

DEPARTMENT OF PUBLIC SAFETY
REPORT TO THE 2014 LEGISLATURE

Section 354D-3.5; Hawaii Revised Statutes

Fiscal Year 2013

ANNUAL REPORT
OF
HAWAII CORRECTIONAL INDUSTRIES

“Building Great Products & Services through the Building of Great People!”

August 2013

This report is in response to Section 354D-3.5, Hawaii Revised Statutes, "The department shall submit to the legislature an annual report at least twenty days prior to the convening of each regular session, which shall include:

- (1) A listing by position number and title of all positions established under section 354D-3;
- (2) The salaries paid to the employees in these positions;
- (3) A description of the duties and responsibilities of each employee; And
- (4) The usual work site of each employee."

I. WHO WE ARE...

A Rich History Since 1935!

As a division of the Department of Public Safety, **Hawaii Correctional Industries (HCI)** provides work related skills for offenders, which increase their employment prospects upon release. Qualified, able-bodied inmates are utilized in the manufacturing or production of goods and services needed for the construction, operation and maintenance of any office, department, institution or agency supported in whole or in part by the state, cities, or counties of Hawaii.

Current programs located at Halawa Correctional Facility include the Department of Public Safety Canteen, which services the Oahu institutions with their inmate stores, a printing plant with products ranging from business cards to instant document reproduction; a sewing plant currently manufacturing Adult Correctional Officer uniforms for all Department of Public Safety institutions; and installation of panel systems; and maintenance labor forces out of the Hawaii Community Correctional Center, Waiawa Correctional Facility and Women's Community Correctional Center. We are re-evaluating our plans to reopen our furniture plant at the Halawa Correctional Facility due to safety code and compliance restrictions.

II. OUR VALUES... At HAWAII CORRECTIONAL INDUSTRIES, our product is People!

Our Vision:

Building Great Products and Services through the Building of Great People.

Our Mission:

Correctional Industries is a self-sustaining entity that provides all able-bodied inmates of the State of Hawaii with real-world work opportunities that develop trade and personal skills ensuring the individual's ability to be productive citizen upon release.

Our Mantra:

"Work That Changes Lives!"

Our Values:

Character: *doing everything with sound integrity and a positive attitude!*

Capabilities: *increasing in our strengths and performance.*

Collaborating: *working with, building new relationships and strengthening existing ones.*

Commitment: *being committed to the [3-C's]*

- *The **Cause** (The Vision & Mission of HCI)*
- *The **Community** (External)*
- *The **Company** (Internal)*

III. FINANCIAL HIGHLIGHTS...

<u>Fiscal Year</u>	<u>Sales Revenue</u>	<u>Inmates Employed</u>
1996	\$6,408,340	380
1997	\$6,064,189	421
1998	\$5,551,853	450
1999	\$6,096,715	400
2000	\$5,180,648	443
2001	\$5,219,188	450
2002	\$4,650,351	902
2003	\$4,175,221	616
2004	\$3,509,860	918
2005	\$5,042,896	734
2006	\$4,739,130	825
2007	\$5,985,105	456
2008	\$6,623,006	474
2009	\$6,071,708	315
2010	\$5,071,420	338
2011	\$5,603,754	360
2012	\$6,110,428	268
2013	\$3,591,744	443

18 Year Revenue / Inmate Comparative

STATEMENT OF REVENUE AND EXPENSES

Years Ending June 30, 2013 and June 30, 2012

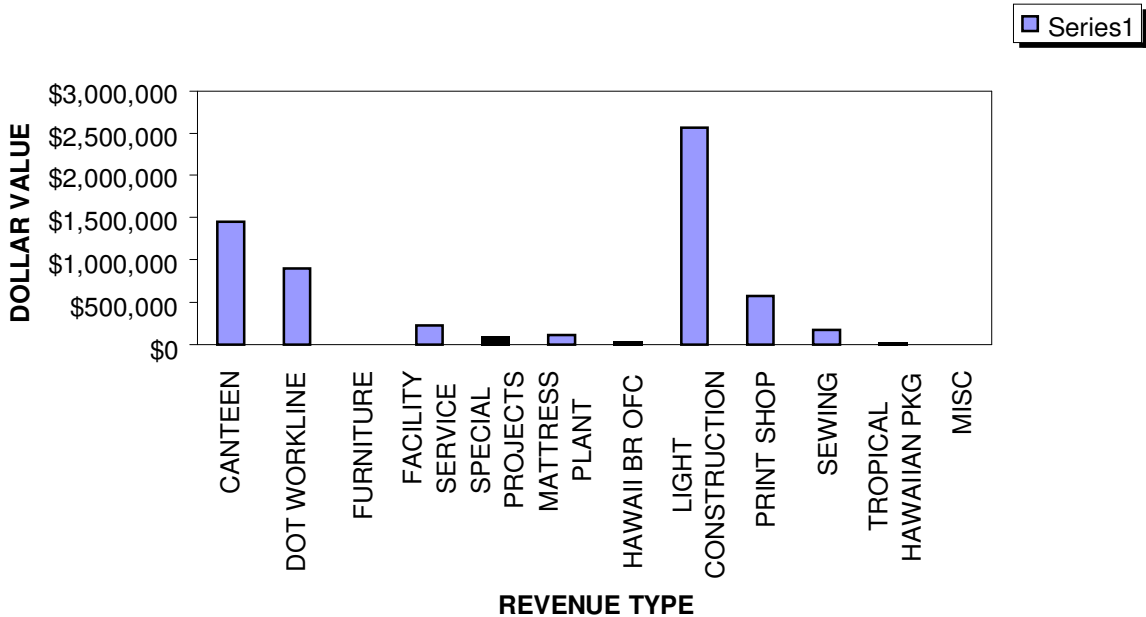
	<u>FYE 6/30/13</u>	<u>FYE 6/30/12</u>
REVENUE	\$3,591,744	\$6,112,898
EXPENDITURES		
Personnel Services:		
Salaries	\$1,249,530	1,047,979
Fringe Benefits	<u>\$501,946</u>	<u>\$401,364</u>
Total Personnel Services	\$1,751,476	\$1,449,343
Supplies & Services:		
Raw Material	\$1,392,988	\$3,536,573
Inmate Wages	\$90,852	\$59,770
Other Supplies & Services	<u>\$665,668</u>	<u>\$946,384</u>
Total Supplies & Services	\$2,149,508	\$4,542,727
TOTAL EXPENDITURES	\$3,900,984	<u>\$5,992,070</u>
CASH PROFIT (LOSS)	(\$309,240)	\$120,828

2 Years Comparative Summary of Financial Statement

**REVENUES BY OPERATION
FOR YEAR ENDED JUNE 30, 2013**

CANTEEN	\$1,416,580
DOT WORKLINE	\$924,364
FURNITURE	\$455
FACILITY SERVICE	\$98,348
SPECIAL PROJECTS	342,127
MATTRESS PLANT	\$110,474
HAWAII BRANCH OFFICE	\$72,300
LIGHT CONSTRUCTION	
PRINT SHOP	\$542,976
SEWING	\$79,052
TROPICAL HAWAIIAN PKG	\$5,068
MISC	
<hr/>	
TOTAL	<u>\$3,591,744</u>

**REVENUES BY OPERATION
FOR YEAR ENDING JUNE 30, 2013**



Statement of Revenue by Area of Operation FY 12-13

REVENUE BY CUSTOMER			
AG	19360	PERCENTAGE OF REVENUE	99.37%
AGR	20131	FROM STATE AGENCIES	
DAGS	10103		
C&CH	3087	PERCENTAGE OF REVENUE	0.63%
DBED	14784	FROM OTHERS	
DBF	8318	(INCLUDING JOINT VENTURES	
DCCA	10327	& NON-PROFITS)	
DHHL	9248		
DHRD	660		
DHS	128665	TOTAL	100.00%
DLIR	14358		
DLNR	18221		
DOD	74969		
DOE	25825		
DOH	289719		
DOT	953262		
GOV	12396		
JUD	210		
LEG	16290		
LGOV	2828		
NPO	22470		
PSD	1819171		
TAX	41772		
UH	75570		
TOTAL BILLED	3,591,744		

PARAMETERS ARE FROM 7/01/12 TO 6/30/13

Correctional Industries Exempt Positions

Hawaii Correctional Industries is authorized forty two (42) exempt positions within the Correctional Industries Division, Department of Public Safety. These positions are required to staff all of the Correctional Industries programs and all expansion plans.

While Correctional Industries has a total of 42 exempt positions authorized, 26 positions have been filled as of June 30, 2013. The remaining 16 established positions are in active recruitment. We are currently developing new revenues streams with State, County, and private sector agencies. Once in place, the new revenue streams will provide additional work opportunities to more inmates. The exempt positions currently filled are utilized in the following areas: PSD Canteen, Outside worklines, Light Construction Operations, Sewing, Print Shop, Furniture, Business Office/Marketing and Sales, Distribution/Warehouse, HCCC outside workline, and a Joint Venture Program on the island of Hawaii.

Correctional Industries had an increase in inmate employment, 443 in FY 2013 compared to 268 in FY 2012, by employing inmates from Halawa Correctional Facility, Waiawa Correctional Facility, Kauai Community Correctional Center, Hawaii Community Correctional Center and the Women's Community Correctional Center to work with our supervisors. The pools of inmates that we employ are staying on the job for longer spans of time and with fewer turnovers and we employed a few more civilian staff to supervise the workline. Correctional Industries will continue to expand its current programs and seek opportunities for new programs to increase sales and inmate employment. Our goal is to provide quality products at cost savings to the State of Hawaii and provide inmates with vocational training, keep inmates productive, and/or redirect inmates to have a trade and or work ethic when released.

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
102349	CI Administrator	\$7,022

Duties and Responsibilities: This position is responsible for all Correctional Industries programs, which can employ up to 42 civilian employees and an average of 500 inmates. This incumbent is responsible for the administration of industries operations, financial management of the overall program, marketing of goods and services, development of program plans and directions, establishment of standards, development and implementation of business plans, implementation of new business and joint venture programs and management of a broad range of industries which include the Department inmate canteen, print shops, furniture shops, garment and mattress manufacturing, maintenance labor forces, and sales and marketing.

Usual Work Site: Halawa Correctional Facility

<u>2. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103139	CI Specialist I - Production	\$2,756

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

3.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103141	CI Furniture Specialist I (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Furniture Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

4.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103142	CI Specialist I - Canteen (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

5.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103143	Light Truck Driver (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Warehouse Specialist I and operates as a truck driver as a major work assignment in transporting a variety of cargo. The incumbent is responsible for the timely delivery of goods produced by Correctional Industries. The incumbent is responsible for supervision of two-five (2-5) inmates in the loading, unloading and delivery of cargo between private companies, government offices and other destinations. In addition, the incumbent delivers mail, prepares delivery receipts and logs, prepares "bill of lading" for shipment by U.S. Post office or common carrier. The incumbent is responsible for the maintenance of Correctional Industries Vehicles by checking and servicing fuel, oil, water, fluids, tires and maintaining vehicle logs.

Usual Work Site: Halawa Correctional Facility.

6.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103145	CI Sales Specialist II	\$3,559

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.0 million during each fiscal year. The incumbent is also responsible for developing strategies to expand sales and market share in the state, maintain close communications with customers, quality control programs, marketing programs, and represents Correctional Industries at conventions, trade shows and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, and garments manufacturing goods and expands maintenance labor force services.

Usual Work Site: Halawa Correctional Facility.

7.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103146	CI Specialist I – Install (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

8.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103147	CI Secretary III (Vacant)	\$3,953

Duties and Responsibilities: This position is responsible for all administrative support required for Correctional Industries Division. The incumbent works under the general supervision of the CI Administrator to provide support services and to develop, coordinate, and monitor Correctional Industries programs. This position is critical due to the responsibilities of coordinating meetings with Department Administrators, Representatives of the Legislature, Business Owners/Managers, and the Correctional Industries Advisory Committee.

Usual Work Site: Halawa Correctional Facility.

9.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103148	CI Specialist I - Install	\$2,715

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicle, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

10.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103159	CI Specialist III - Production (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for managing a wide range of Correctional Industries programs, including the Kulani furniture shop, all maintenance labor force work lines, and sewing and also manages the CI Specialist II who oversees the Halawa furniture plant, centralized inmate canteen, and distribution. The incumbent is responsible for direct supervision of all Specialist I and or IIs as delineated above and is responsible for all performance ratings and measurements. This incumbent is also responsible for planning, developing and conducting program activities for these shops and for submitting weekly reports; assists in developing improvements to all production methods and standards and quality assurance; and serves as the liaison to the facility.

Usual Work Site: Halawa Correctional Facility.

11.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103160	CI Clerk I	\$2,407

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for clerical support to the Operations and Business Divisions. The incumbent will process requisitions; manage tracking and filing systems; draft correspondence; arrange meetings; take notes; arrange travel; control equipment, supplies and materials; and provides receptionist functions. In addition, the incumbent will assist with time and attendance and any statistical and financial reporting as well.

Usual Work Site: Halawa Correctional Facility.

12.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103163	CI Specialist I - Administration	\$3,799

Duties and Responsibilities: This position is directly responsible to the CI Business Manager V for supervising the Correctional Industries Business Office. The incumbent is responsible for all business affairs, directs budget activities, provides assistance to the staff on financial matters, and plans, develops, and conducts CI Budget executions. Other responsibilities include property and inventory accountability, purchasing, order entry programs, time and attendance of civilian employees and inmates and supporting the business office.

Usual Work Site: Halawa Correctional Facility.

13.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103168	CI Sales Specialist II	\$4,501

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.0 million during each fiscal year. The incumbent is responsible for developing strategies to expand sales and market share in the state, maintaining close communications with customers, developing quality control and marketing programs, and represents Correctional Industries at conventions, trade shows and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, garments manufacturing goods and expands maintenance labor force services.

Usual Work Site: Halawa Correctional Facility.

14.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103170	CI Specialist I - Delivery	\$2,824

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

<u>15. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103424	Business Manager V	\$5,000

Duties and Responsibilities: This position is directly responsible to the CI Administrator for managing the Correctional Industries Business Office. The incumbent is responsible for all business affairs; directs budget activities; provides assistance to the staff on financial matters; and plans, develops and conducts CI budget executions. Supervises three (3) civilian employees on procurement procedures, purchase orders, invoices, and fiscal records. The incumbent is also responsible for property and inventory accountability, purchasing, order entry programs, and overall management of the Business Office. This position is essential to the operations of the Correctional Industries Business Office.

Usual Work Site: Halawa Correctional Facility.

<u>16. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103425	CI Specialist V - Administrative Manager (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Administrator for developing all programs in Correctional Industries. The incumbent is responsible for the CI Business Office, Joint Venture Programs, Kulani Furniture Plant, sales and marketing, policies and procedures, personnel matters, recruitment and classification actions for civilian staff, inmate training programs, and Correctional Industries safety programs. The incumbent is also responsible for developing and conducting vocational training programs and coordinating the promotion and maintenance of support from public, private, and governmental entities.

Usual Work Site: Halawa Correctional Facility.

<u>17. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103426	CI Specialist I - Production (Vacant)	\$2,812

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

<u>18. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
103636	CI Sewing Shop Supervisor I	\$3,687

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

19.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	103637	CI Sewing Shop Supervisor I (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Sewing Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

20.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	106465	CI Specialist I - DOT (Vacant)	\$2,824

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

21.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	106466	CI Specialist I - Delivery (Vacant)	\$2,715

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

22.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	106467	CI Specialist I - Production	\$2,715

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

23. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106469	CI Specialist I - Install	\$3,621

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, servicing of vehicles, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

24. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106470	CI Clerk I - Steno (Vacant)	SR-NA

Duties and Responsibilities: This position provides clerical support to the section managers, supervisors and works under the general supervision of the CI Secretary III. The incumbent is responsible for typing formatted letters and memorandums, purchase orders, and contracts; time and attendance reports, maintaining office supplies, and filing systems. In addition, the incumbent is responsible for travel arrangements and receptionist duties.

Usual Work Site: Halawa Correctional Facility.

25. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106472	CI Specialist I - Production (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

26. <u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
106473	CI Specialist V - Operations Manager (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Administrator for managing the PSD Canteen Operation, Furniture/Light Construction Plants, Sewing Plant, Mattress Plant, Print and Bindery Shop, Instant Document Reproduction Plant. The incumbent is responsible for planning, developing and conducting program activities for the above sections. The incumbent is also responsible for the operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of warehouse goods and overall operations for the above sections.

Usual Work Site: Halawa Correctional Facility.

27.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	106883	CI Specialist I - Production (Vacant)	\$2,756

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

28.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109312	CI Clerk II - Pre-Audit	\$2,407

Duties and Responsibilities: This position is directly responsible to the CI Specialist I, for Business Office clerical support. The incumbent is responsible for assuring compliance to established procurement practices, invoicing standards, and payroll processing methods. Assists with follow-up and tracking of accounts payable and receivables and provides receptionist and clerical as necessary.

Usual Work Site: Halawa Correctional Facility

29.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109313	CI Specialist I - Production	\$2,715

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Usual Work Site: Halawa Correctional Facility.

30.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109315	CI Specialist II - Production (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for managing the CI Print Shops. The incumbent is responsible for direct supervision of all Specialists I or II's in this plant area and is responsible for all performance ratings and measurements. This incumbent is also responsible for planning, developing and conducting program activities for the print shops and for submitting weekly reports; assists in developing improvements to all production methods and standards and quality assurance; and assists with all expansion plans for this shop.

Usual Work Site: Halawa Correctional Facility.

31.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109316	CI Specialist III - Sales (Vacant)	\$4,112

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for overseeing and monitoring various contracts and or memorandums of agreements. This includes the Department of Education Refurbishing project, the Department of Transportation Land Maintenance Work lines, and all Department of Public Safety agreements, including but not limited to ACO uniforms, mattresses, and centralized inmate canteen. Submits weekly reports, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, garments manufacturing goods and expands maintenance labor force services.

Usual Work Site: Halawa Correctional Facility.

32.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109317	CI Specialist II - Production	\$3,873

Duties and Responsibilities: This position is directly responsible to the CI Specialist III for the supervision, guidance, and training of up to ten (10) inmates assigned to the Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line

Usual Work Site: Hawaii Branch

33.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109318	CI Sales Specialist III (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for all sales in Correctional Industries. The incumbent is responsible for sales exceeding \$1.5 million during each fiscal year. Position develops strategies to expand sales and marketing shares in the state, maintaining close communications with customers, developing quality control and marketing programs, and represents Correctional Industries at conventions, trade shows and conferences. Submits weekly reports, assists in sales forecasting, conducts research and surveys and develops customer product lines in furniture, printing, and garment manufacturing goods.

Usual Work Site: Halawa Correctional Facility.

34.	<u>Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
	109321	CI Clerk I	\$2,416

Duties and Responsibilities: This position is directly responsible to the CI Specialist V for clerical support to the Operations and Business Divisions. The incumbent will process requisitions; manage tracking and filing systems; draft correspondence; arrange meetings; take notes; arrange travel; control equipment, supplies and materials; and provides receptionist functions. In addition, the incumbent will assist with time and attendance and any statistical and financial reporting as well.

Usual Work Site: Halawa Correctional Facility.

<u>35. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111471	CI Specialist I – Delivery/Installation (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery/Installation Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

<u>36. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111537	CI Specialist I - Install (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the DOT Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

<u>37. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111596	CI Specialist II - Production	\$3,249

Duties and Responsibilities: The incumbent is directly responsible for Correctional Industries Print Shop, Graphics Section, Laser Printing and Docutech Shop. The CI Specialist II is directly responsible for the general supervision for the Graphics Section, Laser Section and Docutech Shop, subordinate supervisors and clerical staff. Responsibilities include supervision, guidance and training of assigned staff and inmates; planning, developing and conducting program activities; coordinating activities within the section and units; and promoting and maintaining the support and cooperation of public, private sector entities.

Usual Work Site: Halawa Correctional Facility.

<u>38. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
111597	CI Specialist V - Program Manager (Vacant)	SR-NA

Duties and Responsibilities:
This position is directly responsible to the CI Administrator for Production Control, Order Entry, Customer Service, Joint Venture Programs, policies and procedures and all new and special projects in Correctional Industries. The incumbent is responsible for developing strategies to expand sales and marketing shares in the state, maintaining close communications with customers, quality control programs, marketing programs, and assist CI Administrator in expanding Joint Venture Programs.

Usual Work Site: Halawa Correctional Facility.

<u>39. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112139	CI Specialist I - Canteen	\$3,349

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to the Canteen Shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this shop.

Usual Work Site: Halawa Correctional Facility.

<u>40. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112140	CI Specialist III - Production (Vacant)	\$3,858.24

Duties and Responsibilities: This position is directly responsible to the CI Specialist V (Operations Manager) for managing the Correctional Industries Sewing Shops located at Halawa Correctional Facility, Waiawa Correctional Facility, and the Women's Community Correctional Center. The incumbent is responsible for planning, developing and conducting program activities for the above sections. Other responsibilities include the operating budget, financial statements, accounting procedures, invoices, purchase orders, inventory of raw material, delivery of goods and services and the overall operations of the sewing shops.

Usual Work Site: Halawa Correctional Facility.

<u>41. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112871	CI Specialist I – Delivery/Installation (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of up to ten (10) inmates assigned to the Delivery/Installation Work line. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line.

Usual Work Site: Halawa Correctional Facility.

<u>42. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
112872	CI Specialist I - Production (Vacant)	SR-NA

Duties and Responsibilities: This position is directly responsible to the CI Specialist II for the supervision, guidance, and training of ten-twenty (10-20) inmates assigned to this work line or shop. The incumbent is responsible for job cost estimates, production planning, inventorying controls, controlling cost analysis on jobs, inspecting work in progress for quality, production reports, and other production standards. The incumbent is also responsible for maintenance of tools and equipment, safety training, and overall operations of this work line or shop.

Hawaii Correctional Industries is authorized two (2) Civil Service positions within the Correctional Industries Division, Department of Public Safety.

<u>1. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
38787	Facility Supervisor	\$4,946.42

Duties and Responsibilities: This position is directly responsible to the Administrator for independently managing the correctional industries programs at the facility, planning, developing and conducting program activities, coordinating activities with other sections and units, promoting and maintaining the support and cooperation of public, private and governmental groups and agencies.

<u>2. Position Number</u>	<u>Position Title</u>	<u>Salary Rate</u>
15251	Account Clerk IV	\$3,339.42

Duties and Responsibilities: This position is directly responsible to the Business Manager for the establishment, record and maintenance of fiscal, statistical, timekeeping, inventories, job orders, invoices and deposit records.

IV. GOALS, & FUTURE ENDEAVORS...

Hawaii Correctional Industries provides external work lines for the Department of Transportation highway maintenance, grounds maintenance for the Department of Defense Keaukaha Military Reservation and other state agencies providing construction, renovations, demolitions, installation and moving needs.

We also have plans to expand our services to other state and city agencies as well as non-profits.

Correctional Industries currently has a joint venture with a private sector company on the Big Island where a workforce of approximately five inmates at a time is employed to assist with fruit picking or packing. Offenders receive prevailing wages. HCI hopes to increase similar inmate work opportunities on the Big Island.

Purpose of Appropriation

Correctional Industries is a field division under the Deputy Director of Corrections, Department of Public Safety. Hawaii Revised Statutes Section 354-D requires that Correctional Industries programs be expanded to provide comprehensive work programs for all qualified, able-bodied inmates. These programs are mandated to: generate revenue to sustain their operation and allow for capital investment; provide specific training skills for offenders which increase their employment prospects when they return to their community; provide a maximum level of work for all qualified, able-bodied inmates; provide an environment for the operation similar to that of a private business operation; encourage

cooperative training ventures with the private sector; and provide low-cost construction, renovations, and repairs of facilities for government agencies and non-profit organizations.

Correctional Industries operates programs using sound fundamental business practices to provide quality goods and services on time to customers, whether those customers be the public, governmental agencies, non-profit organizations or the correctional system itself.

Correctional Industries is mandated by law to be self-sufficient. A Correctional Industries revolving fund was created and is administered by the Department. All monies collected by the Department from the sale or disposition of goods and services produced in accordance with Chapter 354D HRS are deposited into the Correctional Industries' revolving fund. The proceeds in the Correctional Industries' revolving fund are utilized for the purchase or lease of supplies, equipment, and machinery; the construction, lease, or renovation of buildings used to carry out the purposes of Correctional Industries; the salary of personnel necessary to administer the enterprises established; payment of inmates for worker assignments and all other necessary expenses. Correctional Industries does not receive any general fund monies. The Correctional Industries revolving fund appropriation is developed based on a forecast of revenues expected as a result of manufacturing products and providing services.

Growth of Correctional Industries programs is necessary to attain the mandate to provide a maximum level of work for all qualified, able-bodied inmates. The salaries of personnel necessary to administer the enterprises are required to come out of the Correctional Industries revolving fund and not the state general fund.