

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Law Enforcement, the Sheriff's Division, statutorily authorized with equivalent police powers, and is the primary law enforcement entity under the provisions of Chapter 353C-2 (1), Hawaii Revised Statutes (HRS). Its primary function is to preserve the public peace, prevent crime, and protect the rights of persons and property.

1. Provide a safe and secure environment for all persons and property through established patrol areas or posts, either by personnel or electronic means.
2. Conduct felony and misdemeanor investigations; coordinate with other federal, state, and county law enforcement agencies to facilitate all necessary documentation and processes for successful prosecution. Appear and testify in federal and state court for all criminal related investigations and prosecutions.
3. Promote the safe and efficient movement of traffic on public roadways, most specifically the Honolulu International Airport and outlying areas, through traffic management and enforcement of traffic laws, including investigations of traffic collisions, enforcement of statewide intoxicated-influenced driving laws, and issuance of citations for moving and parking violations.
4. Analyze information, incidents, physical layouts, and requests to establish transpiring needs for persons, courtrooms, cellblocks, corridors and all other areas, or requests from other agencies as directed by the Director or Deputy Director for Law Enforcement.
5. Interagency and interagency federal, state, and city law enforcement coordination and collaborations in matters of mutual concern relative to public safety and law enforcement functions.
6. Enforcement of court orders. Responsibility of all official Judiciary-issued legal documents and enforcement pertaining to arrest warrants. Enforce statewide court-ordered eviction notices, foreclosures, seizure of property through the execution of writ of possessions, maintain safe and secure environment for delivery of eviction process in cooperation with other law-enforcement agencies.
7. Assess emergency management needs, develop plans, and coordinate efforts through entities such as the State Law Enforcement Coalition to provide support in major terrorist or natural disasters. Allows the commitment of personnel and resources in support of the State Civil Defense for homeland security threats to the State.
8. Provides personal protective services for key state and high-ranking government officials. Properly respond to allegations of security breaches or threats against any state employee or state official.
9. Establishes and amends as necessary, standards, policies and procedures, rules and regulations and other directives to carry out law enforcement and security responsibilities. Prepares a budget and recommends resource needs for fulfillment of its functional responsibilities. Maintains a system of statistics, reports, and records, which accurately reflect the Divisions degree of accomplishment of its responsibilities. Keep management informed of incidents, concerns, problems, and accomplishments related to Division responsibilities.
10. Establishes, coordinates, maintains, and improves a training curriculum for employees engaged in public safety or security duties.

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF'S DIVISION

CRIMINAL INVESTIGATION SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Criminal Investigation Section provides investigation activities for criminal cases generated by the Deputy Sheriffs or cases, which occurred on State Premises.

CRIMINAL INVESTIGATION SECTION

1. Execute investigations as well as assist other detectives, investigators, and prosecutors in preparing cases for court.
2. Conduct follow-up investigations on a wide variety of criminal complaints by examining reports and other sources.
3. Prepares and serves search and arrest warrants in relation to the case in progress in accordance to §803, HRS.
4. Plans, prepares, directs, and conducts covert operations.
5. Assists other law enforcement agencies with misdemeanor and felony criminal investigations.
6. Makes arrests as necessary on criminal complaints and bench warrants.
7. Conducts investigations for all misdemeanant cases at the prison facilities.
8. Ensures the integrity in the recovery of evidence and the chain of custody.
9. Testifies in a court of law concerning investigative findings for the case.
10. Conduct interviews and interrogations take victim and/or witness statements and serve subpoenas to witnesses, victims, or suspects for criminal cases.
11. Conduct internal and administrative investigations as directed.
12. Provides assistance and be available to conduct classes in regard to proper investigative techniques.
13. Reclassify cases if warranted, as evidence dictates and forward to the proper agency for action.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
PROGRAM SUPPORT SECTION
FUNCTIONAL STATEMENT
PRESENT

Under the general direction of the First Deputy Sheriff, the sections are responsible for the overall development, implementation, and management of policies, procedures, and training; clerical, personnel, administrative, accounting and support services; and, receives emergency request and dispatches law enforcement services.

PROGRAM SUPPORT SECTION

This Section is responsible for the overall development, implementation, and management of policies, procedures, training, and other directives impacting all Sheriff Division personnel.

1. Research viable solutions for problems, develop appropriate plans and implementation for systematic management improvement, conduct special projects, provide legislative responses, and assists in the development of new training methods or techniques for sheriffs.
2. Make periodic inspections and audits of Division operations to ensure activities comply with policies and procedures of the department.
3. Establishes, updates, amends, records, repeals, and issues the various directives of the division. Maintains and updates divisional files on all General Orders, Rules, Standards and other directives and memoranda.
4. Provide advanced or remedial firearm training and/or qualification for Deputy Sheriffs. Establishes and maintains necessary training records for requirements established through policies and procedures. Make recommendations for recall training of Sheriffs.
5. Research availability of grants, prepares forms, applications, and monitors grants for compliance requirements.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION

STAFF SERVICES OFFICE/DISPATCH OFFICE

FUNCTIONAL STATEMENT

PRESENT

STAFF SERVICES OFFICE

This Office performs clerical, personnel, administrative, accounting, and other related duties. The office provides support services for the Division's operations, programs, services, and assists in managing the division's resources.

1. Assists with the budget preparation process, compiles, and consolidates budget details for review, conducts expenditure plan preparation and allotment control; and conducts fiscal record keeping and reporting. Manages purchasing requisitions and monitors expenditures and record keeping.
2. Prepares necessary personnel action forms, maintains personnel records, employee transactions, leave records, time sheets, employee evaluations and other documents related to personnel. Processes position action forms, applicant select forms, interview packets, vacancy announcements and other applicable personnel related matters. Prepares WC-1 forms.
3. Solicits bids relative to equipment (uniforms, firearms etc.) and motor vehicle repair and communication equipment. Processes purchase orders for equipment and supplies and calculates payment for quarterly weapon allowances and annual uniform allowances.
4. Provides clerical services; maintains correspondence and technical files and records; provides typing, filing and other clerical services to the divisional office and other related duties as required.
5. Establishes and maintains records and inventory of all equipment, uniform and firearms issued to Deputy Sheriffs. Maintains vehicle registration and maintenance records.

DISPATCH OFFICE

This Office receives emergency requests and dispatches law enforcement services throughout the island of Oahu. This Unit serves as a central point of communication for the Sheriff division.

1. Operates a radio and receiver to maintain constant contact with sheriff personnel to be able to dispatch and coordinate responses for assistance. Provides criminal information accessed from NCIC, Hawaii Criminal Justice Data Center, District, Circuit and Family Courts, and HPD records to Sheriff personnel.
2. Records and maintains an island wide log for field deployment, and divisional mobile and portable units including Sheriffs on special assignment. Assigns case numbers for incident reports submitted by Sheriff personnel.
3. In accordance with departmental emergency notification procedures, communicates with police, fire and ambulance dispatchers for assistance relating to incidents occurring under the jurisdiction of the Judiciary or the Sheriff's Division.
4. Maintain surveillance, using security cameras, for any illegal activities and dispatches Deputies to the scene, if necessary.
5. Takes appropriate action when requested for emergency assistance such as when deputies need assistance, during courtroom duress alarms, counter alarm, fire alarms, or bomb threats.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Operations Branch provides law enforcement functions for all persons and property within and on the premises controlled by the State of Hawaii including the Honolulu International Airport and/or as ordered by the Director of the Department of Public Safety

1. Performs patrol duties by foot or by the use of land vehicles as assigned, within the jurisdiction of the Department of Public Safety to prevent the loss and damage of State facilities, property and equipment and to provide protective services for those persons employed or visiting these State facilities.
2. Responds to silent alarms, threats, public disorders, fire alarms, criminal activities, and requests for assistance from other federal, State or county agencies.
3. Controls and keeps under constant surveillance and scrutiny, protest demonstrations, sit-ins, public gatherings/rallies, strikes, marches etc. on State properties or facilities in order to deter riots and to prevent injury to persons or destruction of State property.
4. Typically, the duties are to enforce laws, investigate crimes or criminal activity and arrest violators; prohibit unlawful entry into, trespassing on, loitering in, and utilization of areas, buildings, facilities, or equipment by unauthorized persons on State property.
5. Conduct investigations and take appropriate action; apprehends, confines and arrest persons attempting to and/or in the act of committing violence, property destruction, or other acts punishable by law.
6. Detains suspects and arrest persons violating State or county laws; transport arrested persons to applicable holding facilities; conduct booking procedures, take fingerprints and photographs; informing offenders of their rights; conduct searches of persons and property and make seizures; collect and preserve evidence; submit reports, charts and diagrams, counsels, advises and make recommendations in certain cases; and testifies in court and other formal proceedings.

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF'S DIVISION

OPERATIONS BRANCH

SECURITY SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Security Section establishes and maintains a schedule of watches for the internal and external safety and security for designated areas.

1. Coordinates all security and safety functions in accordance with the federal and state standards, rules, and regulations. Notifies and coordinates with the Patrol Section and/or Metropolitan Police whenever there are statutory violations or the presence of unauthorized persons in areas patrolled by the section.
2. Maintains a system of reports, records, logs, and statistics, which reflect the security operations of the unit.
3. Participates in other activities or locations in situations which are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
4. Provides security services for designated state facilities due to all hazard's events, or as needed, based upon requests from state officials.

APPROVED

6/30/2020

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
SPECIAL OPERATIONS SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Special Operations Section performs fugitive apprehensions, conducts felony and misdemeanor investigations, provides investigative support services to all sections within the division, and provides canine services for criminal investigations and detection of narcotics or explosives, transport criminal custodies.

FUGITIVE UNIT

The functions of this Unit are to locate and apprehend wanted criminals. Deputies conduct extensive background investigations concerning wanted individuals. Assists in the service of temporary restraining order, as needed.

1. Enforcement of all arrest warrants related matters. Official custodial responsibility of all Judiciary issued legal documents pertaining to arrest warrants. All legal documents are entered into the Judiciary database for wanted individuals, initial and ongoing investigative background research conducted, and personnel deployed to locate and apprehend fugitive. Initiate the recall and/or re-issuance of papers and warrants deemed to be defective or issued in error. Assist other law enforcement agencies in the service of off-island or out-of-state warrants of arrest.
2. Enforcement of court orders including the service of restraining orders, statewide court-ordered eviction notices, foreclosures, seizure of property. Maintains a safe and secure environment in the delivery of court orders.
3. Provide personnel for special assignments such as witness protection, high-risk trial protection, official security for magistrates and dignitaries, etc. as directed by the division administrators.
4. Coordinate the recording of all arrests by the Division with the Hawaii Criminal Justice Data Center through data input in the criminal history system. As deemed necessary, conduct background checks, and prepare reports of such checks for requesting agency.

CANINE UNIT

The responsibilities of this Unit include coordinating, training, and managing the personnel and canines utilized in investigations. The canine function provides for the detection and interception of narcotics, detection of bombs and similar explosive devices, and other specialized functions. The canine section provides services statewide.

1. Establish and maintain canine utilization guidelines in compliance with all legal decisions; determine training and certification of personnel and canines in compliance with legal requirements and national certification criteria.
2. Conducts regular narcotic searches at correctional facilities, judicial facilities, and Airport facilities. Provides searches to detect explosives devices, suspicious packages, and other threats at State buildings, for the protection of State employees and the public.
3. Provides canine support and assistance in the tracking, detection and apprehension of escapees or fleeing felony suspects or fugitives and other dangerous criminals. Upon request, provides support for high-risk search operations (i.e., armed, and dangerous suspects) or participates in rescue operations.
4. Document reports of daily training and perform canine care and feeding as required.

5. Testifies in a court of law in reference to evidence recovered during narcotic and other searches.
6. Execute crowd control, assists in evictions and/or riot situations when required.

PRISONER TRANSPORT UNIT

This Unit is responsible for transporting adult and juvenile custodies inter-state and intra –state.

1. Custodies are transported in a safe, orderly, and humane manner and in accordance with guidelines, Federal Regulations, Title 14, FAA guidelines, State laws, rules, and regulations.
2. Follow proper procedures in transporting of custodies, (i.e., searches, female transports, restraints, juveniles, injured custodies etc.).
3. Adhere to policies and procedures for prisoner transport.

CLERICAL SUPPORT STAFF

The Clerical Support Staff provides operational and administrative clerical support and other related duties for the section.

1. Receive, process, update, and distribute all traffic bench warrants issued by the courts to the Deputy Sheriffs.
2. Input warrants information such as receipt, identification, deletions, recalls arrests and returned unserviceable warrants into the computer system designed for the warrants program information.
3. Maintains statistical data on warrant services. Verify warrants for validity and legality before issuance to the Deputies for service. Maintain files on warrants and warrant information.
4. Maintains records, logs, statistics, and files relating to the Section's operations.

APPROVED 6/30/2020

DEPARTMENT OF PUBLIC SAFETY

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SHERIFF'S DIVISION

OPERATIONS BRANCH

RECORDS SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Records Section is the central clearinghouse for the collection, examination, storage, maintenance, distribution, and disposal of all official records, documents and reports generated and/or utilized by the division.

1. Establishes policies and procedures governing the classification, indexing, coding, and filing of records. Maintains a systematic coding, indexing, filing and storage system for all reports and photographs generated by the division.
2. Receives, processes, and disseminates all background information requested from State; City and County; continental United States Law Enforcement; Judicial and other official agencies upon request.
3. Processes the expungement of records and other documents at the request of the Hawaii Criminal Justice Data Center.
4. Receives, processes, stores distribute and disposes, through the chain of custody, all evidence in criminal cases. Receives, processes, investigates, and generates testimony and reports for interrogatories and depositions resulting from criminal and/or civil matters.
5. Coordinates with federal, State, and City and County agencies for the reproduction and dissemination of reports at their request.
6. Receives and processes federal agency requests for statistical information for the Uniform Crime Report and the Federal Aviation Administration.

RECEIVING DESK UNIT

This Unit is responsible for the booking and receiving desk operations in which defendants are processed for identification purposes or arrested and processed subsequent to "on-view" arrest and/or an arrest made by legal documents. It also maintains, stores, and distributes official records and documents to criminal justice agencies.

1. In conjunction with established standard procedures, ensures proper bookings, setting of bail and if warranted, the release of individuals arrested by divisional personnel. Performs custodial searches for arrested persons in compliance with divisional policies and procedures. Collects, documents, stores, and secures personal property of arrestees.
2. Collects and processes cash, bail bonds, court documentation and receipts for the release of arrested individuals. Generates and distributes records, reports, and vouchers. Audits receipts and money and transfer funds to the appropriate agency.
3. Processes and distributes documentation and coordinates with agencies in the assignment of court dates for appearances of arrestees.
4. Acts as an intake and processing area for court ordered Penal Summons bookings.

RECORDS UNIT

1. Maintains a filing system for reports according to the file maintenance system requirements.
2. Assist various other agencies and the public by answering inquiries in person and over the telephone, explaining the procedure to obtain copies of Sheriff reports.
3. Duplicates copies of reports for those requesting it (traffic accident, incident report, etc.).
4. Researches various available computer systems for background data such as criminal history, traffic violations and court records, etc.
5. Utilizes various resources to research and verify charges, violations, severity codes, standard operating procedures, etc. Such resources may include the Hawaii Revised Statutes, Judiciary bail schedules, Hawaii Criminal Justice Center, NCIC tables and manuals.
6. Compiles data and completes reports as needed to respond to other government agencies.

EVIDENCE UNIT

This Unit is responsible for the intake, recording, and proper storage of evidence obtained from criminal investigations.

1. Ensures the proper chain of custody for the evidence recovered during arrests. Properly tags and maintains the evidence log and secures items in the vault.
1. Releases evidence to proper authorities when presented with a subpoena for the court case.
2. After the case is closed, the evidence is either returned to the rightful owner or properly disposed.

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6/30/2020

DEPARTMENT OF PUBLIC SAFETY

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SHERIFF'S DIVISION

OPERATIONS BRANCH

CAPITOL PATROL SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Capitol Patrol Section protects the rights of persons and property statewide, with a particular focus for law enforcement in State facilities, including but not limited to the Civic Center Complex, Judiciary system, the State Capitol, and Washington Place.

1. Provides for a statewide system of law enforcement and security through fixed posts and roving patrols within the buildings and property of the State, including the Judiciary.
2. Analyzes, plans, and prepares anticipated biennial and supplemental budgets to justify the necessary resources to carry out its responsibilities.
3. Coordinate and cooperate with other State, County and Federal agencies in fulfilling required statutory responsibilities or in providing public safety.
4. As requested, or assigned, monitor, and supervise private contractual security employees of the Judiciary in the performance of their duties.
5. Provides a proper method of receiving, recording, and holding secure from damage, loss, or theft any property ordered seized or forfeited under court order.
6. Performs other duties and responsibilities as assigned by administrative authority.

PATROL UNIT

This Unit is responsible for providing security, and protection to all property, employees, the public and all officials of, or on, the property of any judicial facility, the State Capitol, Washington Place, or the Civic Center complex.

1. Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintain records, reports, and statistics, which reflect needed information relative to the Unit's operations and effectiveness.
2. Provides crowd control functions during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
3. Conducts preliminary investigations of criminal offenses and complaints, and any other unusual incident which occurs on or within property under its control.
4. Apprehends, arrests, books, and properly detains individuals under warrant until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court session.
5. Establishes, utilizes, and maintains a system of radio networks to provide a communications link between all installations, units and posts, and two central control points of the Sheriff Division.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
EXECUTIVE PROTECTIVE SECTION
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Executive Protective Section is responsible for providing personal protective services to key State officials and other dignitaries as directed by the Director of Public Safety.

1. Provides personal protective services to key State Officials and other dignitaries.
2. Escorts the Governor and Lt. Governor to functions and provides personal protection during these events.
3. Ensures vehicles are always properly maintained and operational. Maintains liaison with all federal, State and county law enforcement agencies in matters of a material interest.
4. Maintains a strict confidential system of reports, logs and statistics that reflect needed information relative to its operations and effectiveness.
5. Assists in crowd control procedures during any demonstration by any group of individuals for identified State buildings and property under its jurisdiction as directed by the Director or Deputy Director for Law Enforcement.

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6/30/2020

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF'S DIVISION

OPERATIONS BRANCH

CIRCUIT COURT SECTION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Sheriff V, the Circuit Court Section encompasses three areas of operations: 1) The Patrol Unit for the Circuit Court Judiciary buildings and surrounding property; 2) The Cellblock Unit acts as a temporary detention center for receiving, processing and facilitating the arrestees to the various courtrooms as required and 3) The Supreme Court.

PATROL UNIT

Primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of the Court or State Facility to which the Unit is assigned.

1. Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintains records, reports and statistics which reflect needed information relative to its operations and effectiveness.
2. Conducts investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
3. Provides security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
4. Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
5. Assists in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
6. Service of warrants of arrest or other legal documents as assigned. Apprehends, arrests, books, and properly detains individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
7. As assigned, provides escort or security to State officials, visiting dignitaries, and in the inter-state or intra-state transportation of prisoners.

CELLBLOCK UNIT

This Unit is responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

1. Provides safe, secure, fair, and humane custody for all prisoners in custody.
2. Provides escort for defendants to and from hearings and transportation to and from facilities as required.
3. Conducts inspections and searches of cellblock and immediate areas, submits reports on all found weapons or contraband, makes proper investigative and evidence reports, and provides enforcement for any statutory violations.
4. Provides for the basic needs of prisoners in custody, including food and medical services.

5. Maintains records and logs, which reflect the Unit's daily activities and provides for proper distribution of court calendars and other legal documents.
6. Conducts prisoner transports during and after hours.

SUPREME COURT UNIT

This Unit is primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of the Supreme Court.

1. Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintains records, reports and statistics which reflect needed information relative to its operations and effectiveness.
2. Conducting investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
3. Provides security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
4. Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
5. Assists in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
6. Service of warrants of arrest or other legal documents as assigned. Apprehends, arrests, books, and properly detains individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
7. As assigned, provides escort or security to State officials, visiting dignitaries, and in the inter-state or intra-state transportation of prisoners.

APPROVED

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
DISTRICT COURT SECTION
FUNCTIONAL STATEMENT
PRESENT

Under the general direction of the Deputy Sheriff V, the District Court Section operates two separate units: 1) The Patrol Unit which provides security and protective services to all District Court buildings and surrounding property; and 2) the Cellblock Unit which acts as a temporary detention center for receiving, processing and facilitating the arrestees to the various courtrooms as required.

PATROL UNIT

This Unit is responsible for providing security, and protection to all property, employees, the public and all officials within the property of any District Court facility and surrounding area.

1. Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintain records, reports and statistics which reflect needed information relative to its operations and effectiveness.
2. Conducting investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
3. Provide security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
4. Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
5. Assist in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
6. Service of warrants of arrest or other legal documents as assigned. Apprehend, arrest, book and properly detain individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintain holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
7. As assigned, provide escort or security to State officials, visiting dignitaries, and in the inter-state or intra-state transportation of prisoners.

CELLBLOCK UNIT

This Unit is responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

1. Provide safe, secure, fair, and humane custody for all prisoners in custody.
2. Provide escort for defendants to and from hearings and transportation to and from facilities as required.
3. Conducts inspections and searches of cellblock and immediate areas, submit reports on all found weapons or contraband, make proper investigative and evidence reports, and provide enforcement for any statutory violations.
3. Provides for the basic needs of prisoners in custody, including food and medical services.

5. Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.
6. Conducts prisoner transports during and after hours.

APPROVED 6/30/2020

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
KAPOLEI COURT SECTION
FUNCTIONAL STATEMENT
PRESENT

Under the general direction of the Deputy Sheriff V, the Kapolei Court Section operates two separate units: 1) The Patrol Unit which provides security and protective services to all District Court buildings and surrounding property; and 2) the Cellblock Unit which acts as a temporary detention center for receiving, processing and facilitating the arrestees to the various courtrooms as required.

PATROL/CELLBLOCK UNIT

This Unit is responsible for providing security, and protection to all property, employees, the public and all officials within the property of any District Court facility and surrounding areas. Responsibilities include intake, housing, transfer, distribution, and release of custodies with documentation of such to the appropriate agencies or authorized individuals.

1. Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintain records, reports and statistics which reflect needed information relative to its operations and effectiveness.
2. Conducts investigations of criminal violations and other types of incidents or complaints brought to their attention while on duty.
3. Provide security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
4. Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
5. Assist in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
6. Service of warrants of arrest or other legal documents as assigned. Apprehend, arrest, book and properly detain individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintain holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
7. May be assigned to provide escort or security to State officials, visiting dignitaries, and in the inter-state or intra-state transportation of prisoners.
8. Provide safe, secure, fair, and humane custody for all prisoners in custody.
9. Provide escort for defendants to and from hearings and transportation to and from facilities.
10. Conducts inspections and searches of cellblock and immediate areas, submit reports on all found weapons or contraband, make proper investigative and evidence reports, and provide enforcement for any statutory violations.
11. Provides for the basic needs of prisoners in custody, including food and medical services.
12. Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF'S DIVISION

OPERATIONS BRANCH

AIRPORT SECTION

FUNCTIONAL STATEMENT

PRESENT

The Memorandum of Agreement with the Department of Transportation-Airports (DOT) specifies that the Department of Public Safety (PSD) assign Deputy Sheriff personnel to provide law enforcement duties at the Honolulu International Airport including the surrounding areas of the Department of Transportation-Airports jurisdiction and the Kalaeloa and Dillingham Airfields.

PATROL/CELLBLOCK UNIT

1. Enforces State, federal and/or county policies and laws within the Airport jurisdiction and apprehends individuals who commit such offenses in opposition to these laws, rules, or regulations. Prepares and issues citations for violations against State, federal, county and/or FAA laws, rules, and regulations.
2. Provides crisis mitigation management during a domestic terrorism event and law enforcement duties to support all FAA rules and regulations. Provides emergency assistance during civil defense and natural disasters and assists in the evacuation of the Airport when emergencies arise.
3. Performs searches of automobiles, trucks, vans, and other motor vehicles entering the jurisdiction of the Airport for contraband, explosives or other devices that may cause serious or deadly harm to employees and/or public. Patrols and responds to any security breaches in restricted areas. Responds to calls from airport personnel when suspicious parcels are found unclaimed in the baggage area.
4. Patrols the outlining areas and enforces laws using speed detection lasers and performing field sobriety screenings for the detection of vehicles being driven by persons under the influence of drugs or alcohol. Performs security checks for businesses located within the jurisdiction of the Airport including any robberies, breaking, and entering, property damage, illegal parking, etc.
5. Responds to fire and silent alarms; aircraft emergency landings; disturbances onboard aircraft and other emergencies.
6. Conducts criminal investigations and/or responds to complaints from the public and/or businesses. Makes arrests as applicable and transports criminals or arrestees apprehended at the Airport and escorts them to be booked at the Sheriffs Receiving Desk. Testifies in a court of law when subpoenaed in reference to the arrest of individuals committing offenses.
7. Assists with movement of prisoners for inter or intra state transfers.
8. Provide safe, secure, fair, and humane custody for all prisoners in custody.
9. Conducts inspections and searches of cellblock and immediate areas, submit reports on all found weapons or contraband, make proper investigative and evidence reports, and provide enforcement for any statutory violations.
10. Provides for the basic needs of prisoners in custody, including food and medical services.
11. Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.
12. Conducts prisoner transports during and after hours.

CLERICAL SUPPORT STAFF

The office provides support services for the Unit's operations, programs, services, and assists the Sheriff in managing resources.

1. Assists with the budget preparation process, compiles, and consolidates budget details for review, conducts expenditure plan preparation and allotment control; and conducts fiscal record keeping and reporting. Manages purchasing requisitions and monitors expenditures and record keeping.
2. Prepares necessary personnel action forms, maintains personnel records, employee transactions, leave records, time sheets, employee evaluations and other documents related to personnel. Processes position action forms, applicant select forms, interview packets, vacancy announcements and other applicable personnel related matters. Prepares WC-1 forms.
3. Solicits bids relative to equipment (uniforms, firearms etc.), motor vehicle repair, and communication equipment. Processes purchase orders for equipment and supplies and calculates payment for quarterly weapon allowances and annual uniform allowances.
4. Provides clerical services; maintains correspondence and technical files and records; provides typing, filing and other clerical services to the divisional office and other related duties as required.
5. Establishes and maintains records and inventory of all equipment, uniform and firearms issued to Deputy Sheriffs. Maintains vehicle registration and maintenance records.

APPROVED 6/30/2020

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF'S DIVISION
OPERATIONS BRANCH
NEIGHBOR ISLAND SECTIONS
FUNCTIONAL STATEMENT

6.30.2020

HAWAII SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Hawaii. The Hawaii Section includes the Hilo and Kona districts.

HILO DISTRICT

The operations for this section are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section.

KONA DISTRICT

The operations for this section are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section.

PATROL/CELLBLOCK UNIT

This Unit is responsible for providing security and protective services to the various court's buildings and surrounding property on the island of Hawaii. This includes the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

1. Provides for a statewide system of fixed posts and roving patrols within the buildings and premises of the Judiciary as are necessary to carry out its security and protection responsibilities.
2. Provides a safe and secure environment and continuous custodial control over defendants during various phases of arrest, processing, transportation between courts, cellblock and court, and courts and facilities, as well as during confinement within cellblock areas and courtrooms.
3. Conducts preliminary investigations of criminal offenses and complaints and investigations of any other unusual incident which occurs on or within the property under its control. Arrests and processes violators of the law.
4. Provides transportation to defendants, sentenced inmates, and/or wards as required. The transportation may be inter-island, between courts, police department and/or incarcerating facility.
5. Assists other Judiciary or law enforcement agencies in resolving situations or problems of a mutual concern.
6. Serves warrants of arrest or other legal documents as assigned.
7. As assigned, provides escort or security to State officials, visiting dignitaries, and in the inter-state or intra-state transportation of prisoners.
8. Provides safe, secure, fair, and humane custody for all prisoners in custody. Provides for the basic needs of prisoners in custody, including food and medical services.

9. Provides escort for defendants to and from hearings and transportation to and from facilities as required.
10. Conducts inspections and searches of cellblock and immediate areas, submits reports on all found weapons or contraband, make proper investigative and evidence reports, and provides enforcement for any statutory violations.
11. Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.
12. Conducts prisoner transports during and after hours.

CLERICAL SUPPORT STAFF

1. Provides clerical services; maintains correspondence and technical files and records; provides typing, filing and other clerical duties as required.
2. Follows proper procedures in preparation for the transporting of custodies, (i.e., searches, female transports, restraints, juveniles, injured custodies etc.).
3. Notifies the airlines in advance that an offender is to be transported with armed escorts. Coordinates the travel arrangements and all necessary forms i.e., tickets, ground transportation, etc. and assigns the Deputies for escort duties.
4. Upon completion of the transport, seeks reimbursement from the issuing court for transporting the custody.
5. Solicits bids relative to equipment and services.

KAUAI SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Kauai and to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Hawaii Section.

MAUI SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Maui and to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Hawaii Section. The County of Maui also includes the island of Molokai and Lanai.

EXECUTIVE PROTECTIVE UNIT

1. The Executive Protective Unit is responsible for providing personal protective services to key State officials and other dignitaries.
2. Escorts the Lt. Governor to functions and provides personal protection during these events.
3. Ensures vehicles are always properly maintained and operational. Maintains liaison with all federal, State and county law enforcement agencies in matters of a material interest.
4. Maintains a strict confidential system of reports, logs and statistics that reflect needed information relative to its operations and effectiveness.
5. Assists in crowd control procedures during any demonstration by any group of individuals for identified State buildings and property under its jurisdiction as directed by the Director or Deputy Director for Law Enforcement.