

	<b>DEPARTMENT OF PUBLIC SAFETY</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>May 1, 2019</b>	<b>POLICY NO.:</b> <b>COR.21.06</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>NEW</b>	
<b>SUBJECT:</b> <b>CORRECTIONAL INDUSTRIES FORMER INMATE</b> <b>EMPLOYMENT PILOT PROJECT (FIEPP)</b>		<b>Page 1 of 4</b>	

## 1.0 PURPOSE

To establish a three year pilot vocational rehabilitation project to assist former inmates as they reenter society and current inmates pursuing vocational rehabilitation by providing full-time employment for up to five former inmates who meet eligibility criteria. The FIEPP program shall terminate on July 1, 2021, unless extended by Legislature.

## 2.0 SCOPE

This policy shall apply to all Hawaii Correctional Industries (HCI) employees and PSD inmates.

## 3.0 REFERENCES AND DEFENITIONS

### .1 References

- a. Act 178, Legislative Session 2018, (HB2454 HD1 SD1 CD1).
- b. Hawaii Revised Statutes (HRS) § 354D, Hawaii Correctional Industries.
- c. Forensic Peer Support Draft Report
- d. Department of Public Safety (PSD), Policy and Procedure (P&P), COR.02.04, Restitution Collection.
- e. PSD, P&P, COR.14.15, Inmate Furlough Program.
- f. PSD, P&P, COR.18.01, Inmate Classification System.
- g. PSD, P&P, COR.18.04, Reclassification of Prison Inmates.

### .2 Definitions

- a. At Will: A type of employment in which there is no contractual agreement or collective bargaining unit or union contract governing the employment relationship between employer or employee and where the party may terminate the employment at any time, for any reason or for no reason at all.

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- b. Furlough: An authorized, unescorted, temporary leave of absence from the "designated facility or residence," which is creditable toward service of sentence. It is intended to provide the selected offender with opportunities for in-community experiences with family and social reorientation, education, employment, vocational training, and/or specialized treatment prior to parole.
- c. Furlough Program: Designed to carefully and efficiently transition offenders from institutional dependency to providing a realistic measure of release readiness.

#### **4.0 POLICY**

HCI shall provide full-time equivalent employment for up to five former inmates, who meet eligibility criteria developed by the Department of Public Safety. The process shall focus on a sequential transition from completing all recommended programs successfully, to HCI workline performance, to consideration for this pilot program upon release from custody.

#### **5.0 PROCEDURES**

- .1 After an inmate becomes eligible for consideration by satisfying their programming requirements, they can be considered for a regular HCI workline.
- .2 The inmate, who is employed as an HCI workline, may submit a request to apply for the Correctional Industries Former Inmate Employment Project (FIEPP).
- .3 Inmates upon release who qualify for furlough eligibility under PSD, P&P, COR.14.15, Inmate Furlough Program, will be considered for transition for an in-facility workline to a furlough job placement.
- .4 HCI will review all inmate applications to ensure compliance with established criteria. Selected applicant will be notified of the outcome of their application for the pilot program.
- .5 The Department of Public Safety (PSD) shall establish an Act 178 work furlough exception for qualified inmates, so that they can be hired by HCI.
- .6 HCI will work with the relevant PSD Furlough Program personnel to deduct rent, CVCC, court ordered child support and restitution payments from the inmates pay, as required by PSD, P&P, COR.02.04, Restitution Collection.

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- .7 While in the furlough program participants will start job skills training that will be needed upon their release and initial placement in FIEPP job assignment.
- .8 When an inmate is selected to participate in the pilot program and is eligible for release, documentation consisting of application, job performance reviews, and release information will be sent to the Director for review and final approval for hire as exempt "at will" employees based on Act 178. The Director of PSD shall approve, in writing, the hiring of any former inmate that meets eligibility criteria.
- .9 If approved by the Director, an inmate selected for FIEPP may be eligible to be considered for hire as an exempt "at will" employee upon their release from custody based on FIEPP vacancies.
- .10 PSD Personnel, Staffing & Technical Services Branch, shall use the Director's written approval as the "at will" hiring authority document needed to process the former inmate's exempt appointment into a position within HCI based on Act 178. The approval shall also exempt the hiring process from the standard background check process, but does not exempt the drug test requirement of all new hires.
- .11 All former inmates hired into FIEPP exempt positions within HCI, shall serve "at will," and can be released from their position at any time, for any reason.
- .12 The FIEPP shall provide full-time equivalent employment within HCI for up to five former inmates and shall provide them an opportunity for career advancement, necessary training, and job skills, so they may become economically self-sufficient and productive members of society.
- .13 Program Evaluation and Reporting:
  - a. PSD shall evaluate the effectiveness of the pilot project annually. The evaluation shall include:
    - 1. Other findings as to whether the former inmates employed in the pilot project received fair and adequate wages,
    - 2. Showed lower recidivism rates and,
    - 3. Had reduced contact with the criminal justice system,

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4. Findings as to whether the pilot project helped achieve the purposes of the Hawaii correctional industries program pursuant to HRS § 354D-1, Finding and Purpose,

5. Any other data and analysis PSD deems necessary.

b. Data on the conduct and efficacy of the pilot project shall be collected by service providers that work directly with former inmates and shall be submitted to PSD every (6) six months for evaluation purposes for the duration of the pilot project, and every (12) twelve months after the pilot project ends.

c. PSD shall submit an annual report of its findings and recommendations, including any proposed legislation, to the legislature no later than (20) days prior to the convening of the regular sessions of 2019, 2020, and 2021.

.14 Responsibility:

a. The Administrator of HCI, in coordination with the Director of PSD or designee and the relevant furlough personnel, shall be responsible for the administration of this policy.

APPROVAL RECOMMENDED:

Jodie Masaka-Kurata 5/1/2019  
Deputy Director for Corrections Date

APPROVED:

Alan P. Espino 5-1-19  
DIRECTOR Date

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