

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CORRECTIONAL INDUSTRIES DIVISION
ADMINISTRATION
FUNCTIONAL STATEMENT

Under the general direction of the Office of the Director, develops and manages the Correctional Industries Division which provides specific skills training opportunities for sentenced inmates and functions similar to a self-sustaining private business venture.

1. Plans, organizes, budgets, and carries out functions required to develop, implement, and maintain various revenue generating correctional industries.
2. Expands inmate work opportunities to provide every able-bodied inmate an opportunity to participate in correctional industries operations during his or her incarceration.
3. Coordinates with other Department of Public Safety divisions and host facilities to ensure integration of activities relative to adjustment, programming, and training of inmates, and to ensure that industries meet correctional industries requirements.
4. Produces and or provides as many goods and services as found feasible that are utilized by the Department of Public Safety's divisions and facilities. Also provides goods and services, as needed by non-for-profit agencies and other government agencies.
5. Maintains operational, administrative, and fiscal control of correctional industries operations and prepares required reports.
6. Enters into venture agreements with private organizations to utilize inmate labor within facilities owned or leased by the Department to produce finished goods, services, or product lines.
7. Utilizes profits from the sale of goods and services for capital improvements, reinvestment and for the expansion plants and or sections, to increase inmate training opportunities.
8. Develops and manages such correctional industries as may be implemented at correctional facilities:
 - a. Plans, organizes, schedules, and budgets for the operations.
 - b. Provides training and supervises inmate employees in correctional industries.
 - c. Orders supplies and materials, maintains inventory and other required records, prepared reports.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CORRECTIONAL INDUSTRIES DIVISION
BUSINESS MANAGEMENT OFFICE
FUNCTIONAL STATEMENT

Under the general supervision of the head of the Correctional Industries Division, the HCI Business Office establishes and maintains fiscal accounts and other records.

1. Establishes and maintains fiscal account records such as billing register, accounts receivable, accounts payable, and general ledgers; monitors income and expenditures.
2. Prepares reports such as balance sheets, income statements, cash flow statements, cash balance reports, cost data, and other operational information for correctional industries; prepares data for budget purposes when required.
3. Analyzes data to determine if goals and performance measures are being accomplished.
4. Maintains inventory and other records and files.
5. Receives and processes invoices for payment; prepares requisitions and purchase orders; and maintains related records.
6. Performs typing, reception, filing, and other clerical services.
7. Completes staff time and leave records; and prepares inmate payroll forms.

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DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CORRECTIONAL INDUSTRIES DIVISION
CENTRAL OPERATIONS BRANCH
FUNCTIONAL STATEMENT

Under the general supervision of the administrator of the Correctional Industries Division, develops and supervises the management of the print plant, furniture plant, sewing plant, and such other correctional industries sections as may be implemented.

1. Reviews and evaluates correctional industries operations within the facility for compliance with directives and achievement of objectives.
2. Analyzes the equipment, staffing, and other needs of correctional industries sections; proposes operating budgets, expenditure plans and capital improvement needs; and reviews authorized operating expenditures.
3. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.
4. Plans, organizes, and budgets for all the sections including print plant, furniture plant and sewing plant.
5. Establishes operational standards, guidelines, and procedures.

PRINT PLANT SECTION

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services including the printing of stationary, business forms, brochures, signs, engraving, silk screening, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the print plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

FURNITURE PLANT SECTION

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services such as furniture repair, upholstery, custom woodwork, refurbishing, office furniture, retirement gifts, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the furniture plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

SEWING PLANT SECTION

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services including uniforms, bedding, embroidery, silk screening, curtains, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the sewing plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

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DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CORRECTIONAL INDUSTRIES DIVISION
COMMUNITY OPERATIONS
FUNCTIONAL STATEMENT

Under the general supervision of the administrator of the Correctional Industries Division, develops and supervises the management of community work lines as well as Hawaii Island Operations, programs within the facilities such as Canteen, Delivery/Warehouse, and Agribusiness, and such other correctional industries sections as may be implemented.

1. Reviews and evaluates operations for compliance with directives and achievement of objectives.
2. Analyzes the equipment, staffing, and other needs of operations; proposes operating budgets, expenditure plans and capital improvement needs; and reviews authorized operating expenditures.
3. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.
4. Plans, organizes, and budgets for all the work lines.

CANTEEN SECTION

Under the general supervision of the head of the Community Operations Branch, provides program activities in the production of goods and services including inmate commissary/canteen (store orders). Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the correctional facilities.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the canteen section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

DELIVERY/WAREHOUSE SECTION

Under the general supervision of the head of the Community Operations Branch, provides program activities in the production of services including inventory control, incoming/outgoing deliveries, shipping, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the delivery/warehouse section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

SPECIAL PROJECTS SECTION

Under the general supervision of the head of the Community Operations Branch, provides program activities for community worklines in the production of goods and services including installation, moving services, light construction, renovation, landscaping, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the special projects section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

LABOR CONTRACTS UNIT

Under the general supervision of the head of the Special Projects Section, maintains program activities in support of highway maintenance services, and such other labor service contracts implemented by this unit. Assists in organizing and conducting these activities, promoting, and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the labor contracts unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

AGRIBUSINESS SECTION

Under the general supervision of the head of the Community Operations Branch, provides program activities in the support of agricultural production including crops and vegetation. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the agribusiness section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.
5. Record information about crops, such as pesticide use, yields, or costs.
6. Repair and maintain farm vehicles, implements, and mechanical equipment.
7. Dig and plant seeds, or transplant seedlings by hand.
8. Harvest fruits and vegetables by hand.
9. Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.

HAWAII ISLAND OPERATIONS SECTION

Under the general supervision of the head of the Community Operations Branch, develops and supervises the management of Hawaii Island community worklines and programs within the facility such as Hawaii Island furniture and canteen plants. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island operations section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

HAWAII ISLAND FURNITURE UNIT

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities in support of products and services provided by this unit such as furniture repair, upholstery, custom woodwork, refurbishing, office furniture, retirement gifts, etc. Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island furniture unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

HAWAII ISLAND CANTEEN UNIT

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities in support of products and services provided by this unit including inmate commissary/canteen (store orders). Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island canteen unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

HAWAII ISLAND LABOR CONTRACTS UNIT

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities for Hawaii Island community worklines in support of products and services provided by this unit such as grounds maintenance, native plant preservation, and such other labor service contracts implemented in this unit. Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island labor contracts unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CORRECTIONAL INDUSTRIES DIVISION
SALES AND MARKETING
FUNCTIONAL STATEMENT

Under the general direction of the administrator of the Correctional Industries Division, this division develops and promotes the sale of goods and services provided by correctional industries. This includes quality control, customer satisfaction and marketing programs, customer service division, website, and social media presence, design, and execution of all marketing collateral.

1. Oversees, plans, and strategizes, the sales and marketing programs, website and social media programs, research and development, and customer service programs.
2. Obtains and maintains the support and cooperation of private, non-profit, and government agencies.
3. Determines annual sales projections.
4. Implement marketing analysis to better assess customer requirements and recommend products or services that meets customer needs and expectations.
5. Approve requests for custom made products.

CUSTOMER SERVICE SECTION

Under the general supervision of the head of the Sales and Marketing Branch, provides support and communication channels between the sales and marketing branch and public, private, and governmental groups and agencies.

1. Organizes, conducts, and maintains the activity in the customer service programs.
2. Manage a customer contact system and prepare analysis reports.
3. Review purchase orders to ensure accuracy and compliance with procurement guidelines.
4. Maintain ongoing correspondence with customers.
5. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
6. Actively monitor and participate/attend bid openings.
7. Meet with HCI manufacturing supervisors at prison facilities to collaborate and review production orders.

SALES SECTION

Under the general supervision of the head of the Sales and Marketing Branch, plans, develops, executes, and develops the effectiveness of comprehensive plans and programs to improve the sales of HCI's products and services to its customers. Also provides support with program activities in the production of goods and services within the section.

1. Organizes, conducts, and maintains the activity in the sales programs.
2. Solicit orders for HCI products and services (develop, maintain, and expand existing customer base through "cold calls" and other creative marketing strategies).
3. Maintain ongoing correspondence with customers.

4. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
5. Actively monitor and participate/attend bid openings.
6. Meet with HCI manufacturing supervisors at prison facilities to collaborate and review production orders.

MARKETING SECTION

Under the general supervision of the head of the Sales and Marketing Branch, provides programs and tools to effectively advertise and market the sales of HCI's products and services to its customers. Also assists in maintaining the support and communication channels between the sales and marketing branch and public, private, and governmental groups and agencies.

1. Organizes, conducts, and maintains the activity in the marketing programs, including website and social media programs.
2. Maintain ongoing correspondence with customers.
3. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
4. Develop and maintain HCI sales and marketing literature, website, and social media designs and programs.
5. Actively monitor and participate/attend bid openings.
6. Monitoring and analyzing market trends.
7. Studying competitors' products and services.
8. Exploring ways of improving existing products and services and increasing profitability.
9. Identifying target markets and developing strategies to communicate with them.

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