

HPA Board Member
Job Expectations

A. ATTENDANCE

1. Participate in all scheduled hearings on time and in professional attire.
 - a. Oahu—all prison facilities (HCF, OCCC, WCF, WCCC, AZ (at HPA));
 - b. Neighbor Islands—HCCC, MCCC, KCCC and KCF (Kulani); and
 - c. Mainland—1-2x per year (hearings/tour of Saguaro AZ facility).

Note: Hearings comprise of MINIMUMs, Parole Consideration, Parole Violations, Sex Offender Determination, Administrative Hearings (non in-person).

2. **MONTHLY BOARD MEETINGS:** training, legal updates, memos, problems, issues.
3. Training Conferences—APAI, NIC.
4. Attend public appearances – interpret program to the public.

B. PREPARATION

1. Working knowledge of all statutes, rules, regulations, Hawaii state caselaw and AG opinions pertaining to the HPA.
2. Prepare in advance.
 - a. Review all documents--including the IPPs, PPU, HPA parole reports, Minimum Term reports (included in the flash drives), CJIS Rap Sheets, NCIC Rap Sheets, Sex Offender reports, Attorney motions, caselaw.
3. Ability to use Microsoft laptop and Wi-Fi access for email and document review (flash drives).

C. CONDUCT

1. Compliance with the HPA **Code of Conduct**
2. Maintain **civil and respectful** relationships with Board members, HPA staff and parole officers, facility staff, and administrators.
3. Maintain **CONFIDENTIALITY** of all HPA information included in the case files. Return all documents, equipment, flash drives to the HPA staff.
 - a. No discussion with outsiders, to include family, friends, media.
4. Forward all **MEDIA** inquiries to the PIO. Do not comment on cases to the media.
5. If, under the **Ethics Rules**, a potential conflict of interest exists with any case, promptly contact the Chairman. When in doubt, elect to recuse oneself.

D. ADMINISTRATIVE DUTIES

1. Submit Timesheets (2x/mo.), mileage and per diem claims in a timely manner.
2. Serve as Acting Chair/Signing authority when Chair is off-island.
3. Hearings: Serve as 'lead chair' on rotational basis maintaining order and decorum of hearings.