

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**HAWAII COMMUNITY CORRECTIONAL CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general direction of the head of the Institutions Division, manages the Hawaii Community Correctional Center for the custody, care, security and redirection of accused and convicted adult misdemeanants and felons.

1. Plans, organizes, controls, coordinates, evaluates and updates Center programs, operations and support services, including setting operating policies, procedures, priorities, goals and objectives.
2. Proposes operating budgets and expenditure plans, and capital improvement needs; reviews and authorizes operating expenditures.
3. Maintains liaison with the Hawaii Intake Service Center, the courts and other public and private agencies and groups to facilitate Hawaii Community Correctional Center operations, programs and services, and enhance public relations.
4. Prepares, reviews and submits regular and special reports for divisional/departmental management purposes.

**OFFICE SERVICES**

Under the general supervision of the head of the Hawaii Community Correctional Center, performs office services functions in support of Center operations, programs and services, and assists the head of the Branch in managing Center resources.

1. Conducts the budget preparation process, and compiles and consolidates budget details for review; prepares expenditure plans and sets up fiscal control accounts; maintains operating and inmate fiscal records, and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment and materials; conducts the inmate store order process; conducts the inventory process relative to Center property.
3. Performs time and leave record keeping and reporting, and processes employee transactions; assists employees, and provides information regarding benefits, training, workers compensation, etc.
4. Provides reception, typing, stenographic, duplication and other clerical services to operating units; maintains files and records.
5. Implements, maintains and closes individual accounts dependent upon inmate arrival to and departure from the facility.

## **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Hawaii Community Correctional Center Branch, plans and provides services to aid the adjustment of inmates to incarceration and to enhance subsequent community release.

1. Provides data input for updating inmate records to include, but not be limited to sentencing, credit time, custody status, inmate type and inmate transfer(s).
2. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans, counsel's inmates individually or in groups, and provides casework services to resolve problems affecting inmate attitudes and behavior.
3. Develops, implements and maintains recreation, religious and other programs and activities in collaboration with other sections and involving volunteer and other community resources.
4. Evaluates inmate progress and adjustment, and modify program plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes; maintains case records.
5. Maintains continuous and consistent communication with the paroling authority, probation, the police department, the prosecutor's office, and the attorney general's office.

## **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Hawaii Community Correctional Center Branch, provides for Center security, safety and operational support through programs of inmate custody and control, institution maintenance and repairs.

1. Plans, organizes, schedules and directs operating services to maintain and support effective Center operations, and respond to unusual and emergency situations; coordinates operating services with offender services through regular and special meetings and other means, and provides appropriate input.
2. Reviews and evaluates operating services; determines training needs and arranges for such training.
3. Develops budget estimates, and monitors expenditures.

## **SECURITY UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the custody and controlled movement of inmates to maintain Center security.

1. Establishes and enforces procedures for Center security; maintains surveillance of inmates, and reports inmate behavior.
2. Provides the transport and escort of inmates.
3. Conducts inspections to control contraband, prevent illicit activities, and ensure safety for inmates and staff.
4. Conducts regularly scheduled drills to ensure the safety, good health and welfare of inmates.

5. Maintains continuous and consistent contact with the maintenance unit to ensure the timely upkeep and effective repair of the facility.

### **MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational conduct and utility of Center buildings, grounds, and related equipment through repair, installation and other maintenance activities.

1. Inspects buildings, fixtures, equipment, grounds, etc. for repair and maintenance needs and for safety and health purposes; plans work projects, and requisitions supplies and materials; recommends contract services as necessary.
2. Performs a variety of repair and maintenance work; oversees inmate help as assigned.
3. Secures and accounts for inventory, and performs other record keeping.
4. Maintains intensely close communication with the security unit and expeditiously responds to or addresses the concerns and/or work requests of security staff.