	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: MAR 10 2010	POLICY NO.: COR.01.01
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: CHAIN OF COMMAND		Page 1 of 4

1.0 PURPOSE

To set forth guidelines concerning the chain of command within the Corrections Division of the Department of Public Safety (PSD).

2.0 REFERENCES

- .1 Departmental Policies and Procedures (P&P); COR.01.14, Corrections Missions and Goals; COR.01.23, Responsibilities of Program Administrators and Officers.
- .2 American Correctional Association (ACA), Standards for Adult Correctional Institutions, 4th Edition, January 2003, 4-4010.
- .3 ACA, Performance-Based Standards for Adult Local Detention Facilities, 4th Edition, June 2004, 4-ALDF-7D-04.

3.0 POLICY

- .1 There shall be clear, defined lines of authority in an apparent command structure, so that decisions can be made and orders issued at the proper level, with appropriate participation by affected persons, and review by proper supervisors. This shall assist with proper reporting and communication flow.
- .2 The chain of command shall be strictly adhered to. All communication must go through immediate supervisors before being submitted to a higher authority. In the event communication with your immediate supervisor is not possible or an issue is unresolved by the supervisor, and communication with the next higher authority is made, notification shall be given to your immediate supervisor notifying him/her of that action.
- .3 It is the responsibility of each employee and staff member of the PSD, Corrections Division to know the chain of command. This includes the following:
 - a. Who are his/her subordinates;
 - b. Who is his/her immediate supervisor;
 - c. What is his/her sections relationship to other department's, division's, units or sections.

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- d. The formal and informal lines of communication and reporting in which he/she and the unit, section or division is expected to participate.
- e. Names and titles of Department, Division, branch and section administrators and other key personnel.

4.0 PROCEDURES

- .1 Table of Organization
 - a. The Director, Deputy Director for Corrections (DEPC), Division Administrators (DA), Branch Wardens and Administrators, shall be required to issue as needed, tables or charts which indicate the organization of staff into sections and units, showing in a schematic manner the relationships, lines of authority and chain of command that exists.
 - b. Such tables of organization shall be made available to all Corrections Division personnel.
 - c. Sections may issue more specific tables of organization that break down their sections chain of command.
 - d. These tables may be distributed to personnel, posted on bulletin boards, etc. so that all employees may be apprised of current tables of organization.
- .2 Division, section and unit supervisors shall issue, as needed, memoranda indicating changes in personnel and insure that they are distributed to all persons affected by the changes.
- .3 Supervisors are responsible to instruct their personnel on their role within the organization, channels for reporting and action as well as any other pertinent information.
- .4 The Corrections Division chain of command is structured as follows:
 - a. Director of the PSD
 - 1) Deputy Director of Corrections (DEPC)
 - a) Classification Office;
 - b) Program Coordination Office;

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- c) Correctional Industries Division;
- d) Corrections Program Services Division;
 - (1) Corrections Program Services Division Administrator;
 - (a) Education Services,
 - (b) Food Services,
 - (c) Library Services,
 - (d) Sex Offender Treatment Services,
 - (e) Substance Abuse Treatment Services,
 - (f) Volunteer Services
- e) Health Care Division;
 - (1) Health Care Division Administrator;
 - (a) Medical
 - (b) Mental Health
- f) Institutions Division;
 - (1) Institution Division Administrator;
 - (a) Community Correctional Centers
 - i. Hawaii Community Correctional Center - Warden
 - ii. Kauai Community Correctional Center - Warden
 - iii. Maui Community Correctional Center - Warden
 - iv. Oahu Community Correctional Center - Warden
 - (b) Correctional Facilities;
 - i. Halawa Correctional Facility - Warden
 - ii. Waiawa Correctional Facility - Warden
 - iii. Women's Community Correctional Center - Warden
 - iv. Mainland Branch - Administrator

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g) Reentry Intake Service Centers (RISC);

(1) Intake Service Center Division Administrator;

- (a) Hawaii Branch Office – RISC Branch Manager
- (b) Kauai Branch Office – RISC Branch Manager
- (c) Maui Branch Office – RISC Branch Manager
- (d) Oahu Branch Office – RISC Branch Manager

.5 Employees on Temporary Assignment (TA), regardless of their regular assignment, shall assume their position in the chain of command based on the TA.

.6 Review and Revision.

a. The DEPC shall periodically review, as needed.

b. If revision is needed the DEPC shall:

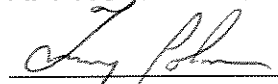
- 1) Assign a person to prepare a draft;
- 2) Consult with Divisions for input, as needed;
- 3) When the revision is completed, have it typed in final form and forward to the Director for approval.

c. Each Branch shall be responsible for developing a branch level policy and procedure and have it reviewed by the appropriate DA.


5.0 SCOPE

This policy applies to all employees of the PSD, Corrections Division.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

3/10/10
 Date

APPROVED:

 Director

3/10/10
 Date