

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INSTITUTIONS DIVISION
FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Corrections, administers a system of minimum to high security correctional facilities (prisons) and community correctional centers (detention facilities) providing for the secure custody, care and redirection of accused and convicted adult misdemeanants and felons statewide in conformance with laws, rules, regulations, department standards, guidelines and other requirements; and administers a system for housing convicted Hawaii felons in mainland correctional facilities under contract and the housing of convicted and sentenced jail population at the Hawaii Federal Detention Center.

1. Provides for the secure custody and program needs in accordance with laws, regulations, American Correctional Association Standards, and contractual agreements.
2. Directs the development of goals, objectives, policies, procedures, and budgets for the conduct of divisional operations, programs and services with other criminal justice and corrections segments of the department and community.
3. Maintains liaison with the courts, Hawaii Paroling Authority, departmental segments, and other public and private agencies to assure cooperative and coordinated efforts and activities to achieve divisional goals and objectives.
4. Devises and maintains a system of operational reports to oversee the functional needs of the facilities.
5. Prepares a budget and recommends resource needs for fulfillment of its functional responsibilities.
6. Inspects facilities on a regular or as needed basis and evaluates each facility based on needs of the employees, inmates, and structure; and deeps management informed of findings and if immediate corrective action is required.
7. Conducts meetings with Wardens and/or other staff to provide direction and assists in resolving administrative problems.
8. Coordinates and cooperates with other Federal, State and County agencies in matters of mutual concern relative to public safety and security functions.
9. Receives, analyzes, and properly pursues in response to allegation of mistreatment of inmates at facilities contracted to house prisoners on the mainland and at the Hawaii Federal Detention Center.