

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

Under the general direction of the head of the Institutions Division, manages the Oahu Community Correctional Center, for the care, custody, and redirection of adult male and female accused and convicted adult misdemeanants and felons.

1. Plans, organizes controls, coordinates, evaluates, and updates facility programs, operations, and support services, including setting operating policies, procedures, priorities, goals, and objective.
2. Proposes operating budgets and expenditure plans, and capital improvement needs; reviews and authorizes operating expenditures.
3. Maintains liaison with departmental personnel, law enforcement agencies, other public and private agencies, and groups to facilitate operations, programs, and services, and enhance public relations.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.

**OFFICE SERVICES STAFF**

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

1. Conducts the budget preparation process and compiles and consolidates budget details for review; conducts expenditure plan preparation and allotment control; conducts fiscal recordkeeping and reporting.
2. Conducts purchasing and monitors expenditures and conducts physical inventory and recordkeeping.
3. Conducts employee transactions, recordkeeping, and other personnel support services.

4. Provides various clerical services in support of Branch management; provides information and assistance to management and employees regarding budgetary, fiscal, personnel, and other administrative services.

### **CLERICAL SUPPORT UNIT**

Under the general supervision of the head of the Office Services Staff, provides a variety of clerical services for administration support purposes.

1. Performs typing, copying, collating, mailroom, telephone operator, receptionist, and other clerical services.
2. Requisitions office supplies and performs physical inventory and recordkeeping.

### **PERSONNEL UNIT**

Under the general supervision of the head of the Office Services Section, performs the processing of personnel services requests/transactions and assists/informs employees and management regarding personnel processes and other related functions.

1. Reviews and processes various documents for the establishment and filling of positions, performance appraisal of employees, leave recordkeeping, worker's compensation claims, and other personnel functions.
2. Provides information and assistance to employees regarding employee benefits, payroll deductions, etc.; provides information to Branch staff on personnel rules and regulations, directives, and provisions of collective bargaining contracts; maintains liaison with departmental personnel staff.
3. Maintains personnel records and files; prepares regular and special reports for management purposes.

### **TIME & ATTENDANCE SUB-UNIT**

Under the general supervision of the head of the Personnel Unit, maintains leave records, payroll files, documents and reports, monitors leave without pay and takes appropriate actions, and prepares reports for management.

1. Maintains timely accounting of leave records, hours worked, overtime and other premium compensations on a daily basis. Initiates the timely recovery process of all overpayments.

2. Monitors leave without pay records and takes appropriate actions. Promptly notifies departmental personnel and fiscal offices.
3. Maintains payroll files, supporting documents and reports relating to time and attendance. Prepares regular and special time and attendance reports for management.

### **FISCAL – PURCHASING UNIT**

Under the general supervision of the head of the Office Services Staff, performs fiscal, requisitioning, receipt, storage, issuance, recordkeeping, and relations operations to assure the propriety of transactions and availability of funds relative to Branch allotments and inmate funds.

1. Processes purchase orders for availability of operating funds and conformance with purchasing and other administrative requirements; posts encumbrances and expenditures; maintains and reconciles fund control ledgers and expenditure records; provides fiscal and other data for operating budget preparation; informs operating units of fund status, fiscal purchasing procedures, related deadlines, etc.
2. Maintains inmate funds; including receipt and deposit of funds, transfer of funds for inmate expenditures, check issuance, posting to and reconciling fiscal ledgers with bank statements, etc.; calculates and compiles inmate payroll. Prepares escheatment documents related to inactive inmate accounts and stale dated checks.
3. Compiles and consolidates facility needs for materials, supplies, provisions, and equipment; prepare price list and receives inmate store orders; obtains price quotations from vendors and initiates requisitions.
4. Receives deliveries, operates facility warehouse, and processes delivery reports; ensures the delivery of inmate store orders.
5. Prepares various regular and special fiscal reports for management purposes; maintains contact with departmental fiscal and supply staff.
6. Conducts physical inventory and maintains inventory records.

### **RESIDENCY SECTION**

Under the general direction of the head of the Oahu Community Correctional Center Branch controls and coordinates the operation of inmate residency units for the care, custody, and programming of detention, mental health, community based, and administrative segregation inmates.

1. Evaluates inmates and plans for their adjustment and redirection needs.
2. Counsels and provides other casework services to inmates.
3. Maintains the safety and security of residency units.

4. Observes inmate behaviors and provides and coordinates reports of inmate behaviors.
5. Coordinates the release of felons to other facilities, parole, and discharge.
6. Maintains a computerized system of recording all case management activities; maintains a tracking system of the facility's initial classification actions.
7. Maintains liaison and coordination with facility inmate reclassification staff and the Department's classification system.
8. Evaluates inmates and plans for their adjustment and redirection needs.

#### **CLERICAL SUPPORT STAFF**

Under the general supervision of the head of the Residency Section, provides clerical support for Section operations.

1. Provides typing service in the preparation of reports, letters, memoranda, evaluation summaries, etc.; provides reception services.
2. Provides clerical support relative to staff meetings; maintains inmate case records.
3. Prepares supply requisitions and conducts follow-up with the Office Services Section.

#### **OPERATIONS UNIT**

Under the general supervision of the head of the Residency Section, conducts the operation of inmate residency units.

1. Develops, maintains, and updates unit programs and operations, coordinates with Offender Services Section and other facility sections in inmate programming.
2. Provides for the control and security of inmates assigned to the Section.
3. Prepares various records and reports; updates and maintains inmate files.

#### **COUNSELING SUB-UNIT**

Under the general supervision of the head of the Operations Unit, counsels' inmates and provides casework services.

1. Implements inmate programs, including monitoring inmate progress and coordinating with security staff and others.

2. Counsels inmates individually and in groups; provides various casework services to inmates and their families, including referral to community services.
3. Prepares various records and reports, updates and maintains inmate files.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Oahu Community Correctional Center Branch, plans and provides services to aid the adjustment of inmates to incarceration, to implement inmate program plans and enhance subsequent release. Coordinates and acts as facility liaison for inmate and facility litigation to include tort claims, civil and criminal lawsuits, informa pauperis declarations, etc. Provides on-site direction to the Education, Library, and Volunteer Coordinator Core Program Services.

1. Plans and provides for the development and maintenance of inmate records, recreation, religious, and other services.
2. Operates the facility mailroom by receiving and sending out all inmate mail and filtering incoming staff mail to addressees.
3. Coordinates with other sections, and contract and volunteer service providers.
4. Prepares reports on inmate progress and maintains section files, supplies, and equipment; develops schedule and budgets.

### **INMATE RECORDS UNIT**

Under the general supervision of the head of the Offender Services Section, interprets and processes legal documents that support the incarceration, programming, transfer, and release of inmates assigned to the Oahu Community Correctional Center Branch. Serves as facility archive depository for inactive inmate records.

1. Manage inmate legal court documents; interpret legal documents and review court orders to ensure correctness.
2. Identify severity of charges to determine status of admission.
3. Computes pre-confinement calculations and tentative date of release.
4. Prepares various records and reports; updates and maintains inmate files (active and inactive) and departmental database.

### **RECREATION UNIT**

Under the general supervision of the head of the Offender Services Section, develops and conducts recreational and athletic activities.

1. Plans and updates the recreation program for inmates; requisitions for necessary resources; coordinates special entertainment and involvement of volunteers.
2. Coordinates unit program and activities with other Center operations.
3. Monitors inmate behavior, evaluates activities, and takes appropriate actions; maintains equipment and records; prepares operational reports.
4. Assist with the planning, development, and implementation of medical unit/mental health recreation programs.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Oahu Community Correctional Center Branch, conducts repair and maintenance tasks, grounds keeping, janitorial, laundry, and other operating services.

1. Plans, organizes, schedules, and directs services to maintain and support effective facility operations and provide inmate work training, coordinates with other facility sections for purposes of inmate programming, security, etc.
2. Conducts inspections of the physical plant to ensure structural integrity and efficient operation of facility equipment and resources; inspects building and grounds, etc. for security, sanitation, and maintenance needs.
3. Develops budget and expenditure plan; conducts purchasing and monitors expenditures.
4. Maintains all prints of the facility structure including blueprints, photographs, notices of work acceptance/completion, etc.
5. Maintains inventory control of supplies, tool/equipment, etc.; performs recordkeeping, and prepares operational reports.

### **CONSTRUCTION AND MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of facility buildings, vehicles, and related fixtures and equipment through repair, installation, servicing, and other activities.

1. Plans, organizes, schedules and budgets for preventive maintenance and other projects; requisitions supplies, materials, and equipment; develops requirements for repair and maintenance services to be obtained by contract.

2. Performs electrical, plumbing, carpentry, painting, mechanical, automotive, and other repair and maintenance projects, and the operation of high-pressure boilers; instructs and oversees assigned inmates.
3. Ensures the safe operation and maintenance of equipment.
4. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **BUILDING MAINTENANCE SUB-UNIT**

Under the general supervision of the head of the Construction and Maintenance Unit, performs the maintenance of buildings and related fixtures.

1. Plans, organizes, schedules, and performs work projects in the repair and maintenance of facility buildings; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **COMMISSARY AND PROPERTY UNIT**

Under the general supervision of the head of the Operating Services Section, performs the maintenance of facility commissary store and the issuance of property and supplies to inmates.

1. Assesses supply needs and requisitions supplies, materials, and equipment for inmates.
2. Plans, organizes, schedules, and performs work for the smooth operation of the inmate commissary.
3. Plans, organizes, and schedules supplies, equipment, and barber services for inmates in the Modules.

### **JANITORIAL UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the cleaning of building areas and other janitorial services.

1. Plans, organizes, schedules, and performs work projects in janitorial activities for the facility; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.

3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **LAUNDRY UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the laundering of clothing and linens.

1. Plans, organizes, schedules, and performs work projects in laundry processes for the facility; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **COMMUNITY BASED SECTION**

Under the general direction of the head of the Oahu Community Correctional Center Branch controls and coordinates the operation of inmate units at Laumaka and Module 20 for the care, custody, and programming of detention, mental health, community based, and administrative segregation inmates.

1. Evaluates inmates and plans for their adjustment and redirection needs.
2. Counsels and provides other casework services to inmates.
3. Maintains the safety and security of residency units.
4. Observes inmate behaviors and provides and coordinates reports of inmate behaviors.
5. Coordinates the release of felons to other facilities, parole, and discharge.
6. Maintains a computerized system of recording all case management activities; maintains a tracking system of the facility's initial classification actions.
7. Maintains liaison and coordination with facility inmate reclassification staff and the Department's classification system.
8. Evaluates inmates and plans for their adjustment and redirection as needed or required for the work furlough program.

### **CLERICAL SUPPORT STAFF**



Under the general supervision of the head of the Community Based Section, provides clerical support for Section operations.

1. Provides typing service in the preparation of reports, letters, memoranda, evaluation summaries, and contracts as needed for inmates to enter the work furlough program, etc.; provides reception services.
2. Provides clerical support relative to staff meetings; maintains inmate case records and files.
3. Prepares supply requisitions and conducts follow-up with the Office Services Section.

### **OPERATIONS UNIT**

Under the general supervision of the head of the Community Based Section, conducts the operation of inmate residency units.

1. Develops, maintains, and updates unit programs and operations, coordinates with Offender Services Section and other facility sections in inmate programming.
2. Provides for the control and security of inmates assigned to the Section.
3. Prepares various records and reports; updates and maintains inmate files.

### **COUNSELING SUB-UNIT**

Under the general supervision of the head of the respective Operations Unit, counsels' inmates and provides casework services.

1. Implements inmate programs, including monitoring inmate progress and coordinating with security staff and others.
2. Counsels inmates individually and in groups; provides various casework services to inmates and their families, including referral to community services, and work furlough.
3. Prepares various records and reports, updates and maintains inmate files.

### **SUBSTANCE ABUSE UNIT**

Under the general supervision of the head of the Community Based Section, provides professional substance abuse treatment, counseling, and casework for inmates.

1. Conducts and/or updates substance abuse assessment to analyze and validate the level of chemical dependence of each inmate participant.

2. Counsels inmates individually and in groups; provides various casework services to inmates; monitors and supervises participants; makes modifications as appropriate.
3. Prepares various records and reports, updates and maintains inmate files.

### **SECURITY SECTION**

Under the general supervision of the head of the Oahu Community Correctional Center Branch, conducts security relative to facility perimeter, interior/exterior movement, inmate transports, and conducts emergency preparedness for major incidents.

1. Plans, develops, and directs security for assigned areas to prevent escapes, prevent presence of contraband, and control movement within the facility; coordinates with other sections of the facility.
2. Develops facility emergency preparedness plans relative to fire, riots, natural disasters, and other major incidents, and conducts/coordinates facility readiness.
3. Develops operating budgets and expenditure plan, and monitors expenditures.
4. Conducts inventory control of equipment; maintain records and prepares operational reports.

### **OPERATIONS UNIT**

Under the supervision of the head of the Security Section, maintains facility security on all watches and provides various support services relative to training, equipment, and inmate identification.

1. Maintains the surveillance and control of inmates during internal/external movement; inspects buildings, grounds, etc. for security, sanitation, and maintenance needs.
2. Provides security transport of inmates for court appearances, medical and other authorized purposes.
3. Prevents escapes and injury to inmates; prepares reports on inmates, incidents, and other occurrences.
4. Conducts training of recruits in corrections security with specific reference to Oahu Community Correctional Center Branch; provides firearms training; provides recertification in the use of firearms and cardio-pulmonary resuscitation; maintains training records.
5. Maintains the security and inventory of the armory; inspects, tests, and performs operational maintenance of firearms.

6. Takes and files fingerprints and photographs of inmates; records scars and other marks to identify inmates.

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