

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT**  
**NARCOTICS ENFORCEMENT DIVISION**  
**FUNCTIONAL STATEMENT**  
**PRESENT**

Under the general direction of the Deputy Director for Law Enforcement, provides public protection and safety through the enforcement of Hawaii's Uniform Controlled Substance Act and the investigation and apprehension of violators of prohibited acts under provisions of the Uniform Controlled Substance Act, Hawaii Revised Statutes Chapter 329, Hawaii Administrative Rules Title 23, Chapter 200 through 202 and Part IV of Chapter 712 HRS.

1. Registers and issues registrations to all applicants qualified to do business under the Uniform Controlled Substance Act.
2. Issues permits to conduct business to all applicants under the Regulated Chemicals for the Manufacture of Controlled Substances pursuant to Chapter 329, Part VI, HRS.
3. Issues Patient Registry Certificates to qualifying patients and their caregivers for the medical use of marijuana program pursuant to Chapter 329, Part VIII, HRS.
4. Conducts audits and/or inspections of registrants and/or permit holders regulated under the Uniform Controlled Substance Act.
5. Conducts investigations and properly sanctions violators of the Uniform Controlled Substance Act and Part IV of Chapter 712, HRS.
6. Receives and responds to complaints against any registrant and/or permit holder alleging violations of the Uniform Controlled Substance Act.
7. Initiates and coordinates Show Cause hearings on administrative violations by registrants authorized under the Uniform Controlled Substance Act.
8. Evaluates, analyzes, and recommends changes to rules and regulations, policies and procedures, and statutes which relate to the Uniform Controlled Substance Act.
9. Maintains and enforces provisions of the State's Electronic Prescription Monitoring Program as designated under the Uniform Controlled Substance Act.
10. Provides advice, information, guidance, educational presentations, lectures, and disseminates written or electronic information to applicants, registrants, permit holders and other interested agencies or individuals relating to the provisions and possible violation consequences under the Uniform Controlled Substance act.
11. Assists Federal, State and County law enforcement agencies at the discretion of the Administrator with investigative support, drug and chemical analysis, training and intelligence relating to the investigation of clandestine laboratories and investigations of the diversion of regulated chemicals to unlawfully manufacture controlled substances.
12. Initiates and participates in forfeiture of property, permitted under the provisions of the Uniform Controlled Substance Act and Chapter 712, HRS;
13. Coordinates and cooperates with Federal, State, and County agencies in investigations and apprehensions of violators of statutes relating to the Uniform Controlled Substance Act or any other matter of a mutual concern.

14. Plans, develops, and presents to the Director of Public Safety a budget providing adequate personnel, equipment, and other resource needs for the Division for each biennium and supplemental budget year.
15. Maintains a system of statistical reports which accurately reflect the Division's degree of accomplishment of its responsibilities.
16. Prepares an annual report for inclusion in the Department of Public Safety's annual report highlighting the Division's programs, accomplishments, and problems encountered during the annual period being reported.

#### **OFFICE SERVICES STAFF**

1. Responds to written, telephonic, and personal inquires relative to divisional responsibilities and procedures.
2. Maintains files and record systems relating to the general office functions; the receipt, registration, and collection of applications for controlled substance registrations; the receipt, issuance and collection of applications for regulated chemical permits and the receipt, issuance and collection of applications for the medical use of marijuana patient registry certifications.
3. Responds to and dispatches information to investigators via divisional radio system.
4. Records and coordinates the Division's inventory, travel arrangements, vehicle records and provides clerical support to the branches when needed.
5. Transcribes investigative reports, interviews, statements and other related documents in support of investigative branches.
6. Maintains ledgers relative to general, special, trust funds and forfeitures of property.
7. Answers incoming telephone calls for the investigative staff, directs specific or technical calls to the appropriate person. Screens all incoming calls including those of a sensitive nature and handles calls regarding controlled substance registrations regulated chemical permits and medical use of marijuana certificates.
8. Orders equipment, supplies, and other office related task.