

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

**INSPECTIONS AND INVESTIGATIONS OFFICE**

Under the general direction of the Director, administers several programs to ensure the departmental operations fully comport to all applicable laws, rules and regulations, policy and procedures, adopted standards, and directives. This is done through the following IIO staff offices: Pre-Disciplinary Hearings Staff; Audit and Compliance Staff; Security Planning Staff; Complaint and Grievance Staff; Pre-Disciplinary Hearings Staff and the Office of the Hawaii Emergency Management Agency Coordinator.

1. Plans, organizes, and coordinates comprehensive and integrated directives and maintains a command tracking system to enforce, measure, and be responsive to corrective actions.
2. Recommends, adopts, formulates, maintains, and promulgates for the Director rules, regulations, standards, and directives to assure correctness and consistency in the operation of the Department.
3. Conducts ongoing monitoring of the Director's directives and the command tracking system to assure that the directives are being carried out efficiently and effectively; and recommend changes and adjustments when deviations are noticed.
4. Prepares budget justifications and operational expenditure plans.
5. Ensures the Department is properly and continuously engaged in the State of Hawaii Coordinated Emergency Response for Natural and Man-Made Disasters.

**AUDIT AND COMPLIANCE**

Under the general supervision of the head of the Inspection and Investigations Office, assumes a focal point for researching, adopting, formulating, maintaining, and promulgating departmental standards, guidelines, rules and regulations, and directives relative to the operations of the Department and coordinates and monitors the application and compliance of such; plans for and coordinates all operational fire safety requirements of institutions and other public structures.

1. Researches, recommends, and adopts standards and guidelines applicable to Federal, State and local governments, and agencies and associations.
2. Directs the development and promulgation of departmental standards, rules, and regulations and directives relative to the operations of the Department.
3. Coordinates the development and maintains a documented system for recording all standards, rules and regulations and directives relative to operations.
4. Conducts ongoing reviews of the documented system; advises and assists operators on the compliance of such.
5. Conducts random or periodic analyses and evaluations as to the implementation and the applicability of the standards, rules and regulations and directives.
6. Prepares reports relative to accreditation on court decree compliance, and any other reports as required.

7. Maintains liaison with Federal, State, local governments, agencies, and associates.
8. Develops plans, policies and procedures for the implementation of health, safety, and sanitation which meet requirements of court decrees as well as other applicable Federal, State, local government laws, rules, ordinances, and acceptable standards.
9. Provides advisory, consultative and technical support services to operations to meet safety, health and sanitation standards and requirements.
10. Assists in determining equipment and staff resources to carry out health and safety programs.
11. Conducts studies and prepares reports on various issues concerning the environmental safety and health conditions of facilities and work sites.
12. Monitors all programs including those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding security, environmental health and safety, program access and performances, management, and general administration.
13. Modifies program plans and priorities to meet deficiencies.
14. Coordinates with the Training and Staff Development Staff and other agencies in the training of departmental personnel.
15. Conducts regular and special audits of field operations such as resource and inventory management, inmate and facility accounting systems, inmate property management, commissary management, and any other fiscal or management audits relative to the operations of facilities, or the regulatory functions of the Department.
16. Prepares independent reports of findings and recommends steps for corrective actions; conducts follow-up to assure compliance.
17. Participates in any special studies or investigations conducted by the Inspections and Investigations Office or central agency auditors; may assist departmental accounting staff in systems review, installing changes, or other functions and projects.
18. Serves as an Authority Having Jurisdiction (AHJ) on operational fire and life safety issues for all PSD facilities.
19. Conducts annual inspections at all correctional facilities in accordance with applicable fire protection standards. Identifies areas of deficiencies and assist facilities in the development of abatement plans.
20. Develops plans, policies, and procedures for the implementation of fire safety programs for facilities which meet requirements of court decrees as well as all other applicable Federal, State, and local governmental directives and standards.
21. Provides advisory, consultative, and technical support services to operations; conducts studies and maintains continuous awareness of state-of-the-art fire safety technologies.
22. Establishes fire safety equipment standards; identifies resource requirements.
23. Coordinates and monitors fire safety programs; evaluates performance of operations in carrying out fire safety programs and standards.

24. Periodically meets with all designated Safety Officers within the Department to ensure all practices conform to prescribed policies and procedures.
25. Coordinates the development and implementation of continuing in-service and new training for designated PSD Safety Officers with the Training and Staff Development Office.
26. Monitors programs carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding operational Fire Safety issues.
27. Participates in the planning and execution of the Department's coordinated Emergency Response Plan.

### **COMPLAINT AND GRIEVANCE**

Under the general supervision of the Head of the Inspections and Investigations Office, plans for, coordinates, and monitors all inmate complaint and grievance programs within the institutions.

1. Plans and develops an Inmate Complaint/Grievance system, including implementation guidelines and standards.
2. Coordinates and monitors grievance programs and institutes instructional and informational materials, workshops, and other means to train grievance program operators.
3. Conducts special studies of heavily grieved areas, and reports on operational deficiencies for necessary follow-up.
4. Evaluates the effectiveness of the grievance programs and recommends changes, as necessary.
5. Maintains liaison with the Ombudsman, State Attorney General, U.S. Attorney General on matters concerning the "Civil Rights of Imprisoned Persons Act."
6. Monitors all programs inclusive of those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding the maintenance of a credible administrative remedy process for inmates.

### **SECURITY PLANNING**

Under the general supervision of the Head of the Inspections and Investigations Office, plans for and coordinates all internal and external security requirements of institutions and other public structures under the jurisdictional control of the Department, including planning for man-made and natural disasters and other emergencies; and assures that all security units are prepared at all times to provide security to the offender, staff, institutions and the public.

1. Assesses current security operations, including resources usage; identifies problems, needs and requirements; and conducts pertinent research.
2. Develops strategic and operational plans in response to normal and ideal security operations; plans to respond to institutional and public disturbances such as riots, lockdowns, shakedowns, evacuations of offenders, labor strikes, and any other provisional planning for man-made and natural disasters.
3. Formulates standards, guidelines, rules and regulations, and directives for the implementation of security plans, including standards for the procurement of security equipment and the use, storage, and maintenance of such.

4. Monitors security program requirements to ensure compliance. Evaluates security program efficiency and effectiveness; modifies plans and priorities to address requirements or deficiencies.
5. Periodically meets with PSD Chiefs and Security and Law Enforcement Division and Branch Administrators to provide technical and consultative assistance on security operations.
6. Coordinates with Training and Staff Development Office on the training of employees related to security operations; conduct specialized security training as may be required.
7. Monitors all programs inclusive of those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding security operations.
8. Assists in the planning and execution of the Department's coordinated Emergency Response Team.

### **PRE-DISCIPLINARY HEARINGS**

Under the general supervision of the Head of the Inspections and Investigations Office, represents the Director at statewide pre-disciplinary hearings and renders findings in formal written recommendations to the Director to affirm, reverse, or modify pre-disciplinary charges alleged by administrators and supervisors within the department against employees for violations of the departmental Standards of Conduct, policies, procedures, rules, statutes, laws and other misconduct provisions.

1. Supervises staff statewide on developing, planning, directing, controlling, and coordinating the personnel functions related to investigations, legal requirements, the disciplinary process, and enforcement of collective bargaining unit provisions, laws, statutes, rules, and policies.
2. Responsible for final decisions concerning the direction or decision of work and changes related to investigations, legal requirements, and the disciplinary process. Represents the Director statewide at quasi-judicial hearings on all matters related to the disciplinary process, investigations, due process, and the relevant appeals process.
3. Develops new standards, guidelines, practices and makes recommendations for implementation in problem solving issues related to investigation, legal obligations, the disciplinary process, and the appeals process.
4. Renders formal written decisions which affirm, modify or reverse the allegations by setting forth the facts of the case, reasons, for the decision, applicable provisions of law, rule, agreement or policy and the decision reached for the Director's approval.
5. Provides direction to administrators, supervisors, investigators, and personnel staff on investigations, due process rights, disciplinary matters, and collective bargaining agreement requirements as needed. Makes presentations and conducts training on investigations, legal issues, and disciplinary matters for administrators, supervisors, investigators, and all departmental employees.
6. Represents the Director statewide in judicial or quasi-judicial proceeding related to disciplinary decisions and discharge actions. Appears on the Directors behalf in court, arbitration hearings, worker's compensation hearings, unemployment hearings, labor appeals hearings, and Merit Appeal Board hearings.