

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INSTITUTIONS DIVISION
WAIAWA CORRECTIONAL FACILITY BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the head of the Institutions Division, manages the Waiawa Correctional Facility for the care, security, and redirection of adult male inmates.

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

OFFICE SERVICES STAFF

Under the general supervision of the head of the Waiawa Correctional Facility Branch, performs office services functions in support of Facility operations, programs and services, and assists the head of the Branch in managing Facility 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, and control of expenditures; conducts the inventory process relative to Facility 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, duplicating, and other clerical services; maintains files and records.

OFFENDER SERVICES SECTION

Under the general supervision of the head of the Waiawa Correctional Facility Branch, plans and provides services to aid in the adjustment of inmates to incarceration and enhance subsequent community release.

1. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans; counsels inmates individually or in groups, and provides casework services to resolve problems affecting inmate attitudes and behavior.
2. Develops and implements recreation, religious, and other programs and activities

in collaboration with other sections and involving volunteer and other community resources.

3. Evaluates inmate progress and adjustment and modifies program plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/ inmate transfer purposes; maintains case records.

SECURITY SECTION

Under the general supervision of the head of the Waiawa Correctional Facility Branch, provides for the control and security of inmates and staff.

1. Maintains positive contact, surveillance, and controlled movement of inmates and visitors; provides security escort; responds to disturbances and emergency situations.
2. Conducts inspections to control contraband, illicit activities, and enhance safety for inmates and staff; develops and maintains emergency preparedness and security procedures within Departmental policies.
3. Prepares reports of inmate behavior and other occurrences.

OPERATING SERVICES SECTION

Under the general supervision of the head of the Waiawa Correctional Facility Branch, provides farming operations and the maintenance and repair of Facility buildings, grounds and equipment.

1. Plans, organizes, schedules and directs operating services to maintain and support effective Facility operations; responds to operational emergencies; coordinates section activities with other sections for security and offender program purposes.
2. Reviews and evaluates operating services for effectiveness and efficiency, and makes necessary adjustments.
3. Develops budget estimates and monitors expenditures.

FARM UNIT

Under the general supervision of the head of the Operating Services Section, conducts the production of crops for Facility and other departmental use.

1. Plans and organizes crop development, care, etc.; prepares requisitions for supplies and equipment and repairs and maintenance services on equipment, tools, etc.
2. Conducts care, planting, cultivating and harvesting of crops; instructs and supervise inmates on worklines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.

CONSTRUCTION AND MAINTENANCE UNIT

Under the general supervision of the head of the Operating Services Section, conducts general construction and maintenance activities in the improvement and repair of Facility buildings, grounds, roadways and other projects, and the maintenance and repair of Facility vehicles and other equipment.

1. Plans, organizes, and budgets for preventive maintenance and general construction projects and automotive equipment services and repairs; prepares requisitions for supplies and equipment; develops requirements for repair and maintenance services to be obtained by contract.
2. Conducts electrical, plumbing, carpentry, painting, automotive and other repairs and maintenance; maintains grounds and clears roadside areas of brush; instructs and supervises inmates on worklines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.