

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

**LITIGATION COORDINATION OFFICE**

Under the general direction of the Director of Public Safety, develops and implements policy and procedures through subordinates' staff for the purposes of sentence computation, litigation coordination, information requests, administrative rule making, and administrative tort claims. Oversees services and procedures for the correctional division and law enforcement division in these subject areas.

1. Develops and implements policy and procedures for sentence computation and oversees the operation of sentence computation and timely inmate releases department wide by direct communication with correctional facility staff.
2. Provides expertise and advice to the Director and administration to the areas of sentence computation, litigation coordination, information requests under HRS § 92F, and administrative tort claims.
3. Provides the Director with input and expertise regarding proposed legislation affecting subject matter under the auspices of the unit.
4. Develops training for the department in the areas of expertise (sentencing computations, litigations, tort claims, and policy interpretations).
5. Serves as a department liaison with the courts, prosecutor's offices, the Federal Detention Center, and other criminal justice agencies.
6. Coordinates with the Attorney General's Office on litigation filed against the department or its staff, as well as interpretation and development of policy and procedures.
7. Develops audit standards and conducts regular audits of the facilities regarding sentence computation and timely release.
8. Conducts analysis and evaluation of all programs and processes within the office.
9. Oversees the development and maintenance of records and data for litigation coordination, tort claims, and information requests.
10. Oversees the development of a new software program for the department to maintain all inmate data, sentence and computation data, and classification information.
11. Coordinates with the Attorney General's Office and oversees the implementation of the covered offender registration process within the department.
12. Coordinates with the Attorney General's Office, the HPD laboratory, and other law enforcement agencies, and oversees the implementation of the DNA sampling procedure within the department.
13. Develops and implements the national standards developed pursuant to the Federal Prison Rape Elimination Act.
14. Serves as the Department Coordinator for Policies and Procedures.