

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> <b>May 4, 2017</b>	<b>POLICY NO.:</b> <b>COR.14.08</b>
	<b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.14.08 &amp; 03/20/2009</b>	
	<b>SUBJECT:</b> <b>EDUCATION PROGRAM OPERATIONS MANUAL</b>		<b>Page 1 of 4</b>

## 1.0 PURPOSE

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

## 2.0 REFERENCES AND FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), § 26-14.6, Department of Public Safety.
- b. HRS § 353-6(4), Establishment of Community Correctional Centers.
- c. HRS § 353C-2, Director of Public Safety; Powers and Duties.
- d. U.S. Department of Education Office of Elementary and Secondary Education Compensatory Education Program, Chapter 1 Policy Manual State Agency for Neglected or Delinquent Children, December 1991.

## 3.0 DEFINITIONS

- .1 Distance Learning: A means of instruction through which inmate students may interact with one or more instructors at a designated location outside the correctional facility by means of an interactive cable network, electronic data transmission, or correspondence.
- .2 Education Program: An academic or career and technical program guided by the approved curriculum and qualified instructor.
- .3 MOA: Memorandum of Agreement.
- .4 Operations Manual: A collection of policies, procedures, directives, rules, and standards to be followed by the education section within a correctional institution.

## 4.0 POLICY

To ensure uniform management of the academic and career and technical programs within all correctional institutions, an operations manual shall be established to govern these programs. The Department of Public Safety Education

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COR P & P	<b>SUBJECT:</b>	<b>POLICY NO.:</b> COR.14.08
	<b>EDUCATION PROGRAM OPERATIONS MANUAL</b>	<b>EFFECTIVE DATE:</b> May 4, 2017
		Page 2 of 4

Program Operations Manual shall be the official operating and reference guideline for all the correctional facility's academic and career and technical programs. The education program supervisors at each correctional facility shall be responsible for developing and maintaining their academic/career and technical program in accordance with the standards established in this manual.

## **5.0 PROCEDURE**

- .1 The Education Program supervisor shall develop, maintain, and update their operations manual according to the following arrangement:
  - a. Section 1
    - 1) Education Program Mission Statement/Program Goals.
  - b. Section 2
    - 1) Current list of full -time staff and their duties.
    - 2) Current list of part-time contract staff and Position Descriptions and, if applicable, their agencies' MOA.
  - c. Section 3
    - 1) Current list of classes offered.
  - d. Section 4
    - 1) Hours of Operation
      - a) Staff
      - b) Instruction
  - e. Section 5
    - 1) General Office Procedures
      - a) Sign-in
      - b) Sick Call

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:  EDUCATION PROGRAM OPERATIONS MANUAL	POLICY NO.: COR.14.08
		EFFECTIVE DATE: May 4, 2017
		Page 3 of 4

- c) Telephone
  - d) Photocopying
  - e) Filing
  - f) Mail
  - g) Forwarding Records
- f. Section 6
- 1) Inmate Services Procedures
    - a) Program Request Forms
    - b) Academic and career and technical assessment
    - c) Program standards for on-going evaluation
    - d) Testing/assessment procedures
    - e) Drop/add request forms
    - f) Absenteeism
    - g) Student records
    - h) Employability skills
    - i) Career and technical education
    - j) Correspondence courses
    - k) On-line courses
    - l) Career counseling
    - m) Distance learning
    - n) Blended courses (both computer and web-based courses)

**NOT CONFIDENTIAL**

COR P & P	SUBJECT:	POLICY NO.: COR.14.08
	EDUCATION PROGRAM OPERATIONS MANUAL	EFFECTIVE DATE: May 4, 2017
		Page 4 of 4

- g. Section 7
    - 1) Meetings
  - h. Section 8
    - 1) Security Procedures
  - i. Section 9
    - 1) Education Services Branch Policies and Procedures
  - j. Section 10
    - 1) Policies and procedures related to the operation of the education program at individual facilities.
- .2 All information in this manual will be kept current.
- .3 The operations manual will be reviewed by the Education Program Supervisor and the Warden annually.

**5.0 SCOPE**

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

APPROVAL RECOMMENDED:

*Michelle M. Sakai* May 4, 2017  
Deputy Director for Corrections Date

APPROVED:

*John P. Epile* May 4, 2017  
Director Date

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