

	<b>DEPARTMENT OF PUBLIC SAFETY</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> DEC 03 2009	<b>POLICY NO.:</b> COR.12.04
		<b>SUPERSEDES (Policy No. &amp; Date):</b> 493.12.04 & 09/04/85	
<b>SUBJECT:</b> ACCESS TO OMBUDSMAN		Page 1 of 1	

**1.0 PURPOSE**

To explain the rights of the inmates to contact the Ombudsman and to delineate the procedure for both inmates and staff.

**2.0 REFERENCES AND DEFINITIONS**

Hawaii Revised Statute (HRS) Chapter 96, The Ombudsman

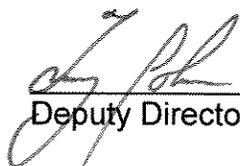
**3.0 POLICY**

- .1 Pursuant to HRS Chapter 96, inmates may call or correspond with the Ombudsman's office to seek assistance. Upon admittance to any Hawaii State facility, inmates should be informed of their right to consult with the Ombudsman.
- .2 Staff from the Ombudsman's office may investigate any complaint that the Ombudsman determines to be an appropriate subject for investigation under HRS §96-8.
- .3 The Ombudsman may enter a Hawaii State facility without notice to inspect the premises and/or hold private hearings pursuant to HRS §96-9.
- .4 Department of Public Safety (PSD) staff shall cooperate with the Ombudsman's office during any investigation. If questions arise during the course of an investigation regarding the Ombudsman's access to any PSD facility, staff should contact the Institutions Division Administrator (IDA) immediately. If questions arise during an investigation regarding the Ombudsman's access to records, inmates, or staff, staff should contact the appropriate Division Administrator for guidance.

**4.0 SCOPE**

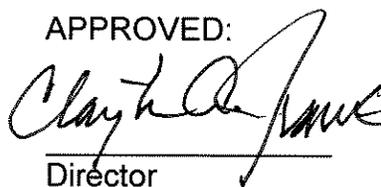
This policy applies to all department facilities and offices.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections

12/3/09  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
Director

12/3/09  
\_\_\_\_\_  
Date