space, given the amount of time inmates are away from the building and their freedom of movement within the building, the Commission is satisfied that Dorm 2 can safely house 20 inmates. The dayroom is 467sf, giving 46sf per inmate if 10 inmates occupy it at the same time. There are adequate bathroom fixtures to support 20 inmates. Six of the beds in Building 2 are used for inmates who require medical attention that is not serious enough to return them to Halawa. Usually, these conditions are transient and the inmate will be returned to the other housing when able. Occasionally, a handicapped inmate who is able to work is placed at Waiawa. These inmates are also housed in Building 2.

Building 4: Total Capacity=48

This former apartment building has eight multiple occupancy rooms on the second floor, ranging in size from 126 to 575 square feet. As stated above, the bedrooms walls are still used to provide sleeping cubicles. Based on the size of the room, varying numbers of double bunks are found ranging from one to four bunks per room. In addition, there are lockers for each inmate located in each room. This arrangement provides 73 to 469 unencumbered space in each room (18.25 to 58.6 square feet per inmate). The two larger rooms, with 469sf unencumbered space, have four double bunks each and eight lockers. If only unencumbered square footage is considered, two more bunks and four more lockers could be placed in the unit. This increase does impact the number of showers available (n=4), which would exceed current ACA standards of one shower for every eight inmates (these standards are being reconsidered).

There is adequate dayroom space on the first floor to accommodate 40 inmates (current population), totaling 1342sf, or 34sf per inmate if all occupy it at the same time. If the capacity is raised to 48 inmates, the square footage per inmate would be reduced to 28sf.

Building 5: Total Capacity=40

Building 5 has ten multiple occupancy rooms that are much smaller than those found in Building 4. Inmates are tightly packed, four to six per room, in areas ranging in size from 90 to 130 square feet. When the square footage of bunks and lockers are removed, the resulting unencumbered space is 77 to 37 square feet per room (8.4sf to 19.25sf per inmate). While these numbers are significantly below ACA standards, the Department's experience has been that the space is adequate given the freedom of movement of inmates and that the rooms are primarily used for sleeping purposes only. As in Building 4, there are adequate sinks and toilets/urinals to meet standards, but inadequate showers (n=4). Again, these standards are being revisited by the ACA.

Dayroom space on the first floor (1518sf) meets ACA standards, with 38sf per inmate if all occupy it at the same time.

Building 6: Total Capacity=40

Building 6 has the same design and layout as Building 5.

Building 9 (KASHBOX): Total Capacity=100

KASHBOX is the heart of the Department's substance abuse treatment program for male sentenced felons and parole violators. In 1998, the program was expanded from 40 to 200 inmates with the opening of Buildings 9 and 10. Each building was designed with two large dorms broken down into bays connecting to a common day room. Each dorm has 13 cubicles of 149 square feet; one cubicle is designed for handicapped inmates with one double bunk, with the remaining 12 designed for two double bunks,

per ACA standards. Besides the bunks, there are lockers and desks located in the cubicles. Unencumbered space is 108sf in the handicapped cubicle and 66sf in the other cubicles. The building was designed with adequate bathroom fixtures for each dorm (3 toilets/2 urinals, 5 sinks, and 7 showers).

The common area between Dorms A and B includes a TV room (368sf) and a multipurpose room (1674sf). Rarely are these areas occupied by all inmates at the same time. If one-half of the inmates (n=50) utilize the space at the same time, there is 41sf per inmate.

Building 10: Total Capacity=100

Building 10 has the same design and layout as Building 9.

Support Services

Food Service: Total Capacity=348

WCF has adequate space for meal preparation, serving of meals, cleaning, and warewashing. The mess hall, where meals are served in three to four 20-minute shifts, is adequate to meet the needs of 334+ inmates and staff. Hours of operation and staffing also are adequate for this population. Additional cold storage, dry storage, and food/paper supply warehousing is needed. The facility does not meet industry standards for maintaining a 30-day emergency dry storage capacity.

Health Care Service: Total Capacity=348

Waiawa is a facility where inmates are required to work. Inmates are medically screened prior to a WCF transfer being approved. The resident population does not include inmates with chronic medical conditions or serious mental illnesses. Medical care is provided seven days a week, 10 hours a day. Nurses conduct sick calls, arrange physician and dental care as needed, and respond to any injuries that may occur. Should an inmate require a greater level of care than available at Waiawa, he is transferred to Halawa Correctional Facility.

Program Services

Library Services

Given the education/vocation requirements of the Quit Claim Deed, Waiawa has an extensive education center and library. Both the law and recreation libraries meet the needs of the facility.

Education Services

The education center runs 12 to 14 hours per day, providing a range of programs. Not all of these programs are related to education, such as Level II substance abuse treatment. As in other facilities, program space is at a premium and the education unit must share its classrooms. Under the auspices of the Education Services, GED, Adult Basic Education, math, geography, basis computer instruction, Hawaiian language, and other classes are offered. Education Services also provides vocational education in Food Service. The center is able to meet the requirements of the Quit Claim Deed two ways—increasing the number of students per class and allow the KASHBOX staff to provide educational services to inmates housed in their program. Education Services would prefer to increase the number of teaching hours it has available than overload classrooms and relies on non-education staff to provide services.

Substance Abuse Services

As noted above, Waiawa is home to the KASHBOX Treatment Community. The capacity of the program is 200 inmates. This program is directed towards sentenced felons who are nearing their release date and preparing to return to the community. Many will be transferred from KASHBOX to the Oahu Community Correctional Center transition program, Project Bridge, for the community re-entry and work furlough programming. The inmates participate in treatment and related programs five days a week, for most of their waking hours. Limited treatment is provided on the weekends, not the preferred situation for a treatment community. There is just not enough staff to provide the treatment during the weekends.

While a new living unit was designed and built for the program (Buildings 9 and 10), there was no construction of program space. Programs are offered in Matson containers, which are not well suited for this purpose. They are hot, noisy, and not conducive to the treatment environment. Staff are housed in former homeless shelters, again a less than ideal situation. Yet the staff is very dedicated and make it work.

Besides the KASHBOX program, there is another residential program for parole violators called Crossroads. This is an abbreviated version of KASHBOX for parole violators who have received substance abuse treatment services in the past, but have relapsed into their substance abusing behavior, causing a return to prison. The capacity of Crossroads is 40 (located in Building 5) and, as with KASHBOX, treatment services are not available on the weekends.

For the approximately 100 Waiawa inmates whom do not participate in KASHBOX or Crossroads, Level II treatment is provided through contract with the Salvation Army. The three month curriculum can accommodate 25 inmates in each cycle, with three to four cycles per year. Most inmates not involved in more intensive treatment are able to take advantage of this program.

Given the above, there are adequate substance abuse treatment slots to meet the needs of the population assigned to Waiawa.

Work Opportunities

Inmates participating in the KASHBOX program perform community service, with about 20 inmates participating at one time. Otherwise, the inmates assigned to KASHBOX are in treatment programming all day and do not otherwise work.

All the inmates not assigned to KASHBOX have jobs. These include:

Workline	# of Inmates
Chapel	1
Library	2
Education	6
Food Services	35
Farm	26
Landscape	8
Building Maintenance	41
Mechanics Shop	9
Support Services	9
Community Service	26
Other	4

KULANI CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	160
1b. Fire Suppression Capacity	Water availability to fight fires	160
1c. Power, Signal and Lighting	Based on total staff and inmates	160
1d. Wastewater capacity	Based on total staff and inmates	160
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	160
1f. Total Infrastructure capacity	Smallest number of 1a-e	160

Housing Capacity		
2a. Total cell capacity		
2b. Total Dormitory Capacity		160
2c. Total Housing Capacity	Add 2a and 2b	**160**

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	160
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

ISSUE	GENERAL METHODOLOGY	CAPACITY

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	160
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	160
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	160
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

KULANI CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Kulani Correctional Facility (KCF) was opened in 1946, with a design capacity of 120. It is a minimum security prison for men nearing the end of their minimum sentence. There are 8,000 acres of land surrounding the facility, with the main compound where the inmates live and work consisting of 20 acres. The six original dorms are still occupied. In 1986, Dorm 7 was opened with a design capacity of 40, increasing the overall facility capacity to 160. Kulani is a working camp, where all inmates are assigned jobs. It also housed the Department's main sex offender treatment program.

All inmates work 6.5 hours per day, five days a week. Correctional Industries (CI) operates a ranch, with cattle and a piggery, for the facility. CI also runs a furniture shop, a wood shop and a sewing operation. There is also a Conservation Program that protects endangered species in the area. The program is a joint effort that includes the Department of Land and Natural Resources and the Fish and Wildlife Services (federal). Facility worklines include farm production and an automotive shop. Community services worklines are sent out as requested by various agencies.

Infrastructure: Total Capacity=160

The infrastructure severely restricts any expansion on the site beyond the design capacity of 160. The facility has a water catchment system that cannot support more than 160 inmates and associated staff. If the weather is dry for prolonged periods of time, the facility must haul water from Hilo. Power, signal and lighting is weak, again limiting the site to 160 inmates. Upgrades of the water and power systems are very costly and are currently under study for recommendations to the Hawaii State Legislature.

Housing Capacity: Total Capacity=160

Inmates are housed in Dorms 1 through 7. All dorms include large, open sleeping rooms. Also, all living units are in compliance with life safety codes, which are a mandatory requirement under ACA standards. Inmates spend the majority of the day out of the dorms, working and attending programs.

Dorm 1: Total capacity=20

Dorm 1 is an L-shaped building with a sleeping dormitory, day room, and large common bathroom. The dormitory is 1320 gross square feet, with bunks and lockers occupying

the wall areas. There is 707.5sf unencumbered space, which is determined by subtracting from the gross square footage the circulation area (198sf), and space occupied by 19 bunks (18 single, one double) (317sf) and 26 lockers (97.5sf). With 20 inmates, this results in 35sf per inmate of unencumbered space. The dayroom is 396 gross square feet. The dayroom is rarely occupied by more than half of the inmates at one time. Given this staggered use of the dayroom, there are 39.6sf (gross) per inmate. There are three toilets, two urinals, four sinks, and one gang shower with four showerheads. The number of fixtures is adequate, under ACA standards, for a capacity of 20 inmates.

Dorm 2: Total capacity=20

Dorm 2 is a lineal building with a sleeping dormitory, day room, and large common bathroom. The dormitory is 1330 gross square feet, with bunks and lockers occupying the wall areas. There is 707.5sf unencumbered space, which is determined by subtracting from the gross square footage the circulation area (199.5sf), and space occupied by 20 bunks (334sf) and 26 lockers (97.5sf). With 20 inmates, this results in 35sf per inmate of unencumbered space. The dayroom is 306 gross square feet, and used in the same manner as described under Dorm 1, with 30.6sf (gross) square feet per inmate. There are three toilets, two urinals, four sinks, and one gang shower with four showerheads. The number of fixtures is adequate, under ACA standards, for a capacity of 20 inmates.

Dorm 3: Total capacity=20

Dorm 3 is the same design and layout as Dorm 1.

Dorm 4: Total capacity=20

Dorm 4 is the same design and layout as Dorm 1.

Dorm 5: Total capacity=20

Dorm 5 is the same design and layout as Dorm 1.

Dorm 6: Total capacity=20

Dorm 6 is the same design and layout as Dorm 2.

Dorm 7: Total capacity=40

Dorm 7 is comprised of two large sleeping rooms adjoined by a dayroom and large common bathroom. Each sleeping quarter has 1440 gross square feet, with bunks and lockers occupying the exterior walls. There is 826sf unencumbered space, which is determined by subtracting from the gross square footage the circulation area (180sf), and space occupied by 20 bunks (334sf) and 26 lockers (100sf). With 20 inmates per

sleeping quarter, this results in 41.3sf per inmate of unencumbered space. The dayroom is rarely occupied by more than half of the inmates (n=20) at one time. Given this staggered use of the dayroom, there are 44.8sf (gross) per inmate. There are five toilets, five urinals, five sinks, and four showers. The number of fixtures is adequate, under developing ACA performance-based standards, for a capacity of 40 inmates. NOTE: ACA standards, currently under revision, recommend one shower per eight inmates, which would have dictated a capacity of 32 inmates; new standards will be based on accessibility to showers, rather than number of showers. Kulani inmates have access to showers most of their waking hours.

Support Services

Food Service: Total Capacity=160

There is adequate space in the kitchen preparation area, adequate warewashing area, adequate cold storage, and adequate warehousing for food and paper supplies to support a population of 160. Warehousing is problematic for an increased population. The mess hall can accommodate 160 inmates by feeding in shifts (three shifts per meal). Increasing the population would negatively impact warehousing, resulting in more frequent supply runs (industry standards dictate maintaining a 30-day emergency dry storage capacity).

Health Care Service: Total Capacity=160

Kulani requires all inmates to work. Inmates are medically screened prior to a KCF transfer being approved. The resident population does not include inmates with chronic medical conditions or serious mental illnesses. Medical care is provided five days a week, 8 hours a day. Nurses conduct sick calls, arrange physician and dental care as needed, and respond to any injuries that may occur. A dentist visits twice a month. A psychiatric social worker is shared with Hawaii Community Correctional Center (HCCC). Should an inmate require a greater level of care than available at Kulani, he is transferred to HCCC or Halawa Correctional Facility.

Program Services

Library Services

Kulani has a small legal library that is augmented upon individual requests for additional materials from inmates. There is also a recreational library.

Education Services

Kulani is able to meet the demand for education, due in a large part to the use of inmate tutors to augment the staff. There is adequate classroom space, but it is shared with

the Sex Offender Treatment Program and Substance Abuse Services, which often results in scheduling problems, limiting the number of classes/tutoring sessions that can be offered. The Department's Education Services Officer notes there is a serious shortage of computer resources that could enrich the educational experience. The weak power, signal, and lighting infrastructure also impacts the ability to support additional computers.

Substance Abuse Services

Level II substance abuse treatment is offered at Kulani. As with education, competing for space sometimes impedes the program. The Salvation Army provides services and the program can accommodate 25 participants at one time. This program is offered four times a year, allowing a maximum of 100 inmates to receive treatment per year. This arrangement can support a population of 160.

Additional substance abuse treatment services are provided to inmates participating in the facility's Lifetime Stand program, which is a paramilitary program that integrates regimented discipline, work, education, and substance abuse treatment services. Currently 10 participants of Lifetime Stand are receiving substance abuse services. More inmates could participate under the current service contract, if the Lifetime Stand program expands to include more inmates.

Sex Offender Treatment Program

Kulani is the primary location of the Department's Sex Offender Treatment Program (SOTP). This is space for 50 to participate at one time. Duration of the program varies, based on the needs of individual inmates. Inmates must participate at least one year, with the average length of program participating lasting one year, five months. To meet the need of Hawaii's correctional population, according to the Sex Offender Treatment Program Administrator, there should be 70 slots available. Space available and funds for contracting service providers limit the program. As stated above, space is shared with the educational and substance abuse treatment programs. Ideally, there should be one therapy room for group meetings and two smaller rooms for individual counseling. (There are two plethysmograph labs currently available for testing). Treatment and risk assessment funds would have to increase to carry the additional 20 inmates.

Work Opportunities

Kulani is a work camp that requires all inmates to be actively participating in work and program services. Inmates who refuse to work are returned to Halawa Correctional Facility. Inmates recently transferred to the facility do not work while in the orientation phase. As of August 2001, inmates were employed as follows:

Work Type	N=
Facility Worklines	
Janitorial (dorms)	12
Education	8
Farm	1
Garage	10
Garage (on-the-job training)	21
Heavy Equipment	5
Housing Office	3
Janitorial (administration)	2
Kitchen	18
Landscape	4
Laundry	5
Library	1
Recreation	1
Tool Room	1
Utility	11
Community Services Worklines (deployed as needed)	10
Correctional Industries	
Furniture Shop	19
Ranch	9
Sewing	2
Wrinkler Woods	4
Conservation Workline	8

HALAWA CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET

ISSUE	GENERAL METHODOLOGY	CAPACITY

Facility Capacity

Infrastructure Capacity		
1a. Potable water	Based on total staff and inmates	1124
1b. Fire Suppression Capacity	Water availability to fight fires	1124
1c. Power, Signal and Lighting	Based on total staff and inmates	1124
1d. Wastewater capacity	Based on total staff and inmates	1124
1e. Mechanical systems capacity	Heating, cooling, hot water capacity based on total staff and inmates	1124
1f. Total Infrastructure capacity	Smallest number of 1a-e	1124

Housing Capacity		
2a. Total cell capacity		1124
2b. Total Dormitory Capacity		
2c. Total Housing Capacity	Add 2a and 2b	1124

Support Service Capacity

Food Service Capacity		
3a. Existing Space/equipment/staff	Can appropriate meals be provided to the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current policy? If yes, write the number of inmates shown in 2c. If No, write the actual number.	1124
3b. Expanded equipment/staff	If the answer to 3a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current policy? If Yes, write this number. If No, leave blank.	

Support Service Capacity (continued)

Health Care Capacity		
4a. Existing Space/hours/staff	Can the health care needs of the number of inmates listed in 2c be accommodated with existing space/hours/staff based on current mission and policies? If yes, write the number of inmates shown in 2c. If No, write the actual number.	1124
4b. Expanded hours/staff	If the answer to 4a was a lower figure than 2c, could this figure be higher with expanded hours/staff based on current mission and policies? If Yes, write this number. If No, leave blank.	

TOTAL CAPACITY CALCULATION

5a. Existing Space/hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3a, or 4a, write that figure in the box to the right as the total facility capacity based on existing space/hours/staff; if not, leave blank	1124
	If 1f is not the lowest figure, write the lowest figure of 2c, 3a, or 4a in the box to the right as the total facility capacity based on existing space/hours/staff	
5b. Expanded hours/staff	If 1f (Infrastructure capacity) is lower than 2c, 3b, or 4b, write that figure in the box to the right as the total facility capacity based on expanded hours/staff; if not, leave blank	
	If 1f is not the lowest figure, write the lowest figure of 2c, 3b, or 4b in the box to the right as the total facility capacity based on existing space/hours/staff	

HALAWA CORRECTIONAL FACILITY
EFFECTIVE CAPACITY WORKSHEET
COMMENTS

Facility Description

Halawa Correctional Facility is the secure prison for male inmates of the State of Hawaii and is made up of two separate and distinct buildings—the Special Needs Facility (SNF) and Halawa Medium Security Facility (HMSF). The Special Needs Facility is the old City and County Halawa Jail, originally opened in 1962 and transferred to the State in 1977. It was extensively renovated 1979 to 1982, as part of the Correctional Master Plan to convert it to a 90-cell high security facility. SNF is still used for inmates classified as maximum and close custody, and also houses those with severe and chronic mental illnesses who cannot be mainstreamed into the general population and those inmates who require protective custody. Modules 1 and 2 of the Halawa Medium Security Facility were opened in 1987, followed by Modules 3 and 4 in 1989, for a total of 496 cells. HMSF primarily houses medium security inmates, but also has one cellblock for inmates with special medical needs (such as wheelchair bound or chronic heart problems) and mentally ill inmates who are being readied for placement in the general population (a step-down program).

Infrastructure: Total Capacity=1124

The infrastructure was built to support 90 inmates at SNF and 496 at HMSF, but those numbers have been exceeded for the past ten years, with the total population currently hovering between 1250 and 1350. The excess population has put a strain on the infrastructure and numerous times the sewer has backed up at HMSF. The etiology of this problem is found not so much so in the number of system users, but rather its condition. Over the years, pipes have settle and disrupted the overall alignment of the wastewater system, resulting in areas where waste can accumulate and clog the system. The clogging has been serious enough to flood a section of one of the cellblocks, making the area uninhabitable for the period of time the waste was removed and the unit was sanitized (less than 24-hours). The Department is seeking funds from the Hawaii State Legislature to improve the wastewater system.

Housing: Total Capacity=1124

Medium Security Facility: Total Capacity=992

The Medium Security Facility has four identical housing modules. Each four story module contains 124 cells and is divided into two blocks of 64 cells each. The blocks are further divided into four quads—two encompassing the bottom two stories, the

others on the top two. The bottom quads have 15 cells, with seven cells and two showers on the first floor and eight cells on the second floor. The top quads have eight cells and one shower on each floor. The cells are 80sf. Module A has a combined stainless steel sink/toilet in each cell, while the other three modules have porcelain fixtures. Those cells with steel sink/toilet combination, have a total of 52sf unencumbered in each cell once square footage for the bunk (17.8sf), desk (3.9sf), and toilet/sink (6.2sf) is subtracted, resulting in 52sf, divided by two, for 26sf per inmate. For cells with porcelain fixtures, the toilet/sink occupies 1.7sf less than the steel fixtures (4.5sf), for a total of unencumbered 54sf, divided by two inmates per cell or 27sf each.

Within each quad is a common dayroom of approximately 271sf. If half of the inmates are using the dayroom at the same time, there is about 17sf per inmate for the sixteen-cells quads and 18sf per inmate for fifteen-cell quads. Each quad has two showers, which are available for inmate use throughout the day.

Broken down by living unit, the capacity is:

	# of Cells	Capacity
Module 1: Total Capacity=248		
Block A, Quad 1	15	30
Block A, Quad 2	16	32
Block A, Quad 3	15	30
Block A, Quad 4	16	32
Block B, Quad 1	15	30
Block B, Quad 2	16	32
Block B, Quad 3	15	30
Block B, Quad 4	16	32
Module 2: Total Capacity=248		
Block A, Quad 1	15	30
Block A, Quad 2	16	32
Block A, Quad 3	15	30
Block A, Quad 4	16	32
Block B, Quad 1	15	30
Block B, Quad 2	16	32
Block B, Quad 3	15	30
Block B, Quad 4	16	32
Module 3: Total Capacity=248		
Block A, Quad 1	15	30
Block A, Quad 2	16	32
Block A, Quad 3	15	30
Block A, Quad 4	16	32
Block B, Quad 1	15	30
Block B, Quad 2	16	32
Block B, Quad 3	15	30
Block B, Quad 4	16	32

Module 4: Total Capacity=248

Block A, Quad 1	15	30
Block A, Quad 2	16	32
Block A, Quad 3	15	30
Block A, Quad 4	16	32
Block B, Quad 1	15	30
Block B, Quad 2	16	32
Block B, Quad 3	15	30
Block B, Quad 4	16	32

Special Needs Facility: Total Capacity=132

The Special Needs Facility consists of three modules of 30 cells each. The modules, with two stories, are further broken down into three housing pods. Two of the pods have six cells on each floor, the third has six cells on one floor, with programming space above. There is one shower per quad, which is adequate for single celling throughout the facility (1:12 or 1:6 ratio), but strained in the 12-cell pods when doubled (1:24).

The cells are 72sf. Modules A and B have 44 unencumbered square feet per cell, when the areas occupied by the toilet/sink (7sf), bunk (15.8sf), and desk (4.9sf) are deducted. Module C has 43 unencumbered square feet (toilet/sink is 6sf, bunk 17.8sf, and desk 4.9sf). For the cells that are doubled, there is 22sf unencumbered space per inmate.

Module A houses maximum security inmates in single cells, with a total capacity of 30. Module B has a mixed inmate population of those who either require protective custody or are suffering from a mental illness that precludes placement in the general population. The protective custody inmates, housed in a 12-cell quad, can be double celled. The remaining quads, a total of 18 cells which house the mentally ill, must be single celled. Module C houses close custody inmates, who may be double celled.

Within each quad, there is a dayroom on the first floor with 216sf. Maximum security inmates, housed in Module A, are locked down for 23-hours per day and do not use the dayroom. For the other housing units that are single celled, the dayroom provides 18sf per inmate in the 12-cell pods and 36sf per inmate in the six cell pods. These numbers are cut in half when there is double celling. There are also three program rooms on the second floor of the six-cell pods

By unit, the Special Needs Facility capacity broken down as follows:

	# of Cells	Capacity
Module A (maximum security)		
Quad 1	12	12
Quad 2	12	12
Quad 3	6	6

Module B		
Quad 1 (protective custody)	12	24
Quad 2 (mentally ill)	12	12
Quad 3 (mentally ill)	6	6
Module B (close custody)		
Quad 1	12	24
Quad 2	12	24
Quad 3	6	12

Support Services

Food Services: Total Capacity=1124

Food for both facilities is prepared at the kitchen in the Medium Security Facility. There is adequate space for food preparation, storage, cleaning, and serving of meals. The hours of operation are adequate. It would be beneficial to increase the staff for proper supervision of the over 100 inmates working in the kitchen daily and to help ensure that food safety guidelines of the industry are followed and the Public Health Food Code is adhered to.

Inmates in the Medium Security Facility are fed in four mess halls, three to four shifts per meal, with a 20-minute meal period per shift. Meals for the inmates in the Special Needs Facility are transported from the kitchen and served in their living units. There is adequate space for serving meals in individual insulated trays for delivery.

Health Care Services: Total Capacity=1124

The Medical Unit at HCF provides the full range of medical services provided in correctional settings, including an infirmary with 14 beds. The Medical Unit continues to be certified by the National Commission on Correctional Health Care. There are three clinical examination rooms, four mental health interview rooms, two dental chairs, and one hygienist chair for providing services. Nurses are on staff 24-hours per day, seven days per week.

The Mental Health Unit provides services to the mentally ill. It is a constant challenge to keep the approved positions filled, negatively impacting on the level of services. Currently, one out of two psychiatrist positions are filled, three of the four psychiatric social worker positions, and the one psychologist position is vacant. HCF, like OCCC, has designated housing for those inmates who require separate housing. In the Special Needs Facility, Quads 2 and 3 of Module B have been designated for the placement of the severe and chronic mentally ill housed in single cells for their own protection. One block of Module 1 in the Medium Security Facility is used as a “step-down” living unit to stabilize the mentally ill, with the ultimate goal of mainstreaming residents into the general population. Inmates on suicide watch are placed in infirmary, as are inmates in

the acute stage of mental illness. Those with acuteness beyond the facilities medical capacity are transferred to the Hawaii State Hospital (average eight per year).

Program Services

Library Services

Library Services are able to meet the law library needs of the inmates. Librarians also provide satellite distribution, bringing recreational reading to each of the living units on a scheduled basis.

Educational Services

Over half the current population attends some type of educational program (approximately 690 inmates per month). Services are offered throughout the day, into the evening, but hours are limited as inmates are returned to the living units during meal times and morning/afternoon counts. This disrupts the education schedule and seriously limits the level of service. If more hours were available, expanded contract staff could serve an additional 400 inmates per month.

The range of educational services offered is broad and includes GED, post-GED, adult basic education, special education, isle geography, Hawaiian language, Hawaiian chant and dancing, computer repair, music study, cognitive skills training, computer repair, etc. The education rooms are also used for other programs, such as substance abuse treatment and sex offender treatment.

Substance Abuse Treatment Services

One quad in Module I of the Medium Security Facility is designated the “Clean and Sober Quad” and houses inmates who are participating in an enhanced Level II substance abuse treatment. There are 15 cells, with 30 inmates. The participants have created a supportive environment for adopting a drug/alcohol free lifestyle. Services could be extended to another quad if staffing was increased.

Sex Offender Treatment Services

The John Howard Association of Hawaii provides sex Offender Treatment Services. Inmates who cannot be transfered to Kulani Correctional Facility, usually because of a medical condition that precludes participation in the work activities there, are provided the same range of services at Halawa.

Work Opportunities

Correctional Industries (CI)

Halawa Correctional Facility is host to the Correctional Industries Administration and five different industries employing 205 inmates on a daily basis. There are in addition four inmate positions assigned to the CI administrative office. All CI inmates work 10-hour days. The type of industries and number of inmates assigned are as follows:

Workline	# of Inmates
Print Shop	55
Furniture	55
Sewing	60
Customer Service	25
High Tech	10
Administration	4

Facility Worklines

HCF has 364 facility workline positions, which pay 25 to 63 cents per hour from general funds. In most instances, inmates will work six hours per day. Seven additional positions are available in the commissary, which are paid through the commissary fund. The type of industries and number of inmates assigned are as follows:

Workline	# of Inmates
Administration	8
Building Maintenance	15
Programs*	15
Skilled Worklines**	24
Food Services	176
Grounds Keepers	11
Janitorial	11
Laundry	13
Barbers	9
Module Clerks	4
Module Janitors	52
Recreation	7
Warehouse	7
Medical Aides	12

* programs include library, education, and chapel
** skilled worklines include automotive, electrical, maintenance mechanics, plumbing, and steam plant operators

PART II: SENTENCING SIMULATION MODEL

SENTENCING SIMULATION MODEL PROJECT (SSMP)
2001 ANNUAL REPORT

Project Background

The Corrections Population Management Commission (CPMC) is charged with establishing maximum inmate population limits for each correctional facility and recommending cost-effective mechanisms, legislation, and policies to prevent those limits from being exceeded. Commission members represent the criminal justice system (law enforcement, prosecution, defense, courts, corrections, and parole) and policy makers from the legislature. Administratively attached to the Department of Public Safety, the CPMC is required to provide fiscal impact statements along with its policy recommendations (section 353F-3, Hawaii Revised Statutes). In order to aid the CPMC in its mission of delineating appropriate planning strategies, the Sentencing Simulation Model Project (SSMP) was created. Under the guidance of the Commission, the overall goal of the SSMP is to provide the Commission with a statewide statistical model inclusive of all aspects of the adult criminal justice system (e.g., prison, parole). The project is to act as a centralized statewide data repository for this information, accessing it for use in the model, and manipulating it within the simulation framework to project systemic changes brought about by revisions to current policies.

Project Goals & Objectives

As mentioned, a sentencing simulation model enables one to assess the impact of sentencing reforms on prison populations as well as correctional populations supervised in the community, most notably parole and probation. A model that is well-developed and properly maintained in terms of data compilation and interpretation has the capacity to project corrections populations upwards of five years into the future with relative accuracy. Simulation models are becoming a standard tool across the nation for lawmakers and criminal justice practitioners in efforts to deal with burgeoning corrections populations in spite of financially strapped legal systems and justice agencies. The State of Hawaii is also no stranger to this correctional resources quandary. Allocation decisions are best made with an intricate understanding of the "ebbs and flows" of the corrections system, a myriad of agencies that impact each other based on individualized policy and practice. Changes to one area of the system will invariably affect all parts of the system, and often this "ripple" effect is unforeseeable in the near-term. Sentencing simulation works to extrapolate and manage the intended and unintended consequences of policy changes in a statistical manner. With proper agency data input, the simulation model will be able to examine current policies while also being able to make projections based on proposed changes to existing policies.

The potential impact on correctional resources is an important consideration when significant changes in sentencing laws are proposed. Lawmakers duly request sponsors of sentencing legislation to provide a statement of impact, only to be advised

that the technical ability is unavailable in the State (or that it would involve a preliminary study, often requiring unavailable resources and/or time). The accurate profile of existing convicted defendants and the development of tools to predict future criminal offender populations are essential to the efficient management of limited correctional resources. Currently statewide, criminal offender information is fragmented, compiled within two branches of government and three public agencies that supervise the criminal population. In addition, law enforcement agencies at the local- and state-level have additional information that is necessary to understand the flow of cases through the criminal justice system.

The SSMP seeks to gather all data necessary for use in the model. This entails compiling, substantiating, interpreting, and manipulating information submitted by all participating agencies, including: Department of Public Safety, Hawaii Paroling Authority, Adult Probation Division of the State Judiciary, and the Department of the Attorney General's Hawaii Criminal Justice Data Center. Also inclusive of the model are data pertaining to state population (Department of Business, Economic Development, and Tourism) and arrest statistics (Department of the Attorney General, Crime Prevention & Justice Assistance Division). This data is to be warehoused on a computer server dedicated to the SSMP. As the infrastructure of the system develops, agency data will be periodically uploaded to the SSMP data repository, with staff reporting data integrity issues and ensuring uniform data reporting directly to appropriate agency personnel and the Corrections Population Management Commission. Monthly system monitoring reports, consisting of corrections population trends, are to be submitted to the CPMC, along with annual reports. Also, simulation of current and future proposed legislation pertaining to corrections populations will be fielded and the findings reported, at the discretion of the Commission.

The ongoing and persistent attention to statewide corrections data, in both form and substance, ensures that the SSMP is providing accurate projections. A repository of this sort is necessary in understanding all effects produced by specific policy changes, and the results are able to convey explicit population fluctuations and fiscal impacts therein.

Project Progress

Establishment of Agency Data Linkages

The project has identified the data elements required for the model, and secured the cooperation of all agencies in retrieval of this data, current and future. Data has been extracted from all necessary sources to-date, and converted to useable form for the simulation model. The integration of these data cross-agency is ongoing and is requiring additional efforts geared toward data integrity (e.g., input error, data migration, consistency, and completeness). As a result, sampling methodologies and data audits have been designed for agencies with affected data.

Project personnel have met with specified agency administrators to detail their agency's data inadequacies in relation to the project's data needs. Current data from agency sources are being sampled and audited via hardcopy record checks, due to reliability and validity issues. Sampling and audit designs have been completed. Extensive manipulation and examination of data is ongoing, allowing for clarity in future data collection and cleaning.

In consultation with Dr. Pablo Martinez, project consultant, the staff has reviewed salient model variables and has customized the model to best suit the state of Hawaii. This customization process is ongoing.

In order to ensure proper data interpretation and accurate population trends reporting to the CPMC, the project has formed a working group composed of personnel from the participating agencies who work directly with agency-specific data and management information systems. This working group, coined the "CPMC Data Management Group (DMG)" had its first meeting on September 20, 2001. All agencies participating in the CPMC were present, including Adult Probation Division, Hawaii Paroling Authority, Department of Public Safety, and Department of the Attorney General. At that meeting, the consensus was that the group meet on a quarterly basis to address ongoing issues related to data collection and integrity.

Upon initial examination of data submitted by all the agencies, data sampling and audit methods had to be employed due to reliability and validity anomalies. This process included the checking of electronic records against that of the agency's hard copy records. Meetings have been held with specified agency administrators to detail their agency's data issues. These dilemmas must be approached in earnest by the agencies, otherwise the value of the compiled data is severely compromised and the result will prove to be futile to the SSMP efforts at inclusion within the model. As such, these issues must be addressed in-house (i.e., by agency personnel). The SSMP has very limited capacities to assist the agencies in gathering the data that they are expected to do without accompanying support. The SSMP has facilitated a better understanding of data elements that need to be changed and offered support, often going up-and-beyond the scope of the project in order to help agencies correct their data inadequacies, system problems, program errors and the like (as will be made note

of in next section). These labors have, with all intents and purposes, been performed in order to assist the model to achieve the data necessary for model development. However, the project's capabilities and resources to continue this have diminished, and the motivation to continue the adjustments fall back to the agencies themselves. Problems were present with every department or agency's data, and these were to be expected. However, data procured from the Department of Public Safety and the Hawaii Paroling Authority is, at the outset, especially problematic. Moreover, data on prison and parole populations comprise the most integral aspects of the model.

Compilation of Agency Data & Migration to SSMP Repository

The data required for a simulation model used in forecasting future corrections populations is two-fold: historical or archival data and continued input of current data. The collection of historical data is predicated on achieving a minimum of one year of historical data per one year of projections (preferably though a 2 to 1 ratio). So, in order to attempt population projections for five years, a model should try and establish a baseline of five years of historical data, with a preference toward ten years if available.

Each participating agency has its own methods of capturing data. Given the scope and magnitude of the project, the simulation model must rely on electronic data submitted by each, as case records within each agency often number in the tens of thousands. Historical data pertinent to the model have been collected, but discovery of problems related to data integrity and completeness have arisen. The links with the Department of Public Safety (PSD) and Hawaii Paroling Authority (HPA) data have posed the most difficulties. PSD has recently changed over to a new corrections management information system (CMIS). This system is still in the process of being verified for data reliability, incurring numerous system changes and upgrades along the way. This has not allowed the SSMP the ability to extrapolate accurate or complete data; moreover, compiling data to this effect has often been delayed, but given the anomalies in the systematized data, this makes the timeliness of any type of data extraction inconsequential.

Department of Public Safety

Initial and repeated assessments of data gathered from PSD indicate that the data shows pronounced Inaccuracies. PSD's previous CMIS lacked built-in data validation mechanisms (i.e., a system of checks and balances allowing for data accuracy and completeness). This type of error poses a significant statistical barrier since the simulation model depends on tracking individuals in the system at various points throughout. These problems have seemingly been exacerbated by the changeover to a new CMIS. The SSMP staff has outlined these problems to PSD in terms of how they impact research endeavors, like the SSMP, and the fiscal and administrative issues present. Refer to matrix on following page which outlines the problems as presented to PSD and the possible solutions that the SSMP has recommended. Other commonly occurring patterns in data submitted by PSD include: missing data, duplicate data, and

lack of historical data necessary for the model. These problems are not, in and of themselves, insurmountable. However, if not addressed, these problems pose formidable obstructions to the project's ability to provide an accurate model, not to mention being able to present findings and respond to policy change scenarios in a timely manner (along the lines of project's capability to remain on schedule).

The SSMP recommends that the Department of Public Safety conduct necessary data audits of variables that are salient to the simulation model. It is imperative that these audits serve as a basis of data validation, and that once errors are discovered, that the necessary corrections are completed in a timely manner. This request is along the lines of normal expectations of PSD's normal data reporting, and all data that is important for the model are also data that are normally captured by the department for its own reporting and operations.

Hawaii Paroling Authority

Many of the data issues uncovered in the assessment of the Department of Public Safety's data, are also present for the Hawaii Paroling Authority (HPA) and its electronic data capture system. Here again, the main problem area lies in the accuracy and completeness of data currently available. The system currently in use by the HPA does not allow for a systematic tracking of parolees under supervision, past or present. Due to their unsophisticated computer system, the HPA is unable to retrieve data specific to an offender without duplication. This, in short, renders any sort of statistical analysis insignificant since the correct data is indeterminable (and inflated in terms of frequency analysis).

The SSMP recommends that the HPA employ a more sophisticated computer program that is able to capture the data necessary for the model. Currently, this data is already compiled and reported by the HPA, although it is tabulated manually due to the inadequacies of the current system. A new system would assist the HPA in reporting data that is already reported, but requiring fewer resources. This changeover would also allow the SSMP to extract data electronically, which is necessary for the model, system monitoring, and data repository. The SSMP has developed a customized CMIS for the HPA, which will allow them to report data in a more efficient and meaningful way. The project has not only developed the new program, but is in the process of migrating all current data, training all data entry staff and administrative personnel, and has set a deployment date for December 2001 for the new CMIS to be in full force. This new system will increase the quality of data collected by the HPA tremendously while helping to serve the needs of the project.

The SSMP also recommends that the HPA link this system with the data system currently used by PSD. This would improve data accuracy since offender information already captured by PSD would be combined with that of the HPA. Thus, data anomalies associated with data entry would be minimized and constrained to only those entries unique to the HPA records (i.e., HPA would no longer re-key in data that had

been entered previously by PSD). This level of consistency and data uniformity is necessary for an accurate simulation model.

Data Manipulation & Model Structure

The data that has been collected has been input and customized for a model specific to Hawaii. Retrieval of accurate historical data is necessary for baselines to be instituted, thus providing a statistical basis for producing 'survival curves' (i.e., forecasting elements). This collection is underway, as discussed above. Data have been integrated into a customized Hawaii model, with the consultation of Dr. Pablo Martinez. Collection and analysis of up-to-date agency data, and inputting within the model is ongoing.

Project Timeline & Goals for 2002

While still in its initial phases, the SSMP has noticeably increased the knowledge base among relevant agencies in regards to their current data. The compilation and analysis of a comprehensive, cross-agency database is the primary component of a simulation model. The process of obtaining this type of database has been accomplished, however the data produced are of major concern due to data completeness, reliability, and validity issues. PSD data are piece and parcel of a fully functioning simulation model that provides accurate forecasts; however, the anomalies that have been uncovered are not the responsibility of the SSMP, and are unrecoverable by project staff alone. The project has given extensive assistance to PSD and HPA in regards to getting their data in order. Proper development of the model in the use of these data hinge on each agency's attention paid to these issues and their ensuing resolution. The project has garnered initial support from the agencies to address these issues, providing proposals on how they might address these issues in-house. As agency data issues matters are resolved from within, the construction of the model will progress.

With the aforementioned in mind, there are several milestones or goals that the project seeks to accomplish during the year 2002, and they include:

Target Date	Activity
January	Ongoing new and fully instituted CMIS for the HPA (with issues of agency compliance addressed)
February	Fully employ sentencing model architecture customized to State of Hawaii; final phase of model expansion (and data retrieval, if necessary)
March-April	Deadline for participating agencies to submit data that satisfies SSMP requirements for inclusion in the simulation model
April	Conduct simulation for current policy, producing projections to the extent of quality historical data; report finding to the CPMC
May	Have fully-implemented Monthly Monitoring System in place, with the aid of Data Management Group (DMG); continue and expand the role of the DMG to more of "partner" status as opposed to willing participant

June-July	Conduct simulations of recently passed legislation\ and project near-term impacts; also, conduct simulations based on legislation likely to be proposed in upcoming legislative session (at the discretion of the CPMC members)
August-September	Assess the feasibility of the SSMP serving as a central repository for statewide agency data
October-November	Create and maintain infrastructure and procedures for SSMP centralized repository (subject to individual agency approval)
November-December	Produce report for CPMC and legislature regarding current and recently proposed policy changes, with accompanying impact statements

APPENDING SECTION

Data matrix submitted to PSD regarding data issues and solutions

Examples of specific data issues pertaining to PSD

Examples of specific data issues pertaining to HPA

Matrix of Data Issues for PSD & Potential Solutions

Scenario & Solutions	Data & Research Issues				Administrative & Fiscal Issues			
	Availability of data using existing sources	Impact on data integrity (e.g., accuracy)	Potential impact on the model & projections	Data consistent w/ PSD's historical figures	Cost impact on project/PSD	Plausibility w/ current staffing levels	Impact on project schedule (i.e., timeline)	Additional benefits (e.g., operations)
Scenario #1 -- "Working with what we have"	yes, no major hard copy data collection necessary	validity & reliability of data is weak (or unverifiable)	high rate of error (and source of errors is unknown)	would likely be consistent w/ past PSD statistics	no major additional costs	feasible w/ current staff & PSD support levels	no major delays	none
Scenario #2 -- "Improving what we have using available resources & knowledge"	moderate hard copy data collection & cleaning required	increased accuracy, but based on samples instead of entire population	rate of error moderated by sample size (and extent is definable)	unknown	some cost in terms of project delay	increased PSD support likely (MIS & Research)	some delay, determined by support levels	none
Scenario #3 -- "Cleaning house with additional resources"	requires extensive hard copy data collection & electronic data cleaning	best method for achieving high levels of accuracy	provides the basis for the most accurate model and projections	does not apply	very high additional costs	requires extensive PSD support & collaboration (possibly system-wide)	major project delays	possible applications to assist in daily operations

Specific Data Problems for PSD & HPA

Department of Public Safety

- Missing Data: The old PSD lack of built-in business rules → missing data. Migration into the new system also resulted in loss of data. Release data does not reflect actual release
- **Unusable data: Legal (custody) status changes → determine the great percentage of sentenced offender admission is not usable. Classification → determine inmate housing is not updated
- The book is not balanced: Previous month stock population + Admission – Release <> This month stock population
- Redundant data: offenses information are frequently duplicated → poses a great statistical challenge
- No access to historical data in the old system to verify reported figures (example: Wang system)

Hawaii Paroling Authority

Inaccurate Data: The system is a very primitive that requires extensive redundant data entry → duplicated & inaccurate data. System lack of built-in data validation mechanism → key data elements such as SID, SSN, Criminal number, DOB, and Name used to track the flow offender throughout the criminal justice system is not consistent and accurate. Another selling variable that runs into the same issue is HRS. This type of error poses a significant statistical barrier. [user compliance]

- Missing Data: The system lack of built-in business rules → missing data [user compliance; data enforcement]
- Unusable data: A tremendous amount of valuable information such as parole consideration, parole violation, and parole revocation are entered as memo → impossible for data analysis
- Miscalculated data: The system often miscalculated the key dates (expiration dates)