

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**KAUAI COMMUNITY CORRECTIONAL CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

Under the general direction of the head of the Institutional Division, manages the Kauai Community Correctional Center for the custody, care, security, and redirection of accused and convicted adult misdemeanants and felons.

1. Plans, organizes, controls, coordinates, evaluates, and updates Center programs, operations, and support services, including setting operating policies, procedures, priorities, goals, and objectives.
2. Proposes operating budgets and expenditure plans, and capital improvement needs; reviews and authorizes operating expenditures.
3. Maintains liaison with the Kauai Intake Service Center, sheriffs, courts and other public and private agencies and groups to facilitate Kauai Community Correctional Center operations, programs, and services, and enhance public relations.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental management purposes.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Kauai Community Correctional Center Branch, performs office services functions in support of Center operations, programs, and services, and to assist the head of the Branch in managing Center resources.

1. Conducts the budget preparation process and complies and consolidates budget details for review; prepares expenditure plans and sets up fiscal control accounts; maintains operating and inmate fiscal records and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment, and materials; conducts the inmate store order process; conducts the inventory process relative to Center property.
3. Performs time and leave record keeping and reporting, and processes employee transactions; assists employees, and provides information regarding benefits, training, workers compensation, etc.
4. Provides reception, typing, stenographic, duplication and other clerical services to operating units; maintains files and records.

**OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Kauai Community Correctional Center Branch, plans and provides services to aid the adjustment of inmates to incarceration and to enhance subsequent community release.

1. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans; counsels' inmates individually or in groups, and provides casework services to resolve problems affecting inmate attitudes and behavior.
2. Develops and implements recreation, religious and other programs, and activities in collaboration with other sections and involving volunteer and other community resources.

3. Evaluates inmate progress and adjustment and modifies program plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes; maintains case records.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Kauai Community Correctional Center Branch, provides for Center security, safety, and operational support through programs of inmate custody and control, institution maintenance and repairs.

1. Plans, organizes, schedules, and directs operating services to maintain and support effective Center operations, and respond to unusual and emergency situations; coordinates operating services with offender services through regular and special meetings and other means, and provides appropriate input.
2. Reviews and evaluates operating services; determines training needs and arranges for such training.
3. Develops budget estimates, and monitors expenditures.

### **SECURITY UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the custody and controlled movement of inmates to maintain Center security.

1. Establishes and enforces procedures for Center security; maintains surveillance of inmates, and reports inmate behavior.
2. Provides the transport and escort of inmates.
3. Conducts inspections to control contraband, prevent illicit activities, and enhance safety for inmates and staff.

### **MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of Center buildings, grounds, and related equipment through repair, installation, and other maintenance activities.

1. Inspects buildings, fixtures, equipment, grounds, etc. for repair and maintenance needs; plans work projects, and requisitions supplies and materials; recommends contract services, as necessary.
2. Performs a variety of repair and maintenance work; oversees inmate help as assigned.
3. Secures and accounts for inventory, and performs other record keeping.