

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INSTITUTIONS DIVISION
WOMEN'S COMMUNITY CORRECTIONAL CENTER BRANCH
FUNCTIONAL STATEMENT

Under the general direction of the Institutions Division Administrator, the Women's Community Correctional Center manages the custody, care, security, and redirection of convicted adult misdemeanants and felons.

1. Plans, organizes, controls, coordinates, evaluates, and updates Facility programs, operations, and support services. This is inclusive of setting operating policies, procedures, priorities, goals, and objectives.
2. Proposes reviews and authorizes operating budgets, and expenditure plans and capital improvement needs.
3. Maintains a liaison with the Oahu Intake Service Center, the courts and other public and private agencies and groups to facilitate Women's Community Correctional Center operations, programs, and services.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental management purposes.
5. Maintains a positive and productive liaison with the community at large. When possible endeavor to provide neighborly assistance and be responsive to changing needs and attitudes of the community.

OFFICE SERVICES STAFF

Perform 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 compiles 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. Processes the inmate and trust accounts as well as the accounting of facility 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, duplication and other clerical services to operating units; maintains files and records.

OFFENDER SERVICES SECTION

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

1. Analyzes case reports, coordinates with other sections, 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. This may involve volunteer and other community resources.
3. Evaluates inmate progress and adjustment and modifies program plans; prepares evaluation summaries for the Hawaii Paroling Authority and processes inmates for transfer to a facility consistent with meeting their programming needs.

SECURITY SECTION

Under the general supervision of the head of the Women's Community Correctional Center Branch, provides for the security and safety through programs.

1. Plans, organizes, schedules, and directs security services; responds to unusual and emergency situations; coordinates security services with other Center services through regular and special meetings and other means, and provides appropriate input.
2. Reviews and evaluates security services; determines training needs and arranges for such training.
3. Develops budget estimates and monitors expenditures.
4. Provides for the custody and controlled movement of inmates in maintaining facility security.
5. Establishes and enforces procedures for facility security; maintains surveillance of inmates, and reports inmate behavior.

6. Provides the transport and escort of inmates, including mainland and inter-island transports.
7. Conducts inspections to control contraband, prevent illicit activities and enhance safety for inmates and staff.

OPERATING SERVICES SECTION

Under the general supervision of the head of the Women's Community Correctional Center Branch, provides for the maintenance and repair of buildings, grounds, and equipment.

1. Plans, organizes, schedules, and directs operating services; responds to emergencies; and coordinates Section activities with other sections.
2. Reviews and evaluates operating services for effectiveness and efficiency and makes necessary adjustments.
3. Develops budget estimates and monitors expenditures.

MAINTENANCE UNIT

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

1. Inspects buildings, fixtures and equipment 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 work lines as assigned.
3. Secures and accounts for inventory and performs other record keeping.

LAUNDRY UNIT

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

1. Instructs and oversees assigned inmates in laundry processes.
2. Assures the effective and safe operation and maintenance of equipment.
3. Prepares reports on operations and assigned inmates and keeps applicable records.

GROUNDS UNIT

Under the general supervision of the head of the Operating Services Section, provides for the maintenance of facility grounds.

1. Plans and organizes work projects.
2. Instructs and oversees assigned inmates and conducts grounds maintenance activities.
3. Prepares reports on operations and keeps applicable records.

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 keeps applicable records.