	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: March 26, 2021	POLICY NO.: COR.14.15
		SUPERSEDES (Policy No. & Date): COR.14.15, 04/14/2020	
	SUBJECT: INMATE FURLOUGH PROGRAM		Page 1 of 15

1.0 PURPOSE

To delineate guidelines governing the determination of eligibility and granting of furloughs for committed inmates.

2.0 SCOPE

This is a statewide policy that shall apply to all facilities. To the extent any individual facility's policy conflicts with the statewide policy, the statewide policy shall control.

3.0 REFERENCES, DEFINITIONS, AND FORMS

.1 References

- a. Department of Public Safety (PSD), Policy and Procedures (P & P), COR.02.04, Restitution Collection.
- b. PSD, P & P, COR, 02.12, Inmate Trust Account.
- c. PSD, P & P, COR.14.01, Arrest Warrants for Furloughed Inmates.
- d. PSD, P & P, COR.14.22, Electronic Monitoring Service (EMS).
- e. PSD, P & P, COR.14.27, Inmates with Disabilities.
- f. PSD, P & P, COR.14.30, Communication Access.
- g. PSD, P & P, COR.15.06, Inmate Work and Conduct Reports.
- h. PSD, P & P, COR.16.05, Notification of Victim.
- i. PSD, P & P, COR.17.01, Personal Property, Confiscation and Disposition of.
- j. PSD, P & P, COR.18.01, Inmate Classification System.
- k. PSD, P & P, COR.18.02, Prison Classification Committee.
- l. PSD, P & P, COR.18.03, Initial Classification and Facility Assignment of Prison Inmates.

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- m. PSD, P & P, COR.18.04, Reclassification of Prison Inmates.
- n. PSD, P&P, COR.18.05, Initial Custody Assessment of Jail Inmates.
- o. PSD, P&P, COR.18.06, Jail Inmate Classification Review.
- p. PSD, P & P, COR.18.07, Exception Case.
- q. PSD, P & P, COR.18.08, Transfer of Adult Inmates.
- r. Hawaii Revised Statutes (HRS) § 353-8, Conditional Release Centers for Committed Persons.
- s. HRS § 353-17, Committed Persons, Furlough, Employment.
- t. HRS § 353-22.5, Garnishment to Cover Non-Budgeted Costs.
- u. HRS § 353-64, Committed Persons Paroled.
- v. HRS § 353C-2, Director of Public Safety; Powers and Duties.
- w. HRS § 353G-1, Conditions of Parole or Other Release from a Correctional Center or Facility.
- x. HRS § 353G-11, Escape from Residential Treatment Facility.
- y. HRS, § 710-1020, Escape in the First Degree.
- z. HRS § 710-1021, Escape in the Second Degree.
- aa. *Freudenberg v. Sakai, et al.*, 1:14-cv-00276 (D. Hawaii 9/16/14).
- bb. *State v. Paris*, 138 Hawai'i 254 (2016).
- cc. Title II of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12131-12134.

.2 Definitions

- a. ADA (Americans with Disabilities Act of 1990): Federal civil rights law prohibiting discrimination based on disability.

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- b. **Auxiliary Aids and Services:** Aids, devices or services that enables an inmate with a communication disability to have equal access to programs and services. Includes, but is not limited to, qualified interpreters on-site or through video remote interpreting (VRI) services, note takers, real-time computer-aided transcription (CART) services, written materials, exchange of written notes, telephone handset amplifiers, assistive listening devices and systems, telephone compatible with hearing aids, closed caption decoders, open and closed captioning, including real-time captioning, voice, text, and video-based telecommunications products and systems, including text telephones (TTY), videophones, and captioned telephones, qualified readers, taped texts, audio recordings, Braille materials and displays, screen reader software, magnification software, optical readers, large print materials, and other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing.
- c. **Durable Medical Equipment:** Equipment needed to prevent, diagnose, or treat an illness, injury, condition, disease, or its symptoms and that meet accepted standards of medicine (i.e.: wheelchair, knee brace, and hearing aid.).
- d. **Disability:** With respect to an individual, is a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. The definition of "disability" shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the ADA.
 - 1. **Physical or Mental Impairment:**
 - a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one of more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, or endocrine.
 - b) Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
 - c) The phrase physical or mental impairment includes, but is not limited to, such contagious and non-contagious diseases and

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conditions as orthopedic, visual, speech and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; intellectual disability; emotional illness; specific learning disabilities; HIV (whether symptomatic or asymptomatic); tuberculosis; drug addiction and alcoholism.

- d) The phrase physical or mental impairment does *not* include homosexuality or bisexuality.
2. Major life activities: Shall include, but are not limited to: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, communicating, working, interacting with others, and operation of major bodily functions, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems.
 3. Substantially limits: Shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the ADA. "Substantially limits" is not meant to be a demanding standard. The determination of whether an impairment substantially limits a major life activity shall be made without considering corrective measures (e.g. medication to treat disability, durable medical equipment for mobility impairment), except for the beneficial effects of ordinary eyeglasses or contact lenses.
 4. Has a record of such an impairment: Has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
 5. Is regarded as having an impairment:
 - a) This includes an inmate who:
 - i. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as constituting such a limitation;
 - ii. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

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iii. Has none of the impairments defined in paragraph (i) of this definition, but is treated by a public entity as having such an impairment.

6. The term disability does *not* include:

- a) Pedophilia, exhibitionism, voyeurism, or other sexual behavior disorders;
 - b) Compulsive gambling, kleptomania, or pyromania; and/or
 - c) Psychoactive substance use disorders resulting from current illegal use of drugs.
- e. Escapee: An inmate who fails to return or fails to be physically present at the designated facility or residence – as required by the furlough agreement or any pass issued.
- f. Furlough: An authorized, unescorted, temporary leave of absence from the “designated facility or residence,” which is creditable toward service of sentence. An inmate remains in the custody of PSD regardless of whether he/she is physically confined at any PSD facility or released on furlough.
- g. Furlougee: An inmate who is participating in a furlough program.
- h. Furlough Pass: A written authorization that temporarily permits an inmate to be released on furlough (PSD 8767, Furlough Pass).
- i. Qualified Individuals with Disabilities: An individual with a disability who, with or without a reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Department.
- j. Reasonable Modification: Modification of policies or procedures, or the manner in which tasks are completed that enables a qualified individual with a disability to participate in and receive the same benefits from a program or service, or the opportunity to receive the same benefit of service, unless to do so would result in a fundamental alteration in the nature of the program

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or activity, or result in undue financial and administrative burdens on the Department, in accordance with PSD COR.14.27, Inmates with Disabilities.

.3 Forms

- a. PSD 8766, Furlough Agreement form (attached).
- b. PSD 8767, Furlough Pass form (attached).
- c. PSD 8768, Acknowledgment of Receipt form (attached).
- d. PSD 8769, Interpreter Certificate form (attached).
- e. PSD 8770, Administrative Order form (attached).
- f. PSD 8771, Communication and Language Access form (attached).

4.0 POLICY

- .1 It is intended to provide the selected inmate with opportunities for in-community experiences with family and social reorientation, education, employment, vocational training, and/or specialized treatment prior to parole.
- .2 Furloughs shall be used to enhance the systematic reorientation process for those inmates who pose minimal risk to the community but not necessarily for the risk to recidivate. It is considered to be an important element of our correctional system in order to assess potential performance of inmates prior to their release to the community.
- .3 Furlough programs shall be designed to carefully and effectively transition inmates from institutional dependency to independent self-sufficiency by providing opportunities to achieve realistic pro-social skills.
- .4 Qualified individuals with disabilities shall be provided with reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, and/or auxiliary aids and services in accordance with PSD COR.14.27, Inmates with Disabilities and COR.14.30, Communication Access.
- .5 Furlough participation is a privilege and not a right; and inmates have no constitutional right or expectation to participate in a furlough program. Ineligibility for the furlough program and consequent ineligibility for early release does not

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extend to confinement or incarceration and shall be timed to end concurrent to the inmate's release date.

- .6 The inmates furlough site shall be in the county of origin, where the inmate was sentenced, unless the inmate requests to reside in another county in the State of Hawaii. To request this, the inmate will be required to initiate an "Intrastate Compact," and will be prohibited from moving until an approval has been given and confirmed.

5.0 **PROCEDURES**

.1 **General Furlough Rules and Regulations**

- a. The Director or Deputy Director for Corrections of PSD, prior to implementation or changes, shall approve, in writing, this Inmate Furlough Program plan.
- b. Wardens shall be responsible for administering and ensuring compliance to this policy by adhering to and establishing the internal controls necessary to implement this policy. Such controls shall be subject to the approval of the Director of the Department of Public Safety (PSD) prior to the implementation of the furlough program.

They include (but are not limited to):

1. Overall furlough plan.
2. Inmate eligibility criteria.
3. Procedures for obtaining furlough approval.
4. Notification of county prosecutors and police chiefs.
5. Notification of victims, as required by PSD, P & P, COR.16.05, Notification of Victim.
6. Inmate responsibilities and rules.
7. Facility responsibilities.
8. Monitoring, reviewing and notification of procedures.

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9. Procedures to administratively process escapes and to refer to law enforcement for appropriate action.
- c. Program Committee hearings shall be conducted in accordance with the Department's Classification Policy and Procedures, COR.18.01 to COR.18.08.
 - d. Community Based Administrator (CS II) or Unit Manager (CS I, OSA, OSS) or Case Manager (SW or HSP) shall review PSD 8766, Furlough Agreement, on a one-to-one basis with the inmate, assuring that they fully comprehend the terms and conditions of the agreement. The above-mentioned staff shall continuously repeat this process over the course of the Orientation Phase to ensure comprehension and retention, on the part of the inmate. In addition to PSD 8766, Furlough Agreement, the inmate shall review and sign PSD 8770: Administrative Order Form, which outlines specific orders the inmate shall follow while on furlough.
 1. If the inmate has difficulty understanding English, an interpreter shall be obtained to assist with the review of PSD 8766, Furlough Agreement, with the inmate and Unit Manager (CS I, OSA, OSS) or Case Manager (SW or HSP).
 2. If the inmate has a disability and requires durable medical equipment, staff shall instruct the inmate to submit a Medical Needs Request and provide assistance as needed.
 3. If the inmate has a communication disability, staff shall provide reasonable modification to rules, policies, or practices and/or auxiliary aids and services and/or remove architectural, communication, or transportation barriers in accordance with PSD, P&P, COR.14.27, Inmates with Disabilities and PSD, P&P, COR.14.30, Communication Access.
 4. If an interpreter has been utilized to facilitate the review of PSD 8766 and/or PSD 8770, the interpreter shall complete and sign PSD, 8769, Interpreter Certification. Any reasonable modifications made, or auxiliary aids and services, such as the use of a language interpreter, shall be duly noted on PSD 8771, Communication and Language Access Form.
 5. If the inmate needs assistance, auxiliary aids or services, and/or reasonable modification to rules, policies, or practices in completing

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the forms, assistance shall be rendered to the inmate, and this assistance shall be duly noted on PSD 8771, Communication and Language Access Form.

- e. The Community Based Administrator (CS II) or Unit Manager (CS I, OSA, OSS) or Case Manager (SW or HSP) may allow the inmate to sign the contract only after the Unit Manager (CS I, OSA, OSS) is satisfied that the case manager (SW or HSP) has repeatedly gone over the furlough agreement (PSD 8766), answered all questions, and can attest to the fact that the inmate fully understood the guidelines and its consequences in its entirety at the time of signing.
 1. Once the Furlough Agreement has been signed by the Warden, both the inmate and the interpreter shall complete and sign PSD 8768, Acknowledgment of Receipt. (If an interpreter is used, facility staff shall sign in proxy, as necessary.)
 2. The completed and signed PSD 8768, Acknowledgment of Receipt, shall be attached to the completed and signed Furlough Agreement.
 3. The Furlough Agreement shall be kept in the inmate's Institutional file.
- f. Geographical limits of each furlough shall be **predetermined and clearly outlined** within each furlough plan. Furloughs to other islands in the State and out-of-state furloughs will require the approval of the Director of the Department, including advance notification to HRS § 353-8 (c) to county/state of commitment prior to commencement of furlough.
- g. An inmate on furlough who violates any term in the signed agreement may be subject to administrative disciplinary action, including but not limited to the termination from the furlough program, and/or criminal prosecution.
- h. An inmate on furlough who fails to return from an authorized furlough within thirty (30) minutes of the expiration of the furlough pass, or any extension granted by a designated facility staff, shall be administratively processed as an escapee, and referred to law enforcement for appropriate action.
- i. The Warden has the discretion to suspend or terminate furlough privileges upon violation of any term in the signed agreement, or for the good government of the facility. The inmate will be given written notice as to the reason for such suspension and shall be brought before the Adjustment and/or Program Committee to determine the next course of action.

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- j. Staff shall monitor an inmate's compliance with specified conditions of the furlough program. Failure to comply will result in reprogramming, and possible increase in custody, and transfer to a more secured facility.
- k. Inmates who receive regular monetary compensation as a result of work or education activities shall be required to make regular payments toward the satisfaction of court-ordered restitution and fines, at twenty-five percent (25%) of their net earnings, and contribute in whole, toward their individual subsistence (HRS § 353-17, Committed persons, furlough employment, and HRS § 353-22, Garnishment to cover non-budgeted cost).

Any unauthorized monies or monies in excess of allowable limits found on or with the inmate will be confiscated from an inmate's person and handled in accordance with PSD, P&P, COR.17.01, Personal Property, Confiscation and Disposition of.

- l. Each inmate shall be subject to mandatory searches of his/her body and possessions at any time as a pre-condition for participation in the furlough program.
- m. PSD 8766, Furlough Agreement shall be reviewed and signed by the inmate and witnessed by the Case Manager and submitted for signing by the Facility Warden, no later than three (3) days prior to the start of furlough.

.2 Furlough Agreement Descriptions

- a. Re-socialization – designed to create, maintain, or reestablish family or community ties. It gives the furloughee opportunities to independently develop non-violent resolutions to complex and sometimes difficult situations when dealing with the public or in response to specific family issues or conflicts.
- b. Community Service – designed to provide inmates the opportunity to work in the community as a form of restitution, and to develop positive work habits while demonstrating his/her readiness to transition into the furlough program.
- c. Educational – designed to increase academic proficiency by allowing selected inmates to attend post-high school institutions and participate in academic endeavors.

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- d. Employment – designed to provide meaningful work experiences, increased responsibility, and the development of healthy attitudes toward work and interpersonal relationships.
- e. Job Training – designed to provide the inmates with special educational courses or “real case” on-site training to increase occupational/vocational skills, allowing the inmate to assist in his/her own development of a marketable skill that will promote self-sustainability.
- f. Specialized Treatment – the availability of special programs in the community designed to address an inmate’s need for specialized treatment, allowing the inmate to learn appropriate behavior and attitudes when confronted with difficult situations.
- g. Extended Furlough – designed to permit an inmate to reside in the community unescorted, for a prolonged period of time. Inmates are to demonstrate their ability to be self-sustaining and financially responsible as a law-abiding citizen while in the community, and care of PSD.
- h. Electronic Monitoring (EM) – utilized as a technological resource to enhance security measures and the inmate’s accountability, while participating in a Community Based Furlough Program. Allows the facility to closely monitor inmates who meet the minimum requirements to participate in the furlough program, but who have been identified as having an increased risk for recidivism on the LSI-R Assessment instrument. Furlough participants on Electronic Monitoring are still subject to PSD jurisdiction.

.3 Furlough Eligibility Standards

- a. The inmate is required to have “community” custody designation.
- b. The Health Care Unit (HCU) staff shall complete the Health Status Classification Report (HSCR), listing any medical or mental health restrictions. The inmate shall comply with any and all medical orders and restrictions in order to be allowed to continue in the program. The HSCR shall not be used to determine whether or not an inmate is eligible for any furlough program but only to ensure that the inmate is complying with all medical orders and restrictions.
- c. The inmate shall have sufficient funds to pay for any necessary expenses for furloughs.

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- d. Participation in the furlough program shall depend upon the inmate having demonstrated successful progression by completing recommended programs, accomplishing objectives and has demonstrated their potential for living independently, through prior employment history (if applicable), financial stability, and appropriate residential arrangements in the community.
- e. Furlough is discretionary, involves a case-by-case determination, and individualized assessments to determine appropriate placement in the program. Meeting the furlough eligibility criteria or previous participation in a furlough program **does not** guarantee future participation in a furlough program.
- f. Inmates with disabilities shall be eligible, and be provided with equal opportunity, to participate in the furlough program, and are not exempt from meeting any other eligibility standards under this Section. Eligibility standards must be considered in the context of providing a reasonable modification and/or auxiliary aid or service or removal of architectural, communication, or transportation barrier. If a reasonable modification, auxiliary aid or service, or removal of architectural, communication, or transportation barrier shall assist in meeting an eligibility standard, PSD must provide such in accordance with PSD, P&P, COR.14.27, Inmates with Disabilities.
- g. PSD shall take steps to ensure that inmates with disabilities, including mobility disabilities, are given a range of potential employment furlough programming, including work assignments with varying physical requirements (i.e., from sedentary clerical tasks to manual labor). This includes instructing the assigned case manager, to refer the inmate to governmental agencies, including the Hawaii Department of Vocational Rehabilitation, and/or private organizations that can assist with finding appropriate employment opportunities.
- h. Qualified inmates with disabilities whose disability prevents them from participating in employment furlough are entitled to participate in other forms of furlough for which they are otherwise qualified. All furlough programs must offer at least one program other than employment.
- i. If an inmate encounters barriers to participation in any furlough program because of a disability, the assigned case manager shall conduct an individualized assessment to determine whether there are reasonable

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modifications, auxiliary aids or services, or removal of architectural, communication, and transportation barriers that would permit the inmate to participate in furlough. In accordance with PSD, P&P, COR.14.27, Inmates with Disabilities, inmates with disabilities may request a reasonable modification, auxiliary aid or service, or removal of architectural, communication, or transportation barrier as needed to participate in the furlough program. Staff shall provide such inmates with form PSD 8773, Request for Accommodation/Modification. If a reasonable modification, auxiliary aid or service, or removal of architectural, communication, or transportation barrier shall assist an inmate in participating in the furlough program, it must be provided in accordance with PSD, P&P, COR.14.27, Inmates with Disabilities, so long as the modification, aid, service, or removal does not fundamentally alter the furlough program.

- j. Inmates with mandatory minimums shall not be eligible for "furlough participation," unless the inmate is serving the last year of the mandatory minimum and it coincides with the inmate having only 12 months remaining on his/her minimum sentence.

All furlough programs established for mandatory minimum-sentenced inmates shall be implemented with social reorientation as the primary goal and will be generally scheduled to be completed cohesively with the end of the mandatory minimum sentence.

- k. Inmates convicted of very heinous, grave, or high-profile crimes, whether serving mandatory sentences or not, shall be scrutinized more intently. The inmate's commitment behavior and criminal offense is weighed against their institutional adjustment to assess their potential for continued violent behavior.
- l. The Program Committee may review furlough applications six (6) months prior to an inmate's eligibility; however, the execution, especially for all mandatory minimum term cases, shall not proceed unless they are serving the last year, or the mandatory minimums have been served in its entirety.

.4 Inmates Ineligible for Furlough

- a. Inmates with criminal detainers shall not be eligible for furlough unless:
 - 1) the jurisdiction placing the detainer's sentence is concurrent to Hawaii's sentence; 2) the jurisdiction placing the detainer concurs with the furlough plans; and 3) approval is obtained from the Director of the Department.

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- b. Inmates who require long term hospitalization or with a communicable disease that pose a direct threat shall be given special consideration when determining their eligibility for furlough. Direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. The determination that a person poses a "significant risk" to the health or safety of others may not be based on generalizations or stereotypes about the effects of a particular disability. It must be based on an individualized assessment, based on reasonable judgment that relies on current medical evidence or on the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.
 - c. Inmates with pending charge(s) shall not be eligible for furlough, inclusive of other jurisdiction sentences that run consecutively.
 - d. Inmates serving consecutive sentences shall not be eligible for furlough until they are serving the consecutive term expiring last in time, and until they are within twenty-four (24) months of parole consideration.
 - e. Inmates serving a sentence of life without parole shall not be eligible for furlough.
- .5 All expenses of furlough shall be the responsibility of the inmate.
- .6 Each furlougee shall carry an authorized identification card and furlough pass on his/her person at all times and present, upon request, his/her identification card and furlough pass to any police officer or designated employee(s) of PSD.
- .7 When an inmate is being considered to participate in any furlough program, the Warden shall provide notification of such action to the Prosecutor and Police Chief of the county in which the inmate is to be furloughed, and the Prosecutor and Police Chief of the county in which the inmate was sentenced. This notification shall be made in writing thirty (30) days prior to the commencement of the furlough in accordance to HRS § 353-8 (c).
- .8 The facility referring the inmate for furlough placement shall be the entity responsible for sending the written notifications required in .7 above to the applicable Prosecutor(s) and Police Chief(s), and it shall be sent a minimum thirty (30) days prior to the transfer.

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- .9 The Warden shall acknowledge the receipt of any inquiry and/or objections made by the Prosecutor(s) and Police Chief(s) with a letter of response, also within thirty (30) days.

Such letter of response shall include the Warden's acknowledgement of the issues(s) raised by the Prosecutor(s) and Police Chief(s) along with the final decision made by the Warden. If the inmate was transferred to another facility to participate in the furlough program, the Warden of that facility shall be apprised of the nature and the status of the objection.

- .10 Notification of the retaking of furloughed inmates shall be in accordance with PSD, P&P, COR.14.01, Arrest Warrants for Furloughed Inmates.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections 3/19/21
Date

APPROVED:


 Director 3/20/2021
Date

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☐ WORK ☐ EDUCATIONAL ☐ RESOCIALIZATION ☐ EXTENDED ☐ OTHER

Valid _____ through _____
Date Date

NOTE: INMATE REMAINS IN THE CUSTODY OF THE DEPARTMENT OF PUBLIC SAFETY THROUGHOUT (HIS/HER) RELEASE ON FURLOUGH. INMATE IS REQUIRED TO RETURN TO PHYSICAL CONFINEMENT BY THE DATE/TIME INDICATED ON THIS FURLOUGH PASS.

INMATE shall strictly comply with the terms of (his/her) release on furlough as set forth on this Pass, which shall incorporate by reference each and every term of the FURLOUGH AGREEMENT entered into and executed by INMATE on _____ Date

[illegible]

(Designated Residence _____ Place of Employment/Education _____) Other _____

- a. INMATE's failure to be physically present at the Designated Residence between 2200 hours and 0600 hours, to the extent this Pass allows (him/her) to reside away from (his/her) Designated Facility;
- b. INMATE's failure to return to the Designated Facility by the date and time set forth on this Pass;
- c. INMATE's failure to immediately return to the Designated Facility or Designated Residence if (he/she) is unable to report to (his/her) place of employment or is dismissed early from work by (his/her) employer, for any reason;
- d. INMATE's failure to immediately return to the Designated Facility or the Designated Residence if (he/she) is unable to report to (his/her) scheduled class or is dismissed early from (his/her) scheduled class by (his/her) instructor or other post-secondary educational institution designee, for any reason;
- e. INMATE's failure to immediately return to the Designated Facility if there is any unforeseen loss of (his/her) Designated Residence (e.g. fire, eviction, etc.);
- f. INMATE's failure to immediately return to the Designated Facility if (he/she) encounters any problem or problems with (his/her) assigned EMS/GPS Device; and
- g. INMATE's failure to return to the Designated Facility when directed to by (his/her) assigned Case Manager, Unit Manager, or Community Based Administrator.

CASE MANAGER:

Date _____

[] Communication and Language Access Form in Inmate file

1 If this Pass has been issued for inmate to OBTAIN WORK, see reverse for additional destinations.
PSD 8767 (09/2020)

DESTINATION RELEASED TO: Name of Place of Employment/Education/Other: _____
(Designated Residence _____ or Place of Employment/Education _____ or Other _____)
Hours: _____ Arrival Time: _____ Depart Time: _____
Name of Contact: _____ Signature: _____

DESTINATION RELEASED TO: Name of Place of Employment/Education/Other: _____
(Designated Residence _____ or Place of Employment/Education _____ or Other _____)
Hours: _____ Arrival Time: _____ Depart Time: _____
Name of Contact: _____ Signature: _____

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(Designated Residence _____ or Place of Employment/Education _____ or Other _____)
Hours: _____ Arrival Time: _____ Depart Time: _____
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Hours: _____ Arrival Time: _____ Depart Time: _____
Name of Contact: _____ Signature: _____

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Hours: _____ Arrival Time: _____ Depart Time: _____
Name of Contact: _____ Signature: _____

DESTINATION RELEASED TO: Name of Place of Employment/Education/Other: _____
(Designated Residence _____ or Place of Employment/Education _____ or Other _____)
Hours: _____ Arrival Time: _____ Depart Time: _____
Name of Contact: _____ Signature: _____

FACILITY CONTACT INFORMATION

Person of Contact/Title: _____

Address: _____

PH#: _____

IN CASE OF EMERGENCY (24/7):

Central Control

PH: _____

PSD 8767 (09/2020)

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
ACKNOWLEDGMENT OF RECEIPT

I, _____, acknowledge and certify that I have received a fully
(Last Name, First Name and SID)
executed copy of the Furlough Agreement ("AGREEMENT"), dated _____, after having
(Date of Agreement)
read and understood the AGREEMENT in its entirety with the assistance of _____,
(Name of Case Manager)
my assigned case manager (☐ and an interpreter), and having knowingly, intelligently, and voluntarily
entered into and executed the AGREEMENT with a full and complete understanding of all of the terms
therein and the possible consequences, both criminal and administrative, of non-compliance.

INMATE: _____
Signature Date

INTERPRETER CERTIFICATION

☐ Language Interpreting ☐ Sign Language Interpreting

I, _____, hereby acknowledge and certify that on _____, I
(Name of Interpreter) (Date)

truthfully and faithfully interpreted this Acknowledgment of Receipt for INMATE

_____, to the best of my ability.
(Name and SID)

INTERPRETER:

Signature

Print Name

Date

Credentials: _____

Email: _____

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

INTERPRETER CERTIFICATION

☐ Language Interpreting: _____

☐ Sign Language Interpreting

I, _____, hereby acknowledge and certify that on
(Name of Interpreter)

_____, I truthfully and faithfully interpreted all documents that were reviewed
and any discussion between INMATE _____
(Inmate's Last Name, First Name and SID)

And the INMATE'S Assigned Case Manager _____, to the
(Case Manager's Name)

best of my ability.

INTERPRETER:

Signature

Print Name

Date

Credentials: _____

Email: _____

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE ORDER FORM**

Date

TO: _____ ("INMATE")
 First Name Last Name Inmate ID

FROM: _____
 Assigned Case Manager

PART I – ADMINISTRATIVE ORDER

YOU ARE HEREBY ORDERED as follows:

		Inmate Initials
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

PART II – ADMINISTRATIVE PENALTIES

Failure to follow this ADMINISTRATIVE ORDER at any time will result in disciplinary proceedings being initiated against you for refusing to obey an order of a correctional staff member and/or failure to follow all instructions given to you by your assigned Case Manager. _____

Incurring three (3) or more violations of this order within a six (6) month period may also subject you to (1) a Classification Program hearing, which could result in your reclassification, or (2) the termination of your participation in the Furlough Program. _____

PART III – ACKNOWLEDGMENT AND CERTIFICATION

By affixing (his/her) signature on the line provided below, INMATE acknowledges and certifies (1) that (he/she) has read and understood the ADMINISTRATIVE ORDER in its entirety, (2) that (his/her) assigned case manager reviewed the entire ADMINISTRATIVE ORDER with INMATE to ensure that (he/she) fully understands the ADMINISTRATIVE ORDER in its entirety, and (3) that (he/she) fully and completely understands all of the terms of the ADMINISTRATIVE ORDER and the possible consequences of violating the ADMINISTRATIVE ORDER.

INMATE:

- ☐ **Completed with the assistance of an interpreter (Interpreter Certification form attach).**
- ☐ **Disability Accommodation(s) made (Disability Accommodation Form attached).**

Inmate Signature

Date

The undersigned case manager certifies, by affixing (his/her) signature on the line provided below, that (he/she) reviewed the entire ADMINISTRATIVE ORDER FORM with INMATE to ensure that (he/she) fully understands the ADMINISTRATIVE ORDER in its entirety and the administrative penalties that will apply should INMATE violate the ADMINISTRATIVE ORDER.

WITNESSED:

Assigned Case Manager Signature

Date

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

COMMUNICATION AND LANGUAGE ACCESS FORM

I, **«Assigned Case Manager»**, hereby acknowledge and certify that on **«Date»**, I provided INMATE **«Last Name», «First Name»/«SID»** with one or more of the following disability accommodations or limited English proficiency needs:

ACCOMMODATION/NEED (check all that apply):

- ☐ Auxiliary aid or service: _____
- ☐ Sign Language Interpreter
- ☐ Reader
- ☐ Magnifier:
- ☐ Large Print
- ☐ Representative signer, if used: _____
- ☐ Language Interpreter: _____
- ☐ _____
- ☐ _____

CERTIFICATION:

«Assigned Case Manager» _____	Date
Case Manager	