

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Governor of the State of Hawaii, the Director of the Department of Public Safety oversees, directs, and coordinates the plans, programs, and operations of the department to provide for the safety of the people of Hawaii. Programs and operations include:

**Administration:** Provides for administrative support services for the departmental functions, services, and operations pertaining to general program planning, programming, and evaluation, program budgeting, capital improvements, fiscal accounting and auditing, payroll, procurement and contracting, human resources, training, information technology, organization and methods, repairs and duplicating services, and other relevant functions consistent with laws, rules, and regulations.

**Corrections:** Providing for the custody, care, and assistance in the rehabilitation of all persons incarcerated by the courts or otherwise subject to confinement based on alleged commitment of a criminal offense.

**Law Enforcement:** Guarding the State property and facilities, preserving the peace and protecting the public in designated areas, enforcing all state laws, rules, and regulations for the prevention and control of crime, enforcing the Uniform Controlled Substance Act and other substance-related regulations, and serving process in civil and criminal proceedings.

1. Plans, organizes, and directs comprehensive staff services in overall departmental planning and budgeting.
2. Directs the review and analysis of programs and operations to ensure effectiveness and economy of activities and compliance with legal and programmatic requirements.
3. Directs planning and programming for the short and long-range development of management systems, program services, and capital improvements.

4. Directs budget formulation and justification, including comprehensive review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies, and contract services.
5. Assess changes in community conditions and outlook that might impact the Department's public safety mission.
6. Directs the development of departmental rules and regulations, policies, and procedures to ensure a sound legal administrative framework for departmental decisions and actions.
7. Communicates departmental policies, goals, and objectives, and provides overall leadership to departmental staff to achieve unity of purpose, effective operation, and a high-level morale.
8. Recommends or approves departmental reorganization as authorized by the Governor, operating and capital improvements budgets, and statutory and other changes; presents justification and oral testimony at legislative hearings and briefings, as well as any other related meeting; and directs necessary follow through and implementation based on approvals and authorizations received.
9. Promotes legislative, community, and inter-agency rapport and support for departmental efforts through informational, personal contact, and other means.
10. Maintains effective working relationships with Federal, State, and County criminal justice agencies to foster coordination, collaboration, enhance the sharing of information and expertise, and improve the delivery of services, as applicable.
11. Authorizes contracts for goods and services. Directs control for the safekeeping and authorized use of departmental equipment, supplies, material, facilities, funds, and other resources.
12. Represents the Hawaii Paroling Authority and Criminal Injuries Compensation Commission with the Governor and the Legislature, as necessary. Directs budget, personnel, and other support services for these agencies, as necessary.

13. Plans, organizes, and coordinates the development of a comprehensive and integrated in-community program for offenders.
14. Provides advisory, consultative, and technical support services to operations in the implementation and management of community programs.
15. Conducts studies and prepares reports on various issues relative to community programs.
16. Monitors the performance of community programs delivered by departmental operations; analyzes and evaluates programs; and modifies program plans and priorities, as necessary.
17. Maintains liaison with community agencies or groups; coordinates program planning with community agencies; negotiates contracts with private providers for community-based programs.
18. Monitors the performance of private service contractors; provides periodic inspection of private and public community-based programs.
19. Maintains liaison with agencies and jurisdictions to resolve major project issues; establishes inter-agency agreements, as necessary.
20. Plans, develops, and organizes a departmental project management system, including a project validation and prioritization system to ensure maximum utilization resources.
21. Establishes time schedules for completion of approved projects; and ensures that projects move expeditiously towards completion.
22. Coordinates and monitors projects; conducts field visits to review progress of projects; and evaluates performance of projects.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**FUNCTIONAL STATEMENT**

**EXECUTIVE ASSISTANCE OFFICE**

Assists the Director by performing various complex staff functions in order to facilitate the Director's oversight of departmental systems and operations; assists the Director in inter-division, inter-agency and other external relationships having consequences affecting all programs or broad aspects of departmental administration; primarily responsible for the internal and external coordination, oversight, and processing of legislative requirements.

1. Advises the Director on the physical layout, reporting systems, filing systems, and other administrative aspects of the operations of the Office of the Director.
2. Advises the Director in ensuring that department-wide policies, priorities, and schedules are communicated and implemented through staff briefings, written memorandum, follow-up, completed staff work, or program action.
3. Maintains an ongoing awareness of departmental operations.
4. Coordinates and oversees inter-division initiatives.
5. Coordinates and provides data, research, and analysis to assist the Director and the Governor's office in matters of corrections and law enforcement.
6. Prepares reports of findings and recommendations for consideration by the Director; follows through on all submittals, liaison, and other requirements to coordinate departmental efforts to ensure successful completion of assigned projects.

7. Assists the Director by conducting task force meetings to initiate administrative problem solving; plans and organizes departmental efforts to address major issues or recurring problems throughout the department.
8. Assists the Director in conducting ongoing or special studies of departmental operations, including field visits on behalf of the Director and appropriate liaison with other agencies and jurisdictions to resolve major issues and ensure that all relevant aspects are addressed.
9. Coordination, development, and drafting of action plans for the development and implementation of special studies, strategic plans, new programs, and projects in the department and with various external agencies.
10. Executes liaison activities, including special community task forces and community projects in coordination with government agencies, legislators, private organizations, and public communities on matters relating to public safety.
11. Conducts appropriate studies to identify gaps and problems within federal, state, and county laws, rules, plans and policies, and provide recommendations for action by department to act, as appropriate, in resolving these problems and deficiencies.
12. Provides legislative coordination services with the Governor's Office and departmental liaison services at the Legislature; tracks legislation; and directs coordination and mechanism for development of the departmental legislative packages.
13. Assists departmental programs in grant development, locating resources, obtaining grant information, and in drafting grant applications.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**FUNCTIONAL STATEMENT**

**CORRECTIONAL INDUSTRIES ADVISORY COMMITTEE**

Established in 1990 under Section 354D-5, Hawaii Revised Statute, this nine member governor-appointed committee advises the Department of Public Safety on the feasibility of establishing venture agreements with private sector businesses to utilize the services of qualified, able-bodied inmates pursuant to section 354D-13, Hawaii Revised Statutes.

**CORRECTIONS POPULATION MANAGEMENT COMMISSION**

Established in 1993 under Section 353F-4, Hawaii Revised Statute, this eight-member commission is administratively attached to the Department of Public Safety. The commission's functions are to establish maximum inmate population limits for each correctional facility and to formulate policies and procedures to prevent the inmate population from exceeding the capacity of each correctional facility.

**REENTRY COMMISSION**

Established in 2010 under Section 353-10, Hawaii Revised Statute, this 10 member commission will work with the Department of Public Safety to ensure a comprehensive offender reentry system is implemented to provide programs and services resulting in release of inmates on parole when the maximum terms have been served instead of delaying the release for lack of programs and services.

**HAWAII CORRECTIONAL INDUSTRIES DIVISION**

Based on H.R.S. Chapter 354D, Hawaii Correctional Industries provides opportunities for all able-bodied inmates who are "ready, willing, and able" to work; a blueprint by which they can succeed when released. The program provides comprehensive work rehabilitation and training using non-uniform civilian staff.

## **DEPARTMENT OF PUBLIC SAFETY**

### **OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**

#### **FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Director of Public Safety, administers, through subordinate staff offices, administrative systems, services and operations in and for the Department pertaining to general program planning, programming and evaluation, program budgeting, capital improvements, fiscal accounting and auditing, payroll, procurement and contracting, human resources, training and staff development, information technology, organization and methods, repairs and duplicating services, and other relevant functions consistent with sound administrative practices and applicable Federal, State, and Departmental laws, rules, and regulations.

1. Plans, organizes, directs, and coordinates a comprehensive and integrated system of staff services to facilitate Departmental planning and budgeting, assist operating units in accomplishing program objectives, and ensure the proper accounting and utilization of resources.
2. Recommends and adopts operating policies concerning staff services and develops and implements Department-wide procedures to ensure appropriate and consistent operations and the adequacy of staff services.
3. Reviews staff service plans, organization/reorganization, critical issues, proposed actions, and recommends executive approval, as necessary.
4. Plans, organizes, directs, and coordinates a comprehensive staff training and development system to ensure that all personnel are trained in the technical, administrative, and managerial aspects of operations.
5. Conducts the ongoing monitoring of staff services to ensure the effectiveness and efficiency of operations; and directs field visits, workshops, published manuals, special instructions, and other means to promote Department-wide adherence to policies and procedures relative to administrative services.
6. Maintains liaison with staff agencies and legislative committees to ensure Departmental compliance with guidelines, data requirements, and deadlines; and to ensure effective working relationships and presentation of Departmental policies, priorities, progress, and needs for favorable consideration.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**

**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Director of Public Safety, administers, through subordinate staff offices and line divisions programs, services and facilities for the detention, custody, care, and redirection of persons committed to the control of the department pursuant to law.

1. Directs the design and development of the corrections system of programs, services, and facilities, including goals, objectives, priorities, and policies, and recommends implementation along the with plans and strategies for such implementation.
2. Directs divisional operating and capital budget formulation and justification functions, including the review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies, contract services, and so forth from all subordinate components.
3. Promotes public, legislative, and central staff and criminal justice agencies support of correctional plans and programs through community forums, legislative hearings on budgets and proposed legislation, and interagency dialogue and cooperation.
4. Establishes and directs expenditure and other management controls for the ongoing review of operations, resolution of potential problems, and response to emergency situations through regular and special operational reports, periodic staff meetings, on-site visits on a regular as well as emergency basis, special instructions, and other means.
5. Directs and coordinates the implementation of policy, and operational and organizational changes to improve the effectiveness and efficiency of programs, services, and functions.



**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT**  
**FUNCTIONAL STATEMENT**

**August 2021**

Under the general direction of the Director of Public Safety, administers through subordinate staff offices and line divisions programs and services for protecting the public and preserving the peace, guarding persons, public property and facilities; enforcing specified laws, rules and regulations to prevent and control crime; enforcing the Uniform Controlled Substance Act; and serving legal process.

1. Directs the review and assessment of law enforcement programs and security services within the purview of the Department, including goals, objectives, priorities and policies, and recommends implementation along plans and strategies for such implementation.
2. Directs divisional operating budget formulation and justification functions, including the review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies, contract services, and so forth from all subordinate components.
3. Promotes public, legislative, and central staff and other criminal justice agencies support of law enforcement plans and programs through community forums, legislative hearings on budgets and proposed legislation, and interagency dialogue and cooperation.
4. Establishes and directs expenditure and other management controls for the ongoing review of operations, resolution of potential problems, and response to emergency situations through regular and special operational reports, periodic staff meetings, on-site visits on a regular as well as emergency basis, special instructions, and other means.
5. Directs and coordinates the implementation of policy, and operational and organizational changes to improve the effectiveness and efficiency of programs, services, and functions.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

**CIVIL RIGHTS COMPLIANCE OFFICE**

Under the general direction of the Director, advises departmental management, supervisors, and employees on compliance with civil rights and related laws; develops and updates the departmental affirmative action plan, oversees the implementation of the plans and language access plan.

1. Maintains expertise regarding unlawful harassment, equal employment opportunity, external contract compliance, and affirmative action through knowledge of statutes, statutory changes, judicial rulings, and Federal and State rules, regulations, and directives.
2. Promotes departmental civil rights compliance through the regular and systematic dissemination of information throughout the department, training programs, advisory services, and data collection and analysis; assists departmental staff with relevant projects.
3. Monitors, reviews, and evaluates the department's compliance with the Language Access Law, Americans with Disabilities Act, Title VI and VII of the Civil Rights Act, HRS 368 and 378 and other federal, and other federal and state civil rights laws.
4. Acts as a liaison to provide information and technical assistance to program managers, administrators, and others on matters relating to civil rights programs.
5. Investigates, evaluates, and conciliates civil rights complaints from employees, applicants, and the general public.
6. Reviews, evaluates, and recommends changes to internal employment policies, practices, and training opportunities to assure compliance with State and Federal civil rights laws and regulations.
7. Maintains case files, statistics, and other program materials, and prepares required reports.
8. Prepares budget justifications and operational expenditure plans.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

**CRIME VICTIM COMPENSATION COMMISSION**

Under the general direction of the Director, the Crime Victim Compensation Commission (Commission) mitigates the suffering and financial losses of victims of certain designated violent crimes, survivors of mass casualty incidents, dependents of deceased victims, and private citizens who are injured, or whose property is damaged, in the course of preventing a crime or apprehending a criminal, by providing monetary compensation.

1. Receives, reviews, and verifies the compensation claims and supporting documents from victims and dependents of deceased victims, as well as claims from private citizens for their personal injury or property damage suffered in the prevention of a crime or apprehension of a criminal.
2. Investigates all claims to verify information.
3. Reviews police and medical reports to ascertain credibility and authenticity on the claims before the Commission.
4. Renders administrative decisions granting or denying compensation after determining eligibility under the statutory provisions and the rules as promulgated under Hawai'i Revised Statutes (HRS), Chapter 351, and Hawai'i Administrative Rules (HAR), Title 23, Chapter 605.
5. Conducts hearings on appeals from Administrative Decisions.
6. Submits an annual report of its activities to the Governor and Director of the Department of Public Safety.
7. Provides technical advice and disseminates information to interested parties.
8. Promotes public awareness and understanding of the provisions and the rules and regulations of HRS Chapter 351.
9. Initiates legislation and administrative action that promotes better service to crime victims. Reviews legislation that is proposed by other agencies to determine if such legislation is beneficial or detrimental to the Commission's purpose.

10. Acts as a liaison for the Department of Public Safety with the Legislature and Governor in matters pertaining to the administration of HRS Chapter 351, and HAR, Title 23, Chapter 605.
11. Insures the availability, adequacy, and accessibility of services of the Commission and its staff to the public on a continuing basis.
12. Promotes and maintains relations with national and local law enforcement agencies, victim advocate organizations, and international and interstate organizations with similar goals.

### **ADMINISTRATIVE DIVISION**

Under the general direction and guidance of the Crime Victim Compensation Commission, directs and controls the operational work units of the Commission.

1. Provides administrative support, consultative and interpretive service, and technical assistance to the Commission, which includes briefing members of the Commission on statutory changes and recommends amendments to existing statutes, rules and regulations, policies, or procedures. Prepares testimony, as directed by the Commission, and testifies before the legislature on legislation that is beneficial or detrimental to the Commission's purpose.
2. Accepts claims for Commission review and action. Provides direction in the scheduling of cases before the Commission, ensures completeness of case files presented to the Commission, assigns cases as they are received from crime victims and ensures cases are properly closed after Commission action.
3. Develops the Commission's biennium and multi-year program budget plan for submission to the Director of the Department of Public Safety. Allocates resources to meet the needs of the Commission within the guidelines of the approved budget.
4. Promotes public awareness of the Commission's purpose. Provides technical advice and information to interested parties, and institutes action in appropriate cases in the name of victims and against offenders.
5. Prepares the annual report of the Commission's activities to the Governor and to the Director of the Department of Public Safety.

### **OFFICE SERVICES STAFF**

The Office Services Staff (Staff) provides direct support to the Administrative Division (Division). Staff provides the record keeping and clerical services for the Division, including the administrative housekeeping responsibilities for the Commission and Division.

1. Maintains accurate records of Administrative Decisions and appeals filed with the Commission. Ensures that case files submitted to the Administrator or the Commission for action are complete and properly prepared. Provides clerical support to the Division; prepares and issues agendas and legal notices; and disseminates official actions of Administrator or the Commission.
2. Provides support for inventory control, budgetary accounting, equipment and supply purchasing, processing of expenditures, and office operations.
3. Identifies and expedites case preparation in domestic violence and sex assault cases.
4. Provides clerical support in maintaining physical and database files, preparing correspondence, and processing payments.
5. Provides legal assistance to staff including researching case data via electronic and physical means as well as monitoring restitution for Commission cases.

## **INVESTIGATIVE BRANCH**

Under the general direction and guidance of the Commission, the Investigative Branch staff reviews and investigates applications for compensation from victims of certain designated violent crimes; reviews police, medical, and employer records to administratively determine eligibility and amount of compensation to be awarded; drafts administrative decisions awarding or denying compensation; and coordinates with other victim service providers to assure that victims receive compensation in a timely manner.

1. Reviews and verifies the compensation claims from victims and dependents of deceased victims, as well as claims of private citizens for their personal injury or property damage suffered in the prevention of a crime or apprehension of a criminal.
2. Reviews police and medical reports to determine authenticity of claims filed. Conducts interviews with claimants, police, and health care providers as needed to verify claims.
3. Prepares and submits case reports on claims to the Administrator/Commission upon completion of investigation to determine authenticity and accuracy of claims.

## **JUSTICE REINVESTMENT (JRI) RESTITUTION ACCOUNTABILITY PROJECT**

Under the general direction and guidance of the Executive Director, the Justice Reinvestment (JRI) Restitution Accountability Project collects restitution and crime victim compensation fees from prison inmates and parolees; disburses restitution to appropriate victims/payees; identifies and addresses issues impacting the assessment and collection of restitution; and monitors the collection and disbursement of restitution from probationers through the repayment of restitution to the Commission on cases where the Commission provided compensation to crime victims. The Commission's restitution recovery efforts will assist the Correctional Facilities and the Paroling Authority to meet their statutory obligation to crime victims. The Commission's recovery efforts identify issues relating to the assessment and collection of restitution by prosecutors, victim witness advocates, correctional facilities, Hawai'i Paroling Authority, and the Judiciary and allow the Commission to work collaboratively with these agencies to address the problems.

1. Coordinates with correctional facilities and parole officers to open case files for prison inmates and parolees who will be submitting payments. Conducts case preparation research by obtaining necessary information from the correctional facilities and Hawai'i Paroling Authority, the Judiciary, and the county Prosecutors' offices and Victim Witness Assistance Divisions.
2. Receives court-ordered restitution and crime victim compensation fee payments from prison inmates and parolees and disburses restitution to appropriate victims/payees; and receives payment of court-ordered restitution from probationers to the Commission in cases where the Commission compensated crime victims.

3. Works with the Judiciary and the Prosecutors' Victim Witness Assistance Divisions in all counties to identify victim payees and determine their whereabouts. Maintains a confidential database of the identity of victims and their whereabouts so the safety needs of victims can be met.
4. Maintains database software that processes payments from offenders and disbursements to victims/payees; provides payment history and balance information to offenders, correctional facilities and parole officers; provides an electronic interface for correctional facilities to submit monthly inmate wage deductions; and generates reports on various restitution accountability indicators.
5. Coordinates with the correctional facilities and Hawai'i Paroling Authority to develop a system that correctly identifies all offenders who owe restitution, and that enforces restitution consistently and accurately for all inmates and parolees. Provide information and training to assist the correctional facilities and parole officers in implementing a uniform system-wide approach to restitution enforcement.
6. Monitors the collection of restitution by the correctional facilities and the Hawai'i Paroling Authority to ensure that offenders are held financially accountable for their crimes; to ensure compliance with all relevant policies, including HRS §353-22.6, which requires the facilities to deduct 10% of inmate wages for restitution; and to ensure that victims receive court-ordered restitution. Monitors the Judiciary's Probation Divisions for restitution cases involving the repayment of crime victim compensation pursuant to HRS §706-605(7) and HRS §706-646.
7. Provides periodic reports on various restitution indicators and benchmarks to the agencies mandated to assess and enforce restitution. Identifies issues impacting restitution assessment and collection, and coordinates with relevant agencies to address these issues.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

**HAWAII PAROLING AUTHORITY**

The Hawaii Paroling Authority (HPA) is a quasi-judicial body, which is attached to the Department for administrative purposes. The mission of this body is to 1) evaluate and grant parole when there is reasonable probability that the prisoner concerned will live and remain at liberty without violating the law and that the prisoner's release is not incompatible with the welfare and safety of the public; and, 2) to utilize the agency and community resources as a link for parolees to reintegrate into society.

1. Serves as the central paroling authority for the State of Hawaii and responsible for the administration of and discharge of all parole and community supervision programs and services for the State.
2. Provides administrative hearings to:
  - a. Determine and establish appropriate minimum terms of imprisonment against judiciary imposed maximum terms;
  - b. Determine whether any eligible individual is in-fact ready for release on parole and the element of risk to the community is minimal; and,
  - c. Determine whether to revoke or suspend parole and recommit parole violators to prison.
3. Determines and establishes the rules of conduct expected of those released on parole; provides continual control and supervision of paroled individuals in the community; and revokes parole for those who violate their condition of parole or present a risk to community safety or welfare.
4. Ensures the optimum utilization of available resources within its jurisdiction and encourages the same from those outside of its jurisdiction in the services provided to parolees. Enters into agreements with other agencies, which promote public safety and rehabilitative efforts.
5. Recommends sound parole administration and community supervision to the Governor and testifies at legislative hearings on proposals affecting or relating to parole; informs the Legislature as to sound parole practices.
6. Interprets parole and community supervision programs to the public; be readily accessible to receive and respond quickly to the expressed needs of the community; and represents the State Administration at public functions that are related to parole and community supervision.
7. Provides required reports to the Governor; maintains a record of all meetings and proceedings; and appoints employees to the staff of the HPA.

**PAROLE ADMINISTRATION**

Under the general direction and guidance of the HPA, directs and maintains the operational work units of the Paroling Authority.



Basic authority and responsibility for the administration of the Parole Administration Division will be vested in the Paroles and Pardons Administrator. The major functions of the Division are:

1. Provides administrative direction in the formulation and implementation of comprehensive statewide parole and community supervision services.
2. Prescribes and provides direction in the development of policies, standards, criteria, procedures and rules and regulations as deemed to be necessary or appropriate to perform functions.
3. Provides consultative, interpretive, supportive, and technical services to the Parole Authority members, which includes briefing Authority members on statutory changes and recommends modification or revision to be made in existing statutes, rules and regulations, policies or procedures affecting the Authority.
4. Provides direction in the development and implementation of the parole data processing and evaluation system; analyzes reports available to determine whether changes are necessary or desirable in the operation of the Authority.
5. Develops and prepares the HPA's biennium and multi-year program budget plan for review and approval prior to submission to the Director of the Department of Public Safety; and allocates resources to meet the needs of the agency within the guidelines of the approved budget.
6. Provides direction in the planning and development of a full range of parole and community supervision services including intensive supervision, specialized services, institutional parole services (pre-parole functions), staff development, etc.
7. Provides channels of coordination and communication among the Department of Public Safety divisions, staff offices, branches, and other public and private organizations with parole and community supervision concerns.
8. Coordinates divisional activities with private and public agencies and develops inter-agency relationships and agreements.
9. Resolves major conflicts among operating or staff units of the Division.
10. Prepares legislative testimonies and assists in hearings.
11. Determines and schedules persons legally entitled to administrative hearings before the Authority; arrests and reimprisons parole violators; serves as the State's representative in adversary (revocation of parole) hearings; and presents all other cases to the Authority at and during their administrative hearings.
12. Serves as liaison with federal, state, and county and other agencies on matters related to parole and community supervision.

#### **OFFICE SERVICES STAFF SECTION**

The Office Services Staff Section provides direct support to the Parole Administration Division. Provides the clerical and record keeping services for the Division, including business management functions for the Paroling Authority and Division.

1. Assists in formulating the HPA's multi-year budget request in relation to personnel costs, operating costs, equipment costs and motor vehicles.
2. Prepares operational expenditure plans annually and provides justification for all budget accounts.

3. Keeps control of expenditures and encumbrances and informs Paroles and Pardons Administration of any surplus or deficit.
4. Seeks and negotiates new office space or locations.
5. Plans and implements office relocation and renovations.
6. Prepares purchase orders for all administrative and operational expenses.
7. Coordinates and maintains statewide equipment inventory.
8. Maintains personal actions.
9. Maintains accurate records of all persons incarcerated by the Department of Public Safety and those on parole; computes inmates' time served and schedules cases on a timely basis to be considered by the Authority.
10. Provides clerical support for the Division; prepares and issues legal notices; ensures reports required by the Authority are received on a timely basis; and records and disseminates all official actions of the Authority.

### **PRE-PAROLE SECTION**

The Pre-Parole staff reports directly to the Parole Administration Division. Assists in the development and implementation of parole and community supervision services and programs to improve the overall adult parole supervision and counseling, case management and planning, and services to the inmate and parole population.

1. Serves as the Authority's liaison with the criminal justice agencies, correctional facilities, inmates, parolees, and other interested groups or individuals on parole matters through meetings, briefings, and conferences.
2. Assists the Authority in preparing for hearings and review activities by gathering information and preparing special reports related to minimum sentencing and parole consideration; and conducts preliminary hearings of parolees alleged to have violated conditions of parole.
3. Assists in the development, planning, organizing, evaluating, and implementing of divisional support services and staff training programs related to pre-parole functions and activities.
4. Assists in the development of policies and procedures, rules and regulations, and other operational directives regarding parole and institutional services (pre-parole functions), and programs.
5. Assists in the development of policies and procedures, rules and regulations, and other operational directives regarding parole and institutional services (pre-parole functions), and programs.
6. Serves notices of minimum sentence and parole consideration hearings.
7. Evaluates and assesses inmates' readiness for parole and community supervision and makes recommendation to the Paroling Authority.
8. Acts as a liaison between the Paroling Authority and community substance abuse treatment resources.
9. Conducts pre-parole workshops for inmates within six (6) months of their Tentative Parole Date (TPD).

## **SPECIAL SUPPORT SERVICES SECTION**

The Special Support Services staff reports directly to the Parole Administration Division. Assists in the development and implementation of staff training, evaluates, and conducts analysis of program activities, policies, and procedures to ensure operational efficiency and resources are utilized effectively in support of agency goals and objectives. Maintains ICOTS system and coordinates Interstate Compact requests with other jurisdictions. Maintains and administers service contracts and grants in support of statewide parole operations.

1. Serves as the Authority's liaison with criminal justice agencies, correctional facilities, inmates, parolees, and other interested groups or individuals on all matters related to Interstate Compact functions. May serve as a member of the Interstate Compact Commission for the State of Hawaii.
2. Assists in the development, planning, organizing, evaluating, and implementing of divisional support services and staff training programs.
3. Serves as the Authority's liaison on all matters related to staff development and training, required certifications and re-certifications.
4. Assists in the development of policies and procedures, rules and regulations, and other operational directives regarding program activities and staff development and training.
5. Acts as a liaison between the Paroling Authority and community substance abuse treatment resources and other service providers.
6. Conducts workshops for staff related to development and training, Interstate Compact procedures, and purchase of services related matters.

## **PARDON/COMMUTATION INVESTIGATION & ICE SUPERVISION SECTION**

The pardon/commutation Investigation & Immigration & Customs Enforcement (ICE) Supervision staff reports directly to the Parole Administration Division. Assist in the development and implementation of pardon/commutation investigation policies and procedures to improve the overall efficiency and timeliness of these processes.

1. Serves as the Authority's liaison with the United States Department of Homeland Security (ICE), the criminal justice agencies, correctional facilities, inmates, parolees, the general public and other interested groups or individuals on pardon/commutations through meetings, briefings, conferences, etc.
2. Assists the Parole Administration Division and the Authority by initiating and completing investigations for pardon/commutation. Review records and documents and gathers information and prepares special reports and investigative reports related to pardon/commutation applications; conducts in-person and/or telephonic interviews with applicants for pardon/commutation and others, as necessary.
3. Assists in the development, planning, organizing, evaluating, and implementing of divisional staff training as it relates to pardon/commutation investigations.
4. Assists in the development of policies and procedures, rules and regulations, and other operational directives regarding pardon/commutation matters.
5. Serves notices to inmates related to parole and deportations matters.
6. Evaluates and assesses inmates' readiness for parole when being considered for deportation and/or transfer to federal custody in preparation for deportation.
7. Coordinates with the United States Department of Homeland Security, Parole Administration Division, Field Parole Branch, and the Department of Public Safety to facilitate inmate releases to ICE and/or federal custody deportation.

8. Conducts pre-parole workshops for inmates being considered for parole only to final orders of deportation and/or transfer to federal custody in preparation for deportation.
9. Establishes and maintains direct person-to-person contact with parolees, their families, employers, etc., to ensure compliance with the conditions of parole and provides direct counseling services in assisting parolees to identify socio-economic problems or potential problems, refers parolees to appropriate agencies for assistance, or seeks resources to assist the parolees in meeting the challenges of their problems, and maintains accurate up-to-date case files on the parolees.
10. Conducts investigations of alleged parole violations; gathers evidence or data substantiating or disapproving statements of alleged parole violation; coordinates the witness's presence in cases that are heard by the Authority for parole violation; and takes initial action to re-imprison parolees who violate parole.

### **FIELD PAROLE BRANCH**

The Field Parole Branch is under the direction of the Parole Administration Division. The Branch coordinates and supervises all activities of the county parole sections for each island. Implements and mandates policies and procedures emanating from the Division.

1. Plans, directs, coordinates, and controls section operations and activities to ensure the carrying out of Division objectives, plans, and programs.
2. Develops and implements section operational policies, procedures, and systems.
3. Establishes workload and personnel requirements and initiates request for necessary manpower.
4. Develops section performance definitions, criteria, or standards and evaluates section accomplishments against planned performance goals and operations.
5. Maintains at section level, a reporting system for branch management control purposes; submits monthly management reports and other mandated reports.
6. Maintains parole and community supervision database and coordinate activities with the Division's management information system.
7. Reviews employee development and training needs; plans and conducts training programs; consults and coordinates employee development and training activities with Division staff.
8. Assigns parole officers to parolees; provides direction in the development of program resources to meet the needs of the parolees; and investigates and processes parolee complaints against the parole officer or staff.
9. Coordinates with community service agencies, groups, and individuals interested in providing services and programs for parolees.
10. Provides supervision and direction for the parole officers and staff to meet the Division's goals and objectives; identifies, develops, and implements Branch training programs for professional and clerical staff; implements divisional action plans; and develops branch/section plans, policies, and procedures.
11. Reviews and ensures all investigations done by the parole sections are complete and timely; recommends to the Authority and Parole Administration Division, based on the investigation, appropriate courses of action.
12. Establishes and maintains close working relationship with law enforcement agencies.

## **PAROLE SECTION (EAST & WEST OAHU, HAWAII, MAUI, KAUAI)**

The Parole Sections are under the direct control of the Field Parole Branch and responsible for the direct supervision of the parolee population on Oahu, Hawaii, Maui, Kauai, Molokai, and Lanai.

1. Establishes and maintains direct person-to-person contact with parolees, their families, employers, etc., to ensure compliance with the conditions of parole and provides direct counseling services in assisting parolees to identify socio-economic problems or potential problems, refers parolees to appropriate agencies for assistance, or seeks resources to assist the parolees in meeting the challenges of their problems, and maintains accurate up-to-date case files on the parolees.
2. Conducts investigations of alleged parole violations; gathers evidence or data substantiating or disapproving statements of alleged parole violation; coordinates the witness presence in cases that are heard by the Authority for parole violation; and takes initial action to reimprison parolees who violate parole.
3. Maintains a close working relationship with community law enforcement agencies.
4. Conducts special investigations, such as pardon applications made to the Governor, and collects data needed for evaluation and analysis by the Division and/or Authority.
5. Serves as the contact for the Authority on the neighbor islands on parole related matters.

## **INTENSIVE SUPERVISION PAROLE SECTION**

The Intensive Supervision Parole Section is under the control of the Field Parole Branch. The Section is responsible for monitoring the activities of parolees with specific problems associated with their criminal offenses and current incarceration. These individuals require a high degree of assistance in their treatment plans with frequent to continuous face-to-face contacts.

The Section offers an intermediate step between intensive supervision and conventional parole supervision with a focus on the parolee's high "needs" versus high "risk". In many cases, these individuals may not have the opportunity to be released on parole without the assistance and subsequent supervision of this Section.

1. Establishes and maintains close working relationships with private and public treatment providers in the area of sex offender treatment, substance abuse treatment, mental health treatment, domestic violence, and developmental disability.
2. Administers the sex offender treatment (SOT) program of the HPA, which requires a thorough assessment of the offenders criminal, social, psychological history and institutional adjustment; determines whether the offender requires a psychophysiological assessment (penile plethysmograph) and appropriateness for the SOP program; and makes recommendations to the HPA on appropriateness and special conditions of parole.
3. Maintains an active involvement with the Hawaii Sex Offender Treatment Team and adheres to the Hawaii Master Plan on Adult Sex Offender Treatment. (HRS, Chapter 353E – Statewide Integrated Sex Offender Treatment Program).
4. Establishes and maintains frequent to continuous face-to-face contact with parolees, their families and /or significant others, employers, treatment providers, etc.; provides direct counseling services in assisting the parolees to identify socio-economic problems or potential problems; provides adjustment counseling and obtains resources to assist the parolees in meeting their immediate and long-term needs; and maintains accurate daily case files of each parolee.

5. Conducts investigations of alleged parole violation; gathers evidence to prove or disprove allegations of parole violation; coordinates the presence of witnesses in cases of alleged parole violation that are scheduled by the HPA; and initiates action to retake or reimprison parolees who violate parole.

### **SEX OFFENDER TREATMENT UNIT**

The Sex Offender Treatment Unit (SOTU) is under the control of the Intensive Supervision Parole Section. The SOTU is responsible for supervising and monitoring the activities of adult sex offenders under parole supervision.

1. Establishes and maintains close contact with private and public sex offender treatment providers.
2. Assesses the offender's criminal, social, psychological history, and institutional adjustment; and determines whether the offender requires a psychophysiological assessment (penile plethysmograph) and appropriateness for the SOT program.
3. Makes recommendations to the HPA on appropriateness and special condition of parole.
4. Involves and advises the offender of the case plan, SOT program guidelines, and their terms and condition of parole.
5. Maintains regular and appropriate contacts with the offenders in order to provide adjustment counseling and ensure public safety; and continuously assesses parolee's progress according to treatment plan and identifies signs of lapses or regression which could ultimately lead to a relapse and a repeat criminal behavior.

### **MENTAL HEALTH UNIT**

The Mental Health Unit is under the control of the Intensive Supervision Parole Section. The Unit is responsible for providing direct casework services to parolees who are diagnosed as having a mental illness or disability according to the DSM III categories. This includes the mentally retarded offender.

1. Establishes and maintains close contacts with private and public treatment providers.
2. Assesses the offender's criminal, social, psychological history, and institutional adjustment; and determines whether the offender requires a psychological/psychiatric evaluation.
3. Makes recommendations to the HPA on appropriateness and special conditions of parole.
4. Coordinates all mental health cases with the correctional institution's Mental Health Unit and acts as a liaison between the Paroling Authority and community resources.
5. Profiles the mental health population under parole supervision.
6. Identifies the mental health population under parole supervision.
7. Provides direct casework services and coordinates with the Department of Health and other agencies and/or service providers, as necessary.

### **HIGH NEEDS SUPERVISION UNIT**

The High Needs Unit is under the control of the Intensive Supervision Parole Section. The Unit is primarily responsible for providing direct casework services to high needs female parolees

who are diagnosed as having a mental illnesses or disabilities according to various DSM categories. This includes mentally retarded offenders, offenders with learning disabilities, personality's disorders, history of long-term substance abuse, and/or female offenders that have been sexually abused. High needs male parolees who qualify in one or more of the categories listed may also be assigned to this unit.

1. Establishes and maintains close contacts with private and public treatment providers.
2. Assesses the offender's criminal, social, psychological history, and institutional adjustment; and determines whether the offender requires a psychological/psychiatric evaluation.
3. Makes recommendations to the HPA on appropriateness and special conditions of parole.
4. Coordinates all mental health cases with the correctional institution's Mental Health Unit and acts as a liaison between the Paroling Authority and community resources.
5. Profiles the mental health population under the unit's parole supervision.
6. Identifies the mental health population under the unit's parole supervision.
7. Provides direct casework services and coordinates with the Department of Health and other agencies and/or service providers, as necessary.

### **INTENSIVE PAROLE SUPERVISION UNIT**

The Intensive Parole Supervision Unit is under the control of the Intensive Supervision Parole Section. The Unit is responsible for monitoring the activities of selected high-risk parolees on a 24-hour, seven days a week supervision schedule, and offers an intermediate step between conventional parole supervision and incarceration before parole or prior to parole revocation.

1. Administers the intensive parole supervision program of the Authority, which requires continual daily monitoring of parolees placed in the program with strict compliance with the terms and conditions of parole.
2. Establishes and maintains direct person-to-person contact with the parolees, their families, employers, etc.; and provides direct counseling services in assisting parolees to identify socio-economic problems or potential problems; refers parolees to agencies for assistance to obtain resources to assist the parolees in meeting the challenges of their problems; and maintains accurate daily case files on the parolees.
3. Conducts investigations of alleged parole violations; gathers evidence to prove or disprove alleged parole violations; coordinates the presence of witnesses in cases of alleged parole violations that are scheduled by the Authority, and takes initial action to re-imprison parolees who violate parole.
4. Maintains a close working relationship with community law enforcement agencies.

## DEPARTMENT OF PUBLIC SAFETY

### OFFICE OF THE DIRECTOR

#### FUNCTIONAL STATEMENT

August 2021

#### INSPECTIONS AND INVESTIGATIONS OFFICE

Under the general direction of the Director, administers several programs to ensure the departmental operations fully comport to all applicable laws, rules and regulations, policy and procedures, adopted standards, and directives. This is done through the following IIO staff offices: Pre-Disciplinary Hearings Staff; Audit and Compliance Staff; Security Planning Staff; Complaint and Grievance Staff; Pre-Disciplinary Hearings Staff and the Office of the Hawaii Emergency Management Agency Coordinator.

1. Plans, organizes, and coordinates comprehensive and integrated directives and maintains a command tracking system to enforce, measure, and be responsive to corrective actions.
2. Recommends, adopts, formulates, maintains, and promulgates for the Director rules, regulations, standards, and directives to assure correctness and consistency in the operation of the Department.
3. Conducts ongoing monitoring of the Director's directives and the command tracking system to assure that the directives are being carried out efficiently and effectively; and recommend changes and adjustments when deviations are noticed.
4. Prepares budget justifications and operational expenditure plans.
5. Ensures the Department is properly and continuously engaged in the State of Hawaii Coordinated Emergency Response for Natural and Man-Made Disasters.

#### AUDIT AND COMPLIANCE

Under the general supervision of the head of the Inspection and Investigations Office, assumes a focal point for researching, adopting, formulating, maintaining, and promulgating departmental standards, guidelines, rules and regulations, and directives relative to the operations of the Department and coordinates and monitors the application and compliance of such; plans for and coordinates all operational fire safety requirements of institutions and other public structures.

1. Researches, recommends, and adopts standards and guidelines applicable to Federal, State and local governments, and agencies and associations.
2. Directs the development and promulgation of departmental standards, rules, and regulations and directives relative to the operations of the Department.
3. Coordinates the development and maintains a documented system for recording all standards, rules and regulations and directives relative to operations.
4. Conducts ongoing reviews of the documented system; advises and assists operators on the compliance of such.
5. Conducts random or periodic analyses and evaluations as to the implementation and the applicability of the standards, rules and regulations and directives.
6. Prepares reports relative to accreditation on court decree compliance, and any other reports as required.



7. Maintains liaison with Federal, State, local governments, agencies, and associates.
8. Develops plans, policies and procedures for the implementation of health, safety, and sanitation which meet requirements of court decrees as well as other applicable Federal, State, local government laws, rules, ordinances, and acceptable standards.
9. Provides advisory, consultative and technical support services to operations to meet safety, health and sanitation standards and requirements.
10. Assists in determining equipment and staff resources to carry out health and safety programs.
11. Conducts studies and prepares reports on various issues concerning the environmental safety and health conditions of facilities and work sites.
12. Monitors all programs including those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding security, environmental health and safety, program access and performances, management, and general administration.
13. Modifies program plans and priorities to meet deficiencies.
14. Coordinates with the Training and Staff Development Staff and other agencies in the training of departmental personnel.
15. Conducts regular and special audits of field operations such as resource and inventory management, inmate and facility accounting systems, inmate property management, commissary management, and any other fiscal or management audits relative to the operations of facilities, or the regulatory functions of the Department.
16. Prepares independent reports of findings and recommends steps for corrective actions; conducts follow-up to assure compliance.
17. Participates in any special studies or investigations conducted by the Inspections and Investigations Office or central agency auditors; may assist departmental accounting staff in systems review, installing changes, or other functions and projects.
18. Serves as an Authority Having Jurisdiction (AHJ) on operational fire and life safety issues for all PSD facilities.
19. Conducts annual inspections at all correctional facilities in accordance with applicable fire protection standards. Identifies areas of deficiencies and assist facilities in the development of abatement plans.
20. Develops plans, policies, and procedures for the implementation of fire safety programs for facilities which meet requirements of court decrees as well as all other applicable Federal, State, and local governmental directives and standards.
21. Provides advisory, consultative, and technical support services to operations; conducts studies and maintains continuous awareness of state-of-the-art fire safety technologies.
22. Establishes fire safety equipment standards; identifies resource requirements.
23. Coordinates and monitors fire safety programs; evaluates performance of operations in carrying out fire safety programs and standards.

24. Periodically meets with all designated Safety Officers within the Department to ensure all practices conform to prescribed policies and procedures.
25. Coordinates the development and implementation of continuing in-service and new training for designated PSD Safety Officers with the Training and Staff Development Office.
26. Monitors programs carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding operational Fire Safety issues.
27. Participates in the planning and execution of the Department's coordinated Emergency Response Plan.

### **COMPLAINT AND GRIEVANCE**

Under the general supervision of the Head of the Inspections and Investigations Office, plans for, coordinates, and monitors all inmate complaint and grievance programs within the institutions.

1. Plans and develops an Inmate Complaint/Grievance system, including implementation guidelines and standards.
2. Coordinates and monitors grievance programs and institutes instructional and informational materials, workshops, and other means to train grievance program operators.
3. Conducts special studies of heavily grieved areas, and reports on operational deficiencies for necessary follow-up.
4. Evaluates the effectiveness of the grievance programs and recommends changes, as necessary.
5. Maintains liaison with the Ombudsman, State Attorney General, U.S. Attorney General on matters concerning the "Civil Rights of Imprisoned Persons Act."
6. Monitors all programs inclusive of those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding the maintenance of a credible administrative remedy process for inmates.

### **SECURITY PLANNING**

Under the general supervision of the Head of the Inspections and Investigations Office, plans for and coordinates all internal and external security requirements of institutions and other public structures under the jurisdictional control of the Department, including planning for man-made and natural disasters and other emergencies; and assures that all security units are prepared at all times to provide security to the offender, staff, institutions and the public.

1. Assesses current security operations, including resources usage; identifies problems, needs and requirements; and conducts pertinent research.
2. Develops strategic and operational plans in response to normal and ideal security operations; plans to respond to institutional and public disturbances such as riots, lockdowns, shakedowns, evacuations of offenders, labor strikes, and any other provisional planning for man-made and natural disasters.
3. Formulates standards, guidelines, rules and regulations, and directives for the implementation of security plans, including standards for the procurement of security equipment and the use, storage, and maintenance of such.

4. Monitors security program requirements to ensure compliance. Evaluates security program efficiency and effectiveness; modifies plans and priorities to address requirements or deficiencies.
5. Periodically meets with PSD Chiefs and Security and Law Enforcement Division and Branch Administrators to provide technical and consultative assistance on security operations.
6. Coordinates with Training and Staff Development Office on the training of employees related to security operations; conduct specialized security training as may be required.
7. Monitors all programs inclusive of those carried out by contracted vendors; analyzes and evaluates findings; prepares reports and other documentation regarding security operations.
8. Assists in the planning and execution of the Department's coordinated Emergency Response Team.

### **PRE-DISCIPLINARY HEARINGS**

Under the general supervision of the Head of the Inspections and Investigations Office, represents the Director at statewide pre-disciplinary hearings and renders findings in formal written recommendations to the Director to affirm, reverse, or modify pre-disciplinary charges alleged by administrators and supervisors within the department against employees for violations of the departmental Standards of Conduct, policies, procedures, rules, statutes, laws and other misconduct provisions.

1. Supervises staff statewide on developing, planning, directing, controlling, and coordinating the personnel functions related to investigations, legal requirements, the disciplinary process, and enforcement of collective bargaining unit provisions, laws, statutes, rules, and policies.
2. Responsible for final decisions concerning the direction or decision of work and changes related to investigations, legal requirements, and the disciplinary process. Represents the Director statewide at quasi-judicial hearings on all matters related to the disciplinary process, investigations, due process, and the relevant appeals process.
3. Develops new standards, guidelines, practices and makes recommendations for implementation in problem solving issues related to investigation, legal obligations, the disciplinary process, and the appeals process.
4. Renders formal written decisions which affirm, modify or reverse the allegations by setting forth the facts of the case, reasons, for the decision, applicable provisions of law, rule, agreement or policy and the decision reached for the Director's approval.
5. Provides direction to administrators, supervisors, investigators, and personnel staff on investigations, due process rights, disciplinary matters, and collective bargaining agreement requirements as needed. Makes presentations and conducts training on investigations, legal issues, and disciplinary matters for administrators, supervisors, investigators, and all departmental employees.
6. Represents the Director statewide in judicial or quasi-judicial proceeding related to disciplinary decisions and discharge actions. Appears on the Directors behalf in court, arbitration hearings, worker's compensation hearings, unemployment hearings, labor appeals hearings, and Merit Appeal Board hearings.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**CORRECTIONAL INDUSTRIES DIVISION**  
**ADMINISTRATION**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Office of the Director, develops and manages the Correctional Industries Division which provides specific skills training opportunities for sentenced inmates and functions similar to a self-sustaining private business venture.

1. Plans, organizes, budgets, and carries out functions required to develop, implement, and maintain various revenue generating correctional industries.
2. Expands inmate work opportunities to provide every able-bodied inmate an opportunity to participate in correctional industries operations during his or her incarceration.
3. Coordinates with other Department of Public Safety divisions and host facilities to ensure integration of activities relative to adjustment, programming, and training of inmates, and to ensure that industries meet correctional industries requirements.
4. Produces and or provides as many goods and services as found feasible that are utilized by the Department of Public Safety's divisions and facilities. Also provides goods and services, as needed by non-for-profit agencies and other government agencies.
5. Maintains operational, administrative, and fiscal control of correctional industries operations and prepares required reports.
6. Enters into venture agreements with private organizations to utilize inmate labor within facilities owned or leased by the Department to produce finished goods, services, or product lines.
7. Utilizes profits from the sale of goods and services for capital improvements, reinvestment and for the expansion plants and or sections, to increase inmate training opportunities.
8. Develops and manages such correctional industries as may be implemented at correctional facilities:
  - a. Plans, organizes, schedules, and budgets for the operations.
  - b. Provides training and supervises inmate employees in correctional industries.
  - c. Orders supplies and materials, maintains inventory and other required records, prepared reports.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**CORRECTIONAL INDUSTRIES DIVISION**  
**BUSINESS MANAGEMENT OFFICE**  
**FUNCTIONAL STATEMENT**

Under the general supervision of the head of the Correctional Industries Division, the HCI Business Office establishes and maintains fiscal accounts and other records.

1. Establishes and maintains fiscal account records such as billing register, accounts receivable, accounts payable, and general ledgers; monitors income and expenditures.
2. Prepares reports such as balance sheets, income statements, cash flow statements, cash balance reports, cost data, and other operational information for correctional industries; prepares data for budget purposes when required.
3. Analyzes data to determine if goals and performance measures are being accomplished.
4. Maintains inventory and other records and files.
5. Receives and processes invoices for payment; prepares requisitions and purchase orders; and maintains related records.
6. Performs typing, reception, filing, and other clerical services.
7. Completes staff time and leave records; and prepares inmate payroll forms.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**CORRECTIONAL INDUSTRIES DIVISION**  
**CENTRAL OPERATIONS BRANCH**  
**FUNCTIONAL STATEMENT**

Under the general supervision of the administrator of the Correctional Industries Division, develops and supervises the management of the print plant, furniture plant, sewing plant, and such other correctional industries sections as may be implemented.

1. Reviews and evaluates correctional industries operations within the facility for compliance with directives and achievement of objectives.
2. Analyzes the equipment, staffing, and other needs of correctional industries sections; proposes operating budgets, expenditure plans and capital improvement needs; and reviews authorized operating expenditures.
3. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.
4. Plans, organizes, and budgets for all the sections including print plant, furniture plant and sewing plant.
5. Establishes operational standards, guidelines, and procedures.

**PRINT PLANT SECTION**

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services including the printing of stationary, business forms, brochures, signs, engraving, silk screening, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the print plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

**FURNITURE PLANT SECTION**

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services such as furniture repair, upholstery, custom woodwork, refurbishing, office furniture, retirement gifts, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the furniture plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **SEWING PLANT SECTION**

Under the general supervision of the head of the Central Operations Branch, provides program activities in the production of goods and services including uniforms, bedding, embroidery, silk screening, curtains, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Central Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the sewing plant section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**CORRECTIONAL INDUSTRIES DIVISION**  
**COMMUNITY OPERATIONS**  
**FUNCTIONAL STATEMENT**

Under the general supervision of the administrator of the Correctional Industries Division, develops and supervises the management of community work lines as well as Hawaii Island Operations, programs within the facilities such as Canteen, Delivery/Warehouse, and Agribusiness, and such other correctional industries sections as may be implemented.

1. Reviews and evaluates operations for compliance with directives and achievement of objectives.
2. Analyzes the equipment, staffing, and other needs of operations; proposes operating budgets, expenditure plans and capital improvement needs; and reviews authorized operating expenditures.
3. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.
4. Plans, organizes, and budgets for all the work lines.

**CANTEEN SECTION**

Under the general supervision of the head of the Community Operations Branch, provides program activities in the production of goods and services including inmate commissary/canteen (store orders). Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the correctional facilities.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the canteen section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

**DELIVERY/WAREHOUSE SECTION**

Under the general supervision of the head of the Community Operations Branch, provides program activities in the production of services including inventory control, incoming/outgoing deliveries, shipping, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the delivery/warehouse section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.



## **SPECIAL PROJECTS SECTION**

Under the general supervision of the head of the Community Operations Branch, provides program activities for community worklines in the production of goods and services including installation, moving services, light construction, renovation, landscaping, etc. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the special projects section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **LABOR CONTRACTS UNIT**

Under the general supervision of the head of the Special Projects Section, maintains program activities in support of highway maintenance services, and such other labor service contracts implemented by this unit. Assists in organizing and conducting these activities, promoting, and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the labor contracts unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **AGRIBUSINESS SECTION**

Under the general supervision of the head of the Community Operations Branch, provides program activities in the support of agricultural production including crops and vegetation. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the agribusiness section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.
5. Record information about crops, such as pesticide use, yields, or costs.
6. Repair and maintain farm vehicles, implements, and mechanical equipment.
7. Dig and plant seeds, or transplant seedlings by hand.
8. Harvest fruits and vegetables by hand.
9. Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.

## **HAWAII ISLAND OPERATIONS SECTION**

Under the general supervision of the head of the Community Operations Branch, develops and supervises the management of Hawaii Island community worklines and programs within the facility such as Hawaii Island furniture and canteen plants. Plans, develops, coordinates, and conducts these activities within the section. Assists the head of the Community Operations Branch in promoting and maintaining the support and cooperation of the public, private, and governmental groups, and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island operations section, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **HAWAII ISLAND FURNITURE UNIT**

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities in support of products and services provided by this unit such as furniture repair, upholstery, custom woodwork, refurbishing, office furniture, retirement gifts, etc. Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island furniture unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **HAWAII ISLAND CANTEEN UNIT**

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities in support of products and services provided by this unit including inmate commissary/canteen (store orders). Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island canteen unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

## **HAWAII ISLAND LABOR CONTRACTS UNIT**

Under the general supervision of the head of the Hawaii Island Operations Section, maintains program activities for Hawaii Island community worklines in support of products and services provided by this unit such as grounds maintenance, native plant preservation, and such other labor service contracts implemented in this unit. Assists in organizing and conducting these activities and promoting and maintaining the support and cooperation of public, private, and governmental groups and agencies.

1. Provides general supervision, guidance, and on-the-job training of inmates.
2. Plans, organizes, and conducts programs for the Hawaii Island labor contracts unit, including work schedules, work assignments, and production planning.
3. Orders supplies and materials; maintains inventory and other records; and prepares reports.
4. Establishes quality control.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**CORRECTIONAL INDUSTRIES DIVISION**  
**SALES AND MARKETING**  
**FUNCTIONAL STATEMENT**

Under the general direction of the administrator of the Correctional Industries Division, this division develops and promotes the sale of goods and services provided by correctional industries. This includes quality control, customer satisfaction and marketing programs, customer service division, website, and social media presence, design, and execution of all marketing collateral.

1. Oversees, plans, and strategizes, the sales and marketing programs, website and social media programs, research and development, and customer service programs.
2. Obtains and maintains the support and cooperation of private, non-profit, and government agencies.
3. Determines annual sales projections.
4. Implement marketing analysis to better assess customer requirements and recommend products or services that meets customer needs and expectations.
5. Approve requests for custom made products.

**CUSTOMER SERVICE SECTION**

Under the general supervision of the head of the Sales and Marketing Branch, provides support and communication channels between the sales and marketing branch and public, private, and governmental groups and agencies.

1. Organizes, conducts, and maintains the activity in the customer service programs.
2. Manage a customer contact system and prepare analysis reports.
3. Review purchase orders to ensure accuracy and compliance with procurement guidelines.
4. Maintain ongoing correspondence with customers.
5. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
6. Actively monitor and participate/attend bid openings.
7. Meet with HCI manufacturing supervisors at prison facilities to collaborate and review production orders.

**SALES SECTION**

Under the general supervision of the head of the Sales and Marketing Branch, plans, develops, executes, and develops the effectiveness of comprehensive plans and programs to improve the sales of HCI's products and services to its customers. Also provides support with program activities in the production of goods and services within the section.

1. Organizes, conducts, and maintains the activity in the sales programs.
2. Solicit orders for HCI products and services (develop, maintain, and expand existing customer base through "cold calls" and other creative marketing strategies).
3. Maintain ongoing correspondence with customers.

4. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
5. Actively monitor and participate/attend bid openings.
6. Meet with HCI manufacturing supervisors at prison facilities to collaborate and review production orders.

### **MARKETING SECTION**

Under the general supervision of the head of the Sales and Marketing Branch, provides programs and tools to effectively advertise and market the sales of HCI's products and services to its customers. Also assists in maintaining the support and communication channels between the sales and marketing branch and public, private, and governmental groups and agencies.

1. Organizes, conducts, and maintains the activity in the marketing programs, including website and social media programs.
2. Maintain ongoing correspondence with customers.
3. Obtains and maintains the support and cooperation of private, non-profit and government agencies.
4. Develop and maintain HCI sales and marketing literature, website, and social media designs and programs.
5. Actively monitor and participate/attend bid openings.
6. Monitoring and analyzing market trends.
7. Studying competitors' products and services.
8. Exploring ways of improving existing products and services and increasing profitability.
9. Identifying target markets and developing strategies to communicate with them.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

**INTERNAL AFFAIRS OFFICE**

Under the general supervision of the Director, conducts criminal, administrative, and civil investigations of the employees of the Department and the lawful use and disposition of departmental resources.

1. Receives and responds to complaints against employees or organizations of the department.
2. Conducts criminal, administrative, and civil investigations.
3. Evaluates, analyzes, and recommends changes to rules, regulations, policies, and procedures which relate to the investigations.
4. Provides advice, information, guidance, and written material to interested Divisions or individuals relating to policy and procedures, standards of conduct, and investigations.
5. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of mutual interest.
6. Maintains a system of statistics, reports, and records that accurately reflect the Staff's degree of accomplishments of its responsibilities.

**ADMINISTRATIVE INVESTIGATION STAFF**

Under the general supervision of the Head of the Internal Affairs Office, responsible for the technical support of the investigation staff.

1. Receives and document complaints of alleged employee violations of the department Standards of Conduct.
2. Conduct independent administrative and civil investigations of alleged employee violations.
3. Interprets all available evidence gathered during investigations and prepares reports to reflect investigative findings.
4. Identifies, evaluates, collects, processes, and secures all evidence applicable to investigations.

5. Charge violators of the Standards of Conduct with offenses appropriately substantiated through investigations.
6. Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the staff.
7. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.
8. Maintain applicable records, files, and reports separate from those of the Criminal Investigation Staff to comply with legal requirements; maintains statistical information reflecting the work and its progress in fulfilling its responsibilities.
9. Recommends departmental policy or procedural changes where applicable and report possible deficiencies.

#### **TECHNICAL SUPPORT STAFF**

Under the general supervision of the Head of the Internal Affairs Office, responsible for the technical support of the investigative staff.

1. Provides expertise in the use of technology and Computer Voice Stress Analyzer examination to support the investigative process.
2. Recommends, reports, tests, and keeps abreast of new technology to include crime scene processing, communications, and surveillance.
3. Interprets all available evidence gathered during investigations and prepares reports to reflect investigative findings.
4. Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the Criminal and Administrative Investigation Staffs.
5. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.
6. Evaluates, analyzes, and recommends changes to rules, regulations, policies, and procedures which related to the investigations.
7. Provide advice, information, guidance, and written material to interested Division or individuals relating to policy and procedures, standards of conduct, and investigations.

#### **CRIMINAL INVESTIGATION STAFF**

Under the general supervision of the Head of the Internal Affairs Office, responsible for the enforcement of the Hawaii Revised Statutes as it relates to all employees of the Department and/or property of the Department.

1. Receives and document complaints of alleged violations of the Hawaii Revised Statutes by employees of the Department and/or against property of the Department.
2. Conducts criminal investigations of any and all violations of the Hawaii Revised Statutes committed by employees of the Department and/or against property of the Department.
3. Submits investigative reports, records, and information reflective of investigative findings.
4. Gathers and secures all evidence applicable to case investigations.
5. Apprehends and, if applicable, charge violators of the statutes with offenses appropriately substantiated through investigations.
6. Confers with prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be placed against violators.
7. As required, testifies in court proceedings relative to investigations and/or other activities of the staff.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**ADMINISTRATIVE SERVICES OFFICE**

**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Administration, manages departmental planning, programming, and operating and capital improvements program budgeting functions; program evaluation; organizational analysis; research and statistics; information technology services; procurement and contracting of goods and services; property and space management; records and forms management; and centralized office services.

1. Plans, organizes, directs, and coordinates subordinate staff services to assist departmental components in meeting operational requirements through program planning, analysis of operating and capital project needs, coordination of budget preparation and execution/control.
2. Directs departmental compliance with state central services agencies and legislative directives through memoranda and transmittals, briefings and workshops, review and follow-up, and other means.
3. Informs top management of the status of budget requests and capital projects and advises on action necessary to accomplish departmental objectives.
4. Maintains liaison with central services and other agencies and legislative committees for purposes of coordination and general work scheduling relative to ongoing activities and special projects.
5. Initiates staff studies to assigned functions and recommends changes in policies and procedures, organization, staffing, equipment, space allocation, and other management elements; prepares budget justifications and operational expenditure plans.
6. Evaluates and oversees development and recommends administrative rules, regulations, policies, and procedures.

**PLANNING AND RESEARCH UNIT**

Under the general supervision of the head of the Administrative Services Office, assists in long- and short-range planning activities and coordinates the implementation of actions to accomplish the policy direction of the Department; provides policy development support and grant-seeking activities; coordinates and processes legislative materials and administrative rule activities affecting the Department; monitors the effectiveness of the Department's efforts to meet its stated mission, goals, and objectives; conducts the departmental capital improvements program of construction, repairs and maintenance, budget preparation, justification, and execution process; organizational analysis; perform research and statistics; maintain records and forms management.

1. Develop, coordinate and conduct planning projects and prepares reports on departmental plans, including long- and short-range plans and special studies to the Director, the Legislature, other public and private agencies, and the general public.
2. Provide technical advice and assistance to program managers on program-based planning activities.



3. Develop, coordinate, and provide technical assistance on grant proposals and other funding mechanisms which enhance program activities.
4. Conduct and assist in the development of the annual legislative package, introduce policy for Legislation implications, support departmental programs, manages legislative communications, requests and processes, and assist the Director's Office in legislative matters by coordinating and processing departmental testimony during the Legislative sessions.
5. Assist and facilitate the process for programs in the development of departmental Hawaii Administrative Rules (HARs).
6. Monitor and coordinate departmental compliance with central agency directive and legal requirements regarding organization, records management, and forms management.
7. Collaborate and coordinate with departmental staff on requirements related to general liability insurance and motor vehicle insurance.
8. Conduct capital budget preparation through dissemination and interpretation of budget instructions, review and compilation of requests, and summarization of significant aspects and justifications for departmental management consideration; prepares budget documents in proper form.
9. Assist departmental management in presenting capital improvements needs and justifications through the executive budget and legislative review process; coordinates requests for data and assists in liaison with the Department of Accounting and General Services and various legislative committees.
10. Coordinate with the preparation of the annual capital improvements construction, repairs and maintenance programs, reviews project schedules, and prepares requests for release of funding allotments.
11. Maintain oversight of the capital improvements budget through the review of project progress reports, proposed contract change orders, fund status, equipment needs and systems, maintenance, and repairs.
12. Recommend equipment specifications, operations, policies, and procedures governing use and safekeeping of equipment, repair and replacement schedules, space, physical plant requirements, alternative approaches, costs, and benefits.
13. Plan and coordinate all major repair and preventive maintenance projects relative to facilities and environment; monitor and inspect operations to ensure the optimum use of equipment, and compliance with standards and regulations; and recommends changes and improvements to systems; coordinate activities with environmental health and safety organizational segments of the Department; maintains liaison with various Federal, State, and county government agencies.
14. Conduct and develop means, methods, and procedures for the collection, retrieval, compilation, analysis, and reporting of operational, inmate demographics, and other data pertinent to understanding departmental programs and operations, and other external factors impacting programs and operations; and prepares reports of findings.
15. Provide research and statistical support for program planning and evaluation, resource allocation, and other departmental purposes, and prepares special statistical reports as required.
16. Advise and inform organizational components on statistical data reporting procedures to ensure completeness and accuracy of data received and serves as central depository for departmental statistical information.

17. Conduct research studies through the application of research and statistical methods.
18. Advise and guide the Department in establishing measures of effectiveness which shall represent operational achievements of the program objectives.
19. Plan and conduct organization studies for better and efficient utilization of staffing and time. Review and make recommendation on proposed changes to the functional statements and organization charts to determine compliance with Department's established requirements.
20. Assist and guide departmental activities in the development of program performance measures and establishing program goals and objectives.
21. Review and monitor updates to the Administrative Division's policies and procedures.
22. Monitor compliance based on directives and legal requirements for records and forms management.
23. Serve as the risk management coordinator between the Department and Department of Accounting and General Services - Risk Management Office relating to self-insurance program of departmental vehicles and insurance coverage of the Department's real property and business property.

### **OPERATING BUDGET UNIT**

Under the general supervision of the head of the Administrative Services Office, conducts the departmental operating budget preparation, justification, and execution process.

1. Conducts operating budget preparation through dissemination and interpretation of budget instructions, review and compilation of requests, and summarization of significant aspects and justifications for departmental management consideration; prepares budget documents in proper form.
2. Assists departmental management in presenting budgetary needs and justifications through the executive budget and legislative review process; coordinates requests for data and assists in liaison with the Department of Budget and Finance and various legislative committees.
3. Coordinates the preparation of the departmental expenditure plan and reviews all requests for operating budget allotments.
4. Maintains oversight of the budget through the review of financial reports, analysis of the budget impact of program changes, and control of the transfer of funds between accounts.
5. Provides consultative and advisory services to assist in improving the Department's administrative and management systems, and to make more efficient use of authorized resources in achieving the Department's goals and objectives.

### **PROCUREMENT AND CONTRACTS UNIT**

Under the general supervision of the head of the Administrative Services Office, develops and coordinates departmental procedures for procurement contracting, and leasing of real property.

1. Advises operational personnel on the procurement of equipment, supplies, materials, and services regarding methods, procedures, sources, substitutions, and so forth.
2. Prepares specifications and coordinates or conducts formal bid process.
3. Performs office space leasing functions, including inspecting premises, evaluating proposed lessor terms, and preparation of documents, subject to higher-level approval.

4. Advises operating units on relevant standards and maintains working relationships with central services agencies, vendors, and others to assist operating units in achieving effective operations.

### **INFORMATION TECHNOLOGY SYSTEMS UNIT**

Under the general supervision of the head of the Administrative Services Office, the Information Technology Systems (ITS) Unit is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology systems and processing for the department statewide. The ITS Unit provides business application development and maintenance, project planning and management, system software, hardware management, telecommunications and network management and support, technical training, operations of the Department of Public Safety (PSD) computing facility including data control and technical help desk functions.

1. System Support and Services provides technical and project expertise and monitors the progress of the assigned departmental and divisional IT projects.
2. Provides planning, managing and administrative services assistance to the IT administrator and staff; in the area of strategic and tactical planning to achieve IT goals and objectives and work requests and prepares status reports and conveys concerns regarding the quality and progress of system/projects; assist in the finalizing of the office budget and expenditure plan.
3. Plans, coordinates, develops, evaluates, monitors, and assists in proposal and contract processing in the acquisition of IT hardware, software, and services.
4. Applications Development and Maintenance Staff: Administers, plans, coordinates, and directs all Applications Systems Design, Development, Implementation and Maintenance for departmental business application computer systems. Provides analyzes, construction and programming for all Information Processing computer systems for all the various Federal and State programs for the divisions and the various staff of the PSD.
5. Provides overall project management expertise and assistance in project management for all systems development projects; works with various department offices and division administrators to implement automation initiatives; assist in development of the advance planning document or the system development and implementation project plans; provides all system analysis and design services and computer programming services to the end users community; and provides daily operational support and maintenance in all aspects of data processing requirements for end users community.
6. Telecommunication Services Section – Analyze network traffic and available communication capacity; upgrade, improvements, reconfiguration of communication devices and transmission media to provide sufficient transmission speed and bandwidth.
7. Network Planning and Management Section – oversees and manages the activities of the PSD computer networks including LANs, WANs, and Internet systems.
8. Plans, coordinates, and manages activities involving data and video communications. Directs the network architecture design and determines network system software. Oversees the development of policies, standards, and procedures, long-range plans, and goals for network access within PSD.
9. Manage, plans, and directs office automation usage and the development of customized office automation application and databases. Provides technical expertise in the support of client applications and Web development.

### **OFFICE SERVICES UNIT**

Under the general supervision of the head of the Administrative Services Office, administers the development and maintenance of the Department's central records, forms, and information disclosure and administration operations.

1. Conducts the budget preparation process for the Office Services operations and compiles and consolidates budget details for review; conducts expenditure plan preparation and allotment control; and conducts fiscal record keeping and reporting.
2. Conducts purchasing and monitors expenditures, and conducts physical inventory and record keeping.
3. Oversees the development, maintenance, and monitoring of the Department's central files of codified internal/external systems of administrative policies and procedures.
4. Provides technical assistance or consultative services to Department personnel where required or requested in office management and operations.
5. Coordinates and monitors the activities of the Clerical Support Services and Fiscal Support Sections; maintains liaison with appropriate Department-level offices relative to delivery of office services and operations.

#### **CLERICAL SUPPORT SERVICES SUB-UNIT**

Under the supervision of the head of the Office Service Unit, provides various office services in support of Department office operations.

1. Operates and maintains the Department's mailroom; maintains a system for the control and disposition of all incoming and outgoing correspondence.
2. Operates and maintains a directive system and administrative policies and procedures.
3. Operates and maintains the Department's messenger service.
4. Operates and maintains the Department's communication routing system.
5. Provides other clerical and housekeeping services to the Department Administration and Department-level offices, including typing and duplicating services, as requested.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

**FUNCTIONAL STATEMENT**

August 2021

**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.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**PERSONNEL MANAGEMENT OFFICE**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Administration, manages a comprehensive system of personnel staff services to assist departmental management in the effective recruitment, retention, and utilization of personnel resources through programs of staffing and technical services, labor relations, employee relations and safety, and employment transactions and records, and to assure departmental compliance with Federal and State employment laws, rules and regulations, and negotiated collective bargaining contracts pertaining to employees in bargaining units 01, 02, 03, 04, 09, 10, 13 and 14.

1. Evaluate personnel staff services and personnel management of the department and plans, develops and directs such services for the improvement of departmental personnel management, including formulating and recommending departmental personnel policies and procedures, developing and implementing improved work methods and procedures, gaining the assistance of other departmental staff services, and formulating and recommending budgetary requirements for the Personnel Management Office and for personnel services in other organizational components.
2. Establish basic work plans and schedules to deal with ongoing departmental personnel problems and with special, major work demands associated with collective bargaining negotiations, programs/projects of the central personnel agency, and operating problems of the Personnel Management Office.
3. Advise the Deputy Director for Administration, the Director of the Department of Public Safety, and other management staff regarding issues, concepts, projects, programs, and problems in personnel management.
4. Represents the department in dealing with employees, unions, appellate bodies, arbitrators, and others to resolve personnel issues and problems, and serves as departmental advocate in personnel matters in dealing with Department of Human Resource Development and other agencies.
5. Direct the preparation of manuals, instructions, and other materials for the conduct of personnel management functions throughout the department and initiates periodic field visits and workshops for operating staff to foster mutual understanding and assist in resolving personnel management problems.

## **LABOR RELATIONS UNIT**

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services relative to negotiated contracts applicable to various bargaining units and participates in contract negotiation activities as departmental representative.

1. Provide informational and technical services to management on applicable personnel rules and regulations and contract provisions; and advises management on actions appropriate to given labor relations problems and situations, verifies contract interpretations, handles grievances, disseminates labor relations information to all organizational components, and so forth.
2. Participate in contract negotiations by reviewing and analyzing proposals, informing departmental management of proposals, and assisting in formulating departmental responses; develops data to facilitate the negotiation process, serves on contract negotiation working committees; coordinates Departmental effort relative to essential worker determinations; and performs related functions.
3. Respond to formal and informal grievances, internal complaints, Hawaii Labor Relations Board complaints, employment lawsuits, unemployment appeal hearings, serve as the employer representative at all hearings, and arbitrations.
4. Maintain contract information and interpretations, serves as liaison with the State's Office of Collective Bargaining and Department of Human Resources Development to ensure correct and consistent Departmental actions, maintains contact with union and employee representatives to ensure open communications, and performs related functions.
5. Establish and maintain Departmental labor relations procedures to ensure conformance with contractual requirements, maintains pertinent records and files, and conducts analysis of labor relations trends and development for management purposes.

## **STAFFING AND TECHNICAL SERVICES UNIT**

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services to facilitate the position classification and compensation, recruitment, examination, and background checks for positions and new hires on a timely and consistent basis.

1. Establish and maintain operating procedures for the classification and reclassification of positions. This include delegated actions, requests for new job classifications, administrative reviews, appeals involving the review and revision of position descriptions, preparing justifications and other documentation, advising management and employees on the status of

requests and further actions to be taken, preparing appeals, and serving as Departmental representative at hearings.

2. Establish and maintain operating procedures for justifying and promoting competitive pay scales for the several categories of Departmental employees by collecting and analyzing data on internal and external pay relationships and other factors; developing justifications for repricing requests and various pay differentials, advising management and employees, preparing request and appeal memoranda, and serving as Departmental representative at hearings.

3. Establish and maintain operating procedures for projecting Departmental human resource needs, and the selection and placement of employees involving such functions as internal recruitment, screening of eligibles, assistance in or conduct of various candidate assessment procedures including formal interviews and/or written examination, auditing of the selection process, and referrals for final selection or placement.

4. Establish and maintain operating procedures in conducting examination functions by conducting job analysis, research and test development, conducting validation studies, procuring and overseeing contracting of testing services and/or in-house test development and administration, administrative reviews, and other administrative activities, such as, representing the department at appeals.

5. Establish and maintain administrative rules and operating procedures in conducting background suitability examination for internal and external new hires for the department by utilizing both the state and federal automated systems, rules, and laws.

6. Establish and maintain operating procedures in conducting annual criminal history checks on identified staff, to be in compliant with the federal and state firearm laws and the federal Prison Rape Elimination Act (PREA).

7. Establish and maintain operating procedures for the authorization, issuance, display, and control of departmental identification badges.

8. Serves as liaison with the Department of Human Resources Development in seeking central agency services and to ensure compliance with personnel laws, rules and regulations, bargaining unit contracts, personnel policies and procedures, guidelines, and other requirements in relation to delegated/non-delegated actions and other functions.

## **EMPLOYEE RELATIONS/TRANSACTION UNIT**

Under the general supervision of the head of the Personnel Management Office, conduct departmental administrative services to enhance human resource utilization working conditions and related areas, process personnel transactions for Departmental and State record keeping, control, and other management purposes.



1. Establish and maintain operating procedures for career employment, including upward mobility planning, performance appraisal and evaluation, service awards and recognition, morale and motivation activities, and employee assistance services.
2. Establish and maintain operating procedures for employee safety and health, including work safety campaigns, accident investigations, and proposals for corrective actions and accident reduction, and worker's compensation claims handling and investigation.
3. Serve as Departmental liaison and informational resource on various health and related benefit programs, leave provisions, deferred compensation, retirement benefits, and other programs, promotes employee awareness, assures adherence to enrollment procedures, and provides assistance to employees.
4. Advises management on proposed legislation and revised statutes pertaining to employee relations, assists in orienting new hires and all employees to major changes in benefits and procedures, maintains files on benefit information and employee participation, and so forth.
5. Receive various personnel action forms and reviews for completeness and correctness relative to personnel laws, rules, and regulations, and negotiated contracts; makes corrections or returns to initiating office; and refers or transmit for further action.
6. Initiates and completes "Employee Personnel Action reports" to document employee status, position, pay, and other changes, and transmits for further action.
7. Explain personnel rules and regulations and collective bargaining contract provisions as they relate to personnel transactions to management and employees as requested.
8. Maintain employee roster and personnel record files, provides employment verification service, and compiles personnel statistical information.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**PERSONNEL MANAGEMENT OFFICE**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Administration, manages a comprehensive system of personnel staff services to assist departmental management in the effective recruitment, retention, and utilization of personnel resources through programs of staffing and technical services, labor relations, employee relations and safety, and employment transactions and records, and to assure departmental compliance with Federal and State employment laws, rules and regulations, and negotiated collective bargaining contracts pertaining to employees in bargaining units 01, 02, 03, 04, 09, 10, 13 and 14.

1. Evaluate personnel staff services and personnel management of the department and plans, develops and directs such services for the improvement of departmental personnel management, including formulating and recommending departmental personnel policies and procedures, developing and implementing improved work methods and procedures, gaining the assistance of other departmental staff services, and formulating and recommending budgetary requirements for the Personnel Management Office and for personnel services in other organizational components.
2. Establish basic work plans and schedules to deal with ongoing departmental personnel problems and with special, major work demands associated with collective bargaining negotiations, programs/projects of the central personnel agency, and operating problems of the Personnel Management Office.
3. Advise the Deputy Director for Administration, the Director of the Department of Public safety, and other management staff regarding issues, concepts, projects, programs, and problems in personnel management.
4. Represents the department in dealing with employees, unions, appellate bodies, arbitrators, and others to resolve personnel issues and problems, and serves as departmental advocate in personnel matters in dealing with Department of Human Resource Development and other agencies.
5. Direct the preparation of manuals, instructions, and other materials for the conduct of personnel management functions throughout the department and initiates periodic field visits and workshops for operating staff to foster mutual understanding and assist in resolving personnel management problems.

## **LABOR RELATIONS UNIT**

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services relative to negotiated contracts applicable to various bargaining units and participates in contract negotiation activities as departmental representative.

1. Provide informational and technical services to management on applicable personnel rules and regulations and contract provisions; and advises management on actions appropriate to given labor relations problems and situations, verifies contract interpretations, handles grievances, disseminates labor relations information to all organizational components, and so forth.
2. Participate in contract negotiations by reviewing and analyzing proposals, informing departmental management of proposals, and assisting in formulating departmental responses; develops data to facilitate the negotiation process, serves on contract negotiation working committees; coordinates Departmental effort relative to essential worker determinations; and performs related functions.
3. Respond to formal and informal grievances, internal complaints, Hawaii Labor Relations Board complaints, employment lawsuits, unemployment appeal hearings, serve as the employer representative at all hearings, and arbitrations.
4. Maintain contract information and interpretations, serves as liaison with the State's Office of Collective Bargaining and Department of Human Resources Development to ensure correct and consistent Departmental actions, maintains contact with union and employee representatives to ensure open communications, and performs related functions.
5. Establish and maintain Departmental labor relations procedures to ensure conformance with contractual requirements, maintains pertinent records and files, and conducts analysis of labor relations trends and development for management purposes.

## **STAFFING AND TECHNICAL SERVICES UNIT**

Under the general supervision of the head of the Personnel Management Office, conducts departmental administrative services to facilitate the position classification and compensation, recruitment, examination, and background checks for positions and new hires on a timely and consistent basis.

1. Establish and maintain operating procedures for the classification and reclassification of positions. This include delegated actions, requests for new job classifications, administrative reviews, appeals involving the review and revision of position descriptions, preparing justifications and other documentation, advising management and employees on the status of

requests and further actions to be taken, preparing appeals, and serving as Departmental representative at hearings.

2. Establish and maintain operating procedures for justifying and promoting competitive pay scales for the several categories of Departmental employees by collecting and analyzing data on internal and external pay relationships and other factors; developing justifications for repricing requests and various pay differentials, advising management and employees, preparing request and appeal memoranda, and serving as Departmental representative at hearings.

3. Establish and maintain operating procedures for projecting Departmental human resource needs, and the selection and placement of employees involving such functions as internal recruitment, screening of eligibles, assistance in or conduct of various candidate assessment procedures including formal interviews and/or written examination, auditing of the selection process, and referrals for final selection or placement.

4. Establish and maintain operating procedures in conducting examination functions by conducting job analysis, research and test development, conducting validation studies, procuring and overseeing contracting of testing services and/or in-house test development and administration, administrative reviews, and other administrative activities, such as, representing the department at appeals.

5. Establish and maintain administrative rules and operating procedures in conducting background suitability examination for internal and external new hires for the department by utilizing both the state and federal automated systems, rules, and laws.

6. Establish and maintain operating procedures in conducting annual criminal history checks on identified staff, to be in compliant with the federal and state firearm laws and the federal Prison Rape Elimination Act (PREA).

7. Establish and maintain operating procedures for the authorization, issuance, display, and control of departmental identification badges.

8. Serves as liaison with the Department of Human Resources Development in seeking central agency services and to ensure compliance with personnel laws, rules and regulations, bargaining unit contracts, personnel policies and procedures, guidelines, and other requirements in relation to delegated/non-delegated actions and other functions.

## **EMPLOYEE RELATIONS/TRANSACTION UNIT**

Under the general supervision of the head of the Personnel Management Office, conduct departmental administrative services to enhance human resource utilization working conditions and related areas, process personnel transactions for Departmental and State record keeping, control, and other management purposes.

1. Establish and maintain operating procedures for career employment, including upward mobility planning, performance appraisal and evaluation, service awards and recognition, morale and motivation activities, and employee assistance services.
2. Establish and maintain operating procedures for employee safety and health, including work safety campaigns, accident investigations, and proposals for corrective actions and accident reduction, and worker's compensation claims handling and investigation.
3. Serve as Departmental liaison and informational resource on various health and related benefit programs, leave provisions, deferred compensation, retirement benefits, and other programs, promotes employee awareness, assures adherence to enrollment procedures, and provides assistance to employees.
4. Advises management on proposed legislation and revised statutes pertaining to employee relations, assists in orienting new hires and all employees to major changes in benefits and procedures, maintains files on benefit information and employee participation, and so forth.
5. Receive various personnel action forms and reviews for completeness and correctness relative to personnel laws, rules, and regulations, and negotiated contracts; makes corrections or returns to initiating office; and refers or transmit for further action.
6. Initiates and completes "Employee Personnel Action reports" to document employee status, position, pay, and other changes, and transmits for further action.
7. Explain personnel rules and regulations and collective bargaining contract provisions as they relate to personnel transactions to management and employees as requested.
8. Maintain employee roster and personnel record files, provides employment verification service, and compiles personnel statistical information.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**TRAINING AND STAFF DEVELOPMENT OFFICE**  
**FUNCTIONAL STATEMENT**

Under the general direction of the Deputy Director for Administration, manages training and staff development functions and needs, developing overall plans and strategies, and designing curricula, course content and examinations for Corrections, Law Enforcement, Supervision and Management Leadership training needs; coordinates and conducts training courses, including the training of trainers; and monitors adherence to training programs, schedules, and other requirements.

1. Develops methods and procedures, and conducts studies of training and staff development needs, including a review and assessment of departmental, State, and community resources such as facilities, equipment, established curricula, and subject matter resources.
2. Drafts and recommends policies, procedures, priorities, and resource requirements for departmental training and staff development; informs departmental components of approved policies, procedures, and other related matters; and prepares budget justifications and operational expenditure plans.
3. Plans, organizes, directs, and coordinates the work of subordinate staff to meet operating requirements of the department, and to comply with State central staff agency and legislative directives.
4. Monitors training programs and makes changes to schedules, course content, instructional methods, and so forth for the improvement of departmental training and staff development.
5. Maintains liaison with Federal, State, and County agencies, institutions of higher education, employee unions, and other public and private organization to enhance service delivery through cooperation and coordination.

**ADMINISTRATIVE PROGRAMS AND SUPPORT UNIT**

Under the general supervision of the head of the Training and Staff Development (TSD), coordinates and/or conducts supervisor development training and administrative in-service training; provides curriculum development support for all training matters in public safety functions; and provide administrative technical support to TSD operations.

- a. Plans and develops curricula, lesson plans, examinations, training aids, use of outside subject matter experts and resources, and other elements, including the training of trainers to meet the needs of Public Safety's training programs and initiatives.
- b. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates such involvement.
- c. Coordinates and conducts training and staff development courses and other activities.
- d. Facilitates and/or conducts training needs assessment, monitors, and reviews the effectiveness of training programs and recommends changes, as necessary.
- e. Processes departmental in-service and out-service training request.
- f. Processes travel arrangements for recruit training and/or other related trainings.

- g. Maintains and updates all departmental training records and informational data.
- h. Conducts routine inventory of training equipment, supplies, and so forth.
- i. Facilitate and process purchases (and payments) for TSD operational needs.

### **FIREARMS UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic and in-service firearms training programs, provides routine department wide weapons repair and maintenance; coordinates with facilities to ensure that all weapons are inventoried and accounted for.

- a. In collaboration with the Administrative Programs and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of the Departmental firearms training initiatives.
- b. Utilizes nationally recognized firearms resources for certification and/or specialized training.
- c. Coordinates and conducts basic recruit firearms training for corrections and law enforcement programs.
- d. Coordinates the scheduling and utilization of the firearms range for recruit and in-service training, and ongoing firearms qualification for uniformed personnel.
- e. Provides the Administrative and Support Training Unit all updated training records and required informational data.
- f. Provides routine maintenance and repairs of weapons statewide.
- g. In collaboration with the Administrative Programs and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modifications, as necessary.
- h. Provides preliminary fiscal budgetary needs for Firearms training programs.
- i. Maintains inventory maintenance of Unit related weapons, ammunitions, equipment/tools, supplies, etc. assigned to TSD.
- j. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.

### **LAW ENFORCEMENT UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic law enforcement training for Deputy Sheriff (DS) recruits; coordinates facilitate and/or conducts in-service law enforcement functions for DS and other Law Enforcement employees.

- a. Plans, coordinates, conducts, and monitors Law Enforcement basic and in-service training programs.
- b. In collaboration with the Administrative Programs and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of law enforcement training initiatives.
- c. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates

such involvement.

- d. In collaboration with Administrative Programs and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modification, as necessary.
- e. Maintains inventory and maintenance of Unit related equipment/tools, supplies, etc. assigned to TSD that are used for pre-service and in-service trainings.
- f. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.
- g. The Law Enforcement staff may be detached to the Law Enforcement Division to assist in situations as directed by the Director of Public Safety.

### **CORRECTIONS UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic corrections training for pre-service uniformed recruits and abbreviated basic training for other specified departmental employees with offender contact responsibilities; and in-service training in public safety functions for uniformed and non-uniformed Corrections workforce.

- a. In collaboration with the Administrative Program and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of the Corrections training initiatives.
- b. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates such involvement.
- c. In collaboration with the Administrative Program and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modification, as necessary.
- d. Conducts routine inventory of training equipment and supplies.
- e. Maintains inventory and maintenance of Unit related equipment/tools, supplies, etc. assigned to TSD that are used for pre-service and in-service training.
- f. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.
- g. The Correctional staff may be detached to the Corrections Division to assist in situations as directed by the Director of Public Safety.

(1) TSD Sub-Unit

- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Oversees TSD facility operations and maintenance, as requested.
- (c) Maintains and updates training records.
- (d) Provides correctional facility assistance and support, as directed.

(2) Halawa Correctional Facility (HCF) Sub-Unit

- (a) Coordinates and conducts basic corrections training for recruits and non-uniform Corrections staff.



- (b) Coordinates and conducts in-service training for Correctional staff at the HCF.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (3) Waiawa Correctional Facility (WCF) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the WCF.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (4) Hawaii Community Correctional Center (HCCC) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the HCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (5) Kauai Community Correctional Center (KCCC) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the KCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (6) Maui Community Correctional Center (MCCC) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the MCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (7) Oahu Community Correctional Center (OCCC) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.

- (b) Coordinates and conducts in-service training for Corrections staff at the OCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (8) Women's Community Correctional Center (WCCC) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the WCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (9) Kulani Correction Facility (KCF) Sub-Unit
  - (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the KCF.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**FISCAL OFFICE**  
**FUNCTIONAL STATEMENT**  
August 2021

Under the general direction of the Deputy Director for Administration, manages departmental administrative staff services in fiscal management including accounts record keeping and auditing, financial reporting to granting agencies, vouchering for purchases of goods and services, payroll preparation, and equipment and capital assets inventory record keeping and disposal management.

1. Plans, organizes, directs, and coordinates subordinate staff services to meet operating requirements of the Department and to comply with applicable Federal, State, and Departmental laws, rules, and regulations.
2. Initiates staff studies pertinent to assigned functions and recommends changes in policies and procedures, organization, staffing, equipment, and other management elements; prepares budget justifications and operational expenditure plans.
3. Oversees compliance by all Departmental components of approved policies and procedures and institutes instructional and informational materials, workshops, and other means to ensure compliance.
4. Advises and instructs operating management on relevant aspects to ensure the effectiveness and efficiency of operations; prepares reports on operations for top management.
5. Maintains liaison with central services agencies for purposes of coordination and general work scheduling relative to ongoing activities and special projects, and to obtain specialized assistance.
6. Develops and maintains Department-wide methods, procedures, and controls consistent with central agency requirements and sound administrative practice relative to fiscal responsibilities.
7. Coordinates with central information technology and accounting agencies to ensure the accuracy of records and the timeliness of payments; and deals with vendors to effect purchases and deliveries, verify agreements and actions take, explain procedures, and so forth.
8. Advises and instructs operating management on fiscal management methods, procedures,

policies, and guidelines.

9. Prepares reports on Departmental fiscal management as well as operational concerns and developments.

### **ACCOUNTING UNIT**

Under the general supervision of the Fiscal Officer, maintains the Departmental accounts record keeping systems for State appropriations and allotments as well as federal grants, inmate trust accounts, special funds, interdepartmental funds, and other funds.

1. Establishes and maintains general and detailed ledger of accounts, including the internal transfer of funds and reconciliation with the Department of Accounting and General Services central ledgers.
2. Compiles and analyzes fiscal data and prepares reports on appropriations and allotments, status of funds, and encumbrances and expenditures, including reports on financial trends, potential problems, and other developments; interprets fiscal data for management purposes.
3. Informs and instructs operating units on fiscal record keeping and reporting requirements, and related topics.
4. Initiates and oversees annual Departmental physical inventory and conducts equipment disposal activities. Also confers with Capital Improvements Program Coordinator in overseeing the proper maintenance of the capital assets inventory for buildings and improvements.
5. Keeps abreast of evolving GASB statements and directs Department-wide implementation based on central agency guidelines.

### **PAYROLL UNIT**

Under the general supervision of the Fiscal Officer, processes Departmental payroll and maintains supporting documents.

1. Reviews payroll change documents, calculates, and verifies adjustments, follows up on discrepancies and corrections, posts changes to payroll change schedule for submittal to the Department of Accounting and General Services for preparation of salary warrants, and performs related functions.
2. Receives, reviews, and processes transfer of vacation and sick leave credits.

3. Maintains applicable records, files, and other documents.

### **VOUCHERING UNIT**

Under the general supervision of the Fiscal Officer, processes Departmental encumbrances and expenditures.

1. Pre-audits encumbrance and expenditure documents, posts records, and performs data entry to encumber funds or liquidate encumbrances in State's financial management information system; verifies computer printouts.
2. Prepares summary warrant vouchers with attachments and submits to the Department of Accounting and General Services for preparation of payment warrants.
3. Maintains applicable records, files, and other documents.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**REENTRY COORDINATION OFFICE**

**FUNCTIONAL STATEMENT**

August 2021

Under the general supervision of the head of the Office of the Deputy Director for Corrections, the Reentry Office is responsible to develop, implement, and maintain the comprehensive offender reentry system for individuals entering and exiting the correctional facilities in order to increase a person's success reentry into the community. In addition, the Office will assist in the planning, training, and coordination of programs and services that best reflect evidence-based practices to better prepare sentenced offenders as offenders' transition to the community. The Office will collaborate with community stakeholders to bridge the gap in services, while affording the community stakeholders with enhanced opportunities to receive offenders as they reintegrate to the community.

1. Determine reentry needs of persons committed to correctional facilities are evaluated and met in an effective and appropriate manner.
2. Assist and develop in the risk needs, assessment, and responsibility tools to properly place offenders in programs and services.
3. Develop, evaluate program operations and needs; makes appropriate recommendations for program adjustments, operations changes, and other revisions to improve effectiveness and efficiency.
4. Provide training opportunities for departmental staff and service providers in assessments and evidence-based practices.
5. Develop and maintain relationships with criminal justice and other community agencies and/or organizations, such as county police departments, prosecutor offices, courts, social service agencies, and community diversionary programs.
6. Collaborate and work closely with work furlough programs in addressing the need for a comprehensive reentry system; whereby, creating a bridge for offenders and transition back into the community.
7. Provide staff support to the Reentry Commission that the comprehensive offender reentry system allows for the release of offenders on parole. Monitor facility programs, services, work furloughs and the oversight of parolees. Make recommendations regarding reentry and parole services.

8. Develop key performance indicator that accurately reflect progress toward specific goals and reporting requirements.

### **INMATE CLASSIFICATION SECTION**

Under the general supervision of the head of the Reentry Office, plans, develops, maintains, coordinates, and monitors the Department's inmate classification system to insure uniformity in its application and integration into the operations of all correctional facilities.

1. Researches, analyzes, plans, and develops a statewide inmate classification system, including designing classification instruments, testing instruments and documenting system.
2. Directs the development and promulgation of departmental standards and guidelines, and rules and regulations relative to the inmate classification system.
3. Coordinates the development and operations of the inmate classification system at each correctional facility; provides advisory, technical, and consultative support services, and on-going training to classification operators.
4. Monitors classification actions carried out by facility operators; ensures that classification decisions are in conformance with standards established.
5. Conducts studies of the classification system; analyzes and evaluates findings; prepares reports and other documentation regarding the system.
6. Modifies classification system; establishes priorities and revises plans to meet deficiencies.
7. Screens, reviews, and assesses all classification recommendations submitted to Director for transfer of inmates to other jurisdictions.
8. Approves on behalf of the Deputy Director for Corrections all inter-facility inmate transfers relative to classification; reviews and approves or disapproves all overrides of classification scores.
9. Maintains a database and tracking system of all classification actions; collects and analyzes data; conducts research and provides reports to the Deputy Director.
10. Periodically or randomly inspects classification operations at each facility.
11. Conducts audits and evaluates the classification system.

### **PROGRAM PLANNING & TRAINING SECTION**

Under the general supervision of the head of the Reentry Office, this Section develops, implements, and maintains a comprehensive offender reentry system program statewide and conceptualizes and implements new evidence- based reentry programs and services; conducts evaluations of program performance, and independently monitors and ensures the continued relevancy of reentry program goals and objectives.

1. Participate in the development of long- and short-range program goals and plans.
2. Assist and coordinate in the development of policies and procedures to implement comprehensive reentry goals and objectives that addresses the need within the justice reinvestment initiatives through coordinated, collaborative efforts involving federal, state and county agencies.
3. Apply for Federal and State grants to support reentry efforts.
4. Draft requests for proposals and assist in the bids and vendor selection process.
5. Provide technical support to the Director and Deputy Directors of the Department of Public Safety relative to advisory committees established by other state, county, or federal agencies.
6. Conduct statewide training to ensure implementation of program goals and objectives are being met.
7. Establish and maintain liaison with other state, county, and federal agencies in the development of Correction programs to assure consistency and compliance to program standards and requirements.
8. Provide consultation and technical assistance to staff regarding the evidence-based practices for working with offenders and inmates.
9. Review, monitor and evaluate periodic status concerning the federally funded grants, provide technical assistance work plans and Department special projects.

### **RISK ASSESSMENT SECTION**

Under the general supervision of the head of the Reentry Office, this section plans, maintains, implements, coordinates, manages and monitors the Department's inmate risk assessment system to ensure uniformity of its application and integration into the operations at all correctional facilities, statewide.

1. Develop policies and procedures to standardize risk assessments for inmates.
2. Ensure proper implementation is being made of risk assessments and inmate case plans, and compliance to program standards and requirements.



3. Establish methods and procedures to assess reliability and make recommendations for improvements and enhancements.
4. Provide consultation and technical assistance to Correction's staff regarding the evidence-based practices for working with offenders.
5. Conduct training to ensure implementation and interpretation of program goals and objectives are being met.
6. Identify gaps in reentry services and make recommendations to address the deficiencies.
7. Monitor services, programs, case management services, and parole and probation services currently offered to offenders to evaluate the impact on reentry.
8. Analyze line operations and program activities related to actuary assessments and case/discharge planning which support offender reentry issues.
9. Develop and recommend program modifications to support evidence-based principles and practices; conduct and coordinate data collection to insure achievements of evidence-based case work practices.
10. Provide guidance with other government agencies and community groups to increase awareness of an offender's needs for a successful reintegration into the community.

### **VICTIM NOTIFICATION/SERVICES SECTION**

Under the general supervision of the head of the Reentry Office, the Victim Notification/Services Section develops, implements, and maintains a comprehensive notification system statewide and the training associated with the services provided and monitors operational staff, vendors and service providers to ensure that the services are in accordance with policies and procedures. The 24-7 system is called SAVIN and the program offers victims and concerned citizens free anonymous, confidential access to timely information.

1. Participates in the development of long- and short-range program goals and plans for corrections-based victim services. Assure plans, policies and strategies are consistent with Department's goals, mission statement, objectives, strategic plans, applicable laws, ordinances, rules, regulations, and guidelines.
2. Apply for Federal and State grants to support victim's services in relation to the inmate population.
3. Coordinate with appropriate victim service agencies and jurisdictions to develop and implement agreements to implement the projects statewide; ensure victim services are being

addressed and represented prior to offender's release from custody; and being an advocate for victim's rights.

4. Provide and participate in the training program to Correctional facility staff and other State Agency staff in addressing and supporting victim's needs and issues.
5. Provide technical support to Director and Deputy Directors of the Department of Public Safety relative to advisory committees established by other state, county, and federal agencies.
6. Participate in stakeholder meetings on the status of the development, maintaining, updating, and implementing of the statewide automated victim notification (SAVIN) system.
7. Maintain and update SAVIN system to ensure system is accessible to victims of crime informing them of an offender's status within the criminal justice system.
8. Draft requests for proposals and assist in the bids and vendor selection process.
9. Conduct statewide methods and procedures to monitor and evaluate project implementation and determine program goals and objectives are being met.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**

**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Corrections, develops standards and guidelines; provides technical and administrative support and assistance to all corrections institutions for the effective and efficient conduct of inmate programs such as substance and sexual abuse programs; and assists in coordinating and maintaining oversight of institutional programs and services.

1. Directs the drafting of goals, objectives, policies, procedures, rules, regulations; and proposes legislation relative to institutional programs and services.
2. Develops and manages programs and services; analyzes staffing, equipment, and other needs; drafts budget estimates/justifications, negotiates contracts; and maintains fiscal management.
3. Reviews and evaluates institution programs and services for compliance with directives and achievement of objectives.
4. Maintains a system of reporting of statistical and other information and keeps top management informed of developments, trends, and unusual or emergency situations through regular and special reports.
5. Maintains liaison with correctional facilities, community groups, legislative committees, other agencies, national corrections organizations and other groups and individuals to promote support and assistance for corrections programs and activities.

**SEX OFFENDER TREATMENT SERVICES STAFF**

Under the general supervision of the head of the Corrections Program Services Division, plans and develops programs to provide inmates in all correctional institutions with sex offender assessment and treatment services.

1. Selects, develops, and evaluates professional contractors to provide professional assessment, psychoeducational and therapeutic services for selected Inmates within the correctional system; monitors contracts, visits, and reviews contractors' activities; and coordinates services statewide.
2. Establishes and maintains data base on sex offenders within the correctional system; coordinates their timely participation in assessment and treatment programs.
3. Monitors reclassification of sex offenders.
4. Represents the Department at the Hawaii Sex Offender Treatment Team; and participates in the implementation of statewide Master Plan, Policy and Procedures development, and training events.

**OFFICE SERVICES STAFF**

Under the supervision of the head of the Corrections Program Services Division, performs office services functions in support of the divisional operations.

1. Assists in the budget preparation process and compiles and consolidates budget details for review; assists in preparing expenditure plans and monitoring fiscal accounts; and maintains fiscal records.
2. Coordinates purchasing and related procedures for the acquisition of supplies, equipment, and materials; coordinates the inventory process relative to divisional property.
3. Coordinates time and leave record keeping and reporting, and processes employee transactions; assists employees in personnel management.
4. Provides reception, typing, stenographic, and duplicating and other clerical services to divisional staff offices; maintains files and records.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**  
**VOLUNTEER SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general management of the administrator of the Corrections Program Services Division, coordinates and manages volunteer programs and services that are consistent with corrections goals, objectives, policies and procedures relative to inmate security, programming and redirection for adult offenders under the custody and care of the Department of Public Safety.

1. Promotes and coordinates volunteer services and activities with the department's adult correctional institutions, private institutions, and the general public.
2. Serves as liaison with organizations in the community to develop interest, participation, and support of volunteers.
3. Drafts, recommends, and updates policies, procedures, and guidelines for volunteer services and activities.
4. Drafts, recommends, implements, and updates goals, objectives, plans, guidelines and procedures for volunteer services and related activities within adult correctional institutions.
5. Drafts, recommends, implements, and updates goals, objectives, plans, guidelines and procedures for chaplaincy services, religious instructions, worship services and related activities within adult correctional institutions.
6. Determines program needs and estimates budget requirements, prepares expenditure plans and monitors same.
7. Solicits, receives, and allocates charitable contributions to adult correctional institutions in need.
8. Recruits, screens and coordinates volunteer services and activities with Correction's institution management.
9. Monitor and track authorized volunteers and volunteer services and activities in the adult correctional institutions.
10. Maintain a database of volunteers and volunteer services and activities provided within the adult correctional institutions.
11. Prepares reports of inmate participation in volunteer services and activities.
12. Conducts security clearances on volunteers and contract staff and submit recommendations to appropriate correctional authorities for approval.
13. Screen pastoral credentials of chaplains and submit requests for PSD director's approval of assignments to the various correctional institutions based on the facilities' needs.
14. Prepares instructional materials and provides training and guidance to chaplains and volunteers regarding security procedures, correctional practices, department policies, and related state and federal laws relevant to volunteer services and activities.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**  
**LIBRARY SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Corrections Program Services Division, manages the Library programs to provide inmates in all correctional institutions with library resources and services.

1. Plans, develops, organizes, implements, and monitors the operations of Library programs.
2. Determines equipment, staffing, resource, and other program needs; estimates budget requirements; establishes expenditure plans; and maintains fiscal management.
3. Conducts field quality control visits; trains and assists library staff with technical and administrative problems; coordinates programs with institutions management and divisional branches to assure the efficiency and effectiveness of library operations.
4. Maintains liaison with the State's Public Library System.

**HALAWA LIBRARY SERVICES SECTION**  
**OAHU LIBRARY SERVICES SECTION**

Under the general supervision of the head of the Library Services Branch, provides and maintains library services to the correctional facilities.

1. Determines general and special library needs; purchases or obtains loan of materials; maintains distribution and use of library resources by inmates.
2. Coordinates library services schedules and needs with facility management; coordinates with divisional programs to provide educational reference and other materials.

**WAIAWA LIBRARY SERVICES SECTION**  
**WOMEN'S LIBRARY SERVICES SECTION**  
**KAUAI LIBRARY SERVICES SECTION**  
**MAUI LIBRARY SERVICES SECTION**  
**HAWAII LIBRARY SERVICES SECTION**  
**KULANI EDUCATION SERVICES SECTION**

Under the general supervision of the head of the Library Services Branch, provides and maintains library services to the correctional facilities.

1. Determines general and special library needs; purchases or obtains loan of materials; maintains distribution and use of library resources by inmates.
2. Coordinates library services schedules and needs with facility management; coordinates with divisional programs to provide educational reference and other materials.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**  
**EDUCATION SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Corrections Program Services Division, manages Education programs to meet the academic, career and technical education needs of inmates in correctional institutions.

1. Plans, develops, organizes, implements, and monitors the operations of Education Programs.
2. Determines staffing, equipment, materials, and other program needs; coordinates and recommends budget estimates; and develops grant applications for education program support and develops Request for Proposals for education services.
3. Coordinates education expenditure plans; and maintains fiscal management.
4. Coordinates academic, career and technical training programs to meet the needs of inmates on facility and correctional industries work lines; and promotes adherence to community educational and industry standards and corrections programs policies operations.
5. Maintains liaison with facility management and the State's Education system, coordinates education activities with divisional programs.

**PROGRAM PLANNING STAFF'**

Under the general supervision of the head of the Education Services Branch. Provides administrative support functions pertaining to statewide educational program planning, organization, and development, including the delivery of services and the evaluation of program effectiveness.

1. Collects and consolidates education program data; conducts studies and evaluates efficiency and effectiveness of education programs.
2. Drafts, recommends, and updates program policies, procedures, and guidelines; monitors education program operations in all institutions; and prepares program reports.
3. Provides technical and administrative advice and assistance to education management: and designs curricula and provides training for education, program personnel and volunteers.
4. Writes grants for supplemental funding in support of on-going educational programs; monitors contracts for purchase of services; and develops and maintains linkages with other agencies for program support.

**HALAWA EDUCATION SERVICES SECTION**  
**OAHU EDUCATION SERVICES SECTION**

Under the general supervision of the head of the Education Services Branch, plans, develops, and provides direct academic career and technical education programs.

1. Plans, develops, and implements education programs for inmates; coordinates academic, career and technical activities with facility and Correctional Industries work lines; and oversees the operations of the learning assistance center.
2. Develops, maintains, and updates inmate's education records; assesses academic needs, occupational preferences, and vocational aptitudes of inmates; and evaluates inmates' progress.
3. Develops and utilizes volunteers and contract service providers; develop budget details and expenditure plans; and prepares reports.
4. Maintains an inventory of supplies, equipment, materials, and other resources; train inmate tutors; and promotes programs and activities in collaboration with other facility sections and units.

### **LEARNING ASSISTANCE CENTER UNIT**

Under the general supervision of the Section Head, develops and implements guidelines for the operation and maintenance of the learning assistance center.

1. Operates the learning assistance center; develops and implements appropriate academic programs based on assessed needs of the inmate population; develops and implements literacy training programs; and develops and implements computer assisted basic adult education programs.
2. Provides training to staff, volunteers, inmate tutors, and contract-for-hire instructors in the use of instructional equipment and curriculum materials of the learning assistance center; initiates the purchasing of instructional equipment and curriculum materials; conducts on-going evaluations of programs and services of the center; and keeps abreast of the latest development in individualized educational and self-programmed learning modes.

### **VOCATIONAL UNIT**

Under the general supervision of the Section Head, develops and implements vocational, education and training programs for inmates.

1. Diagnoses the occupational preferences and career and technical abilities and aptitudes of individual inmates; develops an individualized vocational plan based on assessed needs and stated goals and objectives; and plans, develops, and implements appropriate career and technical programs.
2. Identifies and recruits' career and technical instructors; initiates purchasing of technical equipment, materials, and supplies; monitors and evaluates inmates' progress; and facilitates meetings between facility operations and Correctional Industries work lines supervisors and career and technical instructors to ensure program coordination.

### **WAIAWA EDUCATION SERVICES SECTION** **WOMEN'S EDUCATION SERVICES SECTION** **KAUAI EDUCATION SERVICES SECTION** **MAUI EDUCATION SERVICES SECTION** **HAWAII EDUCATION SERVICES SECTION** **KULANI EDUCATION SERVICES SECTION**

Under the general supervision of the Head of the Education Services Branch, plans, develops, and provides academic, career and technical education programs for the inmates.



1. Plans, develops, and implements education programs for inmates, coordinates academic, career and technical activities with the facility and Correctional Industries work lines; and oversees the operation of the learning assistance center as applicable.
2. Develops, maintains, and updates inmates' education records; assesses academic needs, occupational preferences and career and technical aptitudes of inmates; and monitors and evaluates inmates' progress.
3. Develops and utilizes volunteers and contract service providers; develops budget details and expenditure plans; and prepares reports.
4. Maintains an inventory of supplies, equipment, materials, and other resources; trains inmate tutors; and promotes programs and activities in collaboration with other facility sections and units.
5. Assists in the development of the budget details and expenditure plans; and maintains an inventory of supplies, equipment, materials, and other resources.
6. Operates a learning assistance center; develops and implements literacy training programs; and develops and implements computer assistance basic adult education programs.
7. Provides training to staff, volunteers, inmates tutors, and contract-for-hire instructors in the use of instructional equipment and curriculum materials of the learning assistance center; coordinates the operations of the learning assistance center with other facility sections and units; and keeps abreast of the latest development in individualized educational and self-programmed learning modes.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**  
**FOOD SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Corrections Program Services Division, develops, administers, and manages a program of food services for all corrections institutions, and oversees the operation of such services.

1. Drafts, recommends, implements, and updates goals, objectives, plans, policies, and procedures for the provision of nutritious meals for inmates and staff of the Department.
2. Reviews and recommends staffing, equipment, space, supplies, materials, and other requirements for food services in the corrections institutions.
3. Proposes operating budgets, expenditure plans, and capital improvement needs relating to food services in all corrections institutions.
4. Directs and instructs the food service staff of each corrections institution in the areas of menu planning and meal production, service of meals, purchasing of provisions, storage of provisions, sanitation, housekeeping, use of equipment, kitchen safety; provides or arranges for training for food service and other corrections staff to facilitate and maintain a program of high quality.
5. Prepares, reviews, and submits regular and special reports for Division/Department purposes.
6. Coordinates food services operations with facility management.

**CLERICAL SUPPORT STAFF**

Under the general supervision of the head of the Food Services Branch, performs office services functions for the branch operations.

1. Assists in the budget preparation process and compiles budget details for review; assists in preparing expenditure plans and maintaining fiscal records.
2. Assists in coordinating purchasing and related procedures for acquisition of supplies, equipment, equipment, and materials; assist in inventory process.
3. Coordinates time and leave record keeping and processes employee transactions.
4. Provides reception, typing, duplicating and other clerical support to the branch office; maintains files and records.

**HALAWA FOOD SERVICES SECTION**

Under the general supervision of the head of the Food Services Branch, prepares and provides meals for inmates and corrections staff at the Medium Security and Special Needs Security Complex.

1. Coordinates the preparing and screening of meals for the two security complexes.

2. Coordinates and monitors the requisition for provisions, supplies and equipment; supervises food storage and inventory.
3. Monitors and maintains sanitation and general housekeeping for food service.
4. Assists in budget preparation, formulates expenditure plans, and maintains fiscal management.
5. Maintains liaison with facility management.

**MEDIUM SECURITY FOOD SERVICES UNIT**  
**SPECIAL NEEDS FOOD SERVICES UNIT**

Under the general supervision of the head of the Halawa Food Services Section, prepares and provides meals for inmates and correctional staff.

1. Prepares meals and conducts meal service in a central or modular dining setting.
2. Maintains sanitation and general housekeeping of equipment and food service areas.
3. Performs preventative maintenance and repair of food service equipment.
4. Requisitions provisions, supplies, and equipment for food service.
5. Conducts food storage, receiving and inventory.
6. Conducts training and supervision for inmate food service work line.

**OAHU FOOD SERVICES SECTION**  
**WAIAWA FOOD SERVICES SECTION**  
**WOMEN'S FOOD SERVICES SECTION**  
**KAUAI FOOD SERVICES SECTION**  
**MAUI FOOD SERVICES SECTION**  
**HAWAII FOOD SERVICES SECTION**  
**KULANI FOOD SERVICES SECTION**

Under the general supervision of the head of the Food Services Branch, prepares and provides meals for inmates and staff.

1. Prepares meals and conducts meal service in a central or modular dining setting.
2. Maintains sanitation and general housekeeping of equipment and food service areas.
3. Performs preventative maintenance and repair of food service equipment.
4. Requisitions provisions, supplies and equipment for food service.
5. Conducts food storage, receiving and inventory.
6. Conducts training and supervision for inmate food service work line.
7. Establishes expenditure plans; maintains fiscal management.
8. Maintains liaison with facility management.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**CORRECTIONS PROGRAM SERVICES DIVISION**  
**SUBSTANCE ABUSE SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general direction of the Administrator of the Corrections Program Services Division, develops, maintains, and administers a program of treatment services for inmates with substance abuse and criminal conduct problems in correctional facilities and centers.

1. Drafts, recommends, implements, and updates goals, objectives, plans, policies and procedures for the assessment, treatment, testing, and aftercare and reentry services of substance abusing inmates.
2. Reviews and recommend staffing, equipment, space, supply, and other program treatment requirements; prepares budget and expenditure plans; maintains fiscal management of resources.
3. Consults with public and private agencies involved with substance abuse or other treatment programs and obtains support and services to develop and sustain effective treatment programs. Ensures that only evidence-based substance abuse treatment programs are utilized in the Department of Public Safety facilities.
4. Administers and controls expenditure of federal grant funds related to substance abuse treatment services.
5. Collects statistical data and conducts studies which evaluate the effectiveness of substance abuse treatment services.
6. Reviews the provision of substance abuse treatment services in each correctional facility or center; instructs and advises casework staff; provides or arranges for training related to treatment; and prepares reports and recommendations for departmental management.
7. Manages substance abuse treatment vendor contracts; resolves or assists in resolving financial, contractual, and program issues relating to contracted services.
8. Maintains liaison with the Hawaii Paroling Authority and furlough programs to ensure coordination of treatment services after release.
9. Coordinates, manages, and monitors the Department's urinalysis drug detection programs in all correctional facilities.

**SUBSTANCE ABUSE SERVICES STAFF:**

Residential Substance Abuse Services Section, KASHBOX Program, Waiawa Correctional Facility

Substance Abuse Reintegration Services Section, Bridge Programs, Women's Community Correctional Center and Laumaka Work Furlough Center

Outpatient Substance Abuse Services Section, Women's Community Correctional Center, Waiawa Correctional Facility, Halawa Correctional Facility, Maui Community Correctional Center, Kauai Community Correctional Center, Kulani Correctional Facility, Contracted Outpatient, and Intensive Outpatient Services.

Under the general supervision of the Administrator of the Substance Abuse Services Branch, supervises and provides treatment services for incarcerated inmates who have substance abuse and criminal conduct problems.

1. Drafts, recommends, implements, and updates program goals, objectives, plans, guidelines, and procedures.
2. Interviews and recommends selection or treatment program staff, provides training, and estimates budget requirements.
3. In coordination with the staff of correctional institutions and of the Department Classification Office, assesses, interviews, and selects inmates for participation in treatment programs.
4. Provides quality, evidence-based substance abuse treatment services to inmates at the correctional facilities and centers.
5. Reviews the progress made by inmates in treatment; recommends transfer to other facilities for further programming; recommends placement on furlough or parole.
6. Provides information, and consultation to other departmental staff on matters relating to treatment of inmates.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**HEALTH CARE DIVISION**

**FUNCTIONAL STATEMENT**

**June 2021**

Under the general direction of the Deputy Director for Corrections, develops and maintains health care programs involving both in-house and community resources (public health, contract and volunteer) for all correctional institutions, and oversees the operation of such programs to ensure adherence to contemporary standards, fiscal responsibility, uniformity of quality of health care and integration/coordination among health care providers.

1. Develop health care plans, standards, rules and regulations, and policies relative to the provision of adequate medical, mental and dental examination, treatment and care of inmates on an in-house and out-service, scheduled and emergency basis.
2. Determine staffing, equipment, space, supply, and other requirements for health care services in correctional institutions; prepare and develop divisional budget and expenditure plans; and execute fiscal management procedures.
3. Review and evaluate health care services for compliance with directives and achievement of objectives; establish a quality management system; develop inter-branch committees to exchange information; provide in-service education; and assist in formulating operational policies and procedures.
4. Approve outside services of a non-emergency nature and conduct the post reviews of emergency outside services.
5. Consult with local and national public and private health care providers and other agencies. Obtain support and services in order to develop and sustain adequate health care in correctional institutions.
6. Prepare reports and recommendations for administrative review and action.
7. Coordinate health-related activities with the correctional institutions, the Department of Health, University of Hawaii health sciences schools and other community health organizations.

**RESEARCH AND STATISTICS UNIT**

Under the direct supervision of the head of the Health Care Division, provides research and statistical support services to the Division.

1. Establish, maintain, evaluate, and revise the Health Care Quality Assurance (QA) Program.
2. Provide statistical support for the planning and implementation of Continuous Quality Improvement (CQI) projects.
3. Develop and implement QA and CQI forms for data gathering and analysis. Prepare QA and CQI reports.
4. Gather statistical data, conduct statistical analyses, and prepare statistical reports for response to public inquiry.
5. Conduct research on health care operations.

**OFFICE SUPPORT UNIT**

Under the direct supervision of the head of the Health Care Division, provides general clerical support services, including business management support functions to the Division.

1. Assist in preparing budget requests and expenditure plans. Maintain controls of expenditures and encumbrances.
2. Provide procurement functions for the Health Care Division. Monitor and maintain procured contracts and Memorandums of Agreement.
3. Review and process medical and other claims. Maintain the health care database for claims made.
4. Process and monitor personnel transactions.
5. Coordinate and maintain inventory of divisional equipment.
6. Prepare and complete travel authorizations and arrangements for health care employees.
7. Provide general and day-to-day clerical support.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**HEALTH CARE DIVISION**  
**MEDICAL SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PROPOSED**

Under the direction of the Corrections Health Care Administrator, the Medical Services Branch serves as the medical authority for the Health Care Division and develops, implements and evaluates the medical services within the Department. The Medical Services Branch provides for the delivery of medical services including screenings, assessments, diagnostic evaluations, therapy, chronic care treatment plans, communicable disease diagnoses and treatment, discharge summaries for inmates in the custody of the Department and the supervision of health care providers (physicians and physician extenders).

**MEDICAL SERVICES SECTION**

**PSYCHIATRY SERVICES SECTION**

**ADVANCED PRACTICE NURSING SERVICES SECTION**

1. Plan, coordinate, implement, evaluate, and revise Departmental medical and psychiatric services operations.
2. Provide medical and psychiatric care for detainees/inmates with serious health and/or mental health needs.
3. Provide clinical supervision and administration of physicians, clinical nurse practitioners, physician assistants, residents and other health care personnel.
4. Establish and implement standards for acute and chronic care delivery of medical and psychiatric services. Advise the department on standard of care issues. Provide medical and psychiatric consultation.
5. Monitor the incidence and prevalence of acute and chronic infectious diseases. Develop and implement standards of care for infectious disease prevention and intervention.
6. Develop a system of routine and special needs medical/psychiatric services delivery.
7. Approve referrals to community medical clinics and oversee external consultative services.
8. Act as the Department liaison to medical clinics, hospitals or centers, and other agencies.
9. Review, revise and/or develop departmental Policies and Procedures and Medical/Psychiatric Protocols.
10. Review staffing, equipment, space, supplies, and other requirements needed to provide medical and psychiatric services to detainees/inmates in the Department's custody.
11. Coordinate and attend the Provider Meeting, Pharmacy and Therapeutic Meeting, and Specialty Utilization Review Panel.
12. Prepare medical or psychiatric reports for Morbidity and Mortality reviews, medical release requests, and other requirements. Coordinate and conduct Morbidity and Mortality Reviews. Maintain the departmental death log.



**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**

**HEALTH CARE DIVISION**

**MENTAL HEALTH BRANCH**

**FUNCTIONAL STATEMENT**

**PROPOSED**

Under the direction of the Corrections Health Care Administrator, the Mental Health Branch provides administrative and clinical supervision for the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Plan, organize, coordinate, implement, evaluate, and revise Departmental mental health programs and operations.
2. Revise and review mental health staffing plans, position descriptions, equipment, space, supply and other requirements needed to provide mental health services in the Departmental correctional facilities.
3. Propose operating budgets and expenditure plans for mental health services. Maintain a fiscal accountability system.
4. Review and evaluate existing mental health policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for mental health services in correctional facilities.
5. Maintain the mental health quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the mental health component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to mental health branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit reports for Divisional and Departmental management purposes.

**HALAWA MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Halawa Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Halawa Correctional Facility and the Waiawa Correctional Facility.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.

6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

## **OAHU MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Oahu Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.

2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Nursing Unit**

Under the direction of the Mental Health Section Administrator, the Nursing Unit provides the direct delivery of mental health services, including mental health nursing assessments, psychotropic medication monitoring, documentation of medication response, coordinating medication referrals and orders by psychiatry, assistance with activities of daily living, mental and behavioral status monitoring, and medication teaching groups for detainees/inmates with severe and persistent mental health needs.

1. Implement the Mental Health Nursing Program for detainees/inmates requiring special needs mental health care.
2. Provide mental health nursing assessments for inmates with serious mental health needs.
3. Conduct psychotropic medication monitoring and document response to medications. Work collaboratively with psychiatry, coordinate medication referrals, and take-off medication orders. Maintain the Medication Administration Record.
4. Implement components of the Psychosocial Treatment Program, including medication teaching and therapeutic activity groups.
5. Monitor the mental and behavioral status of assigned patients. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
6. Assist with the development and performance of independent and daily living skills for detainees/inmates with severe and persistent mental illnesses.
7. Assist in the development and implementation of Mental Health Services Treatment Plans.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Recreation Unit**

Under the direction of the Mental Health Section Administrator, the Recreation Unit provides the direct delivery of mental health services, including recreational and therapeutic group activities for detainees/inmates with severe and persistent mental health needs.

1. Implement components of the Psychosocial Treatment Program, including recreational and therapeutic activity groups.
2. Assist in the implementation of Mental Health Services Treatment Plans.
3. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

## **WOMEN'S MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Women's Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.

4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

**KAUAI MENTAL HEALTH SECTION**  
**MAUI MENTAL HEALTH SECTION**  
**HAWAII MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Kauai and Maui Mental Health Sections provide the direct delivery of mental health services to detainees/inmates with serious mental health needs at their respective facilities. The Hawaii Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Hawaii Community Correctional Center and the Kulani Correctional Facility.

1. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
2. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
3. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
4. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
5. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
6. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
7. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**HEALTH CARE DIVISION**  
**CLINICAL SERVICES BRANCH**  
**FUNCTIONAL STATEMENT**

**PROPOSED**

Under the general direction of the head of the Health Care Division, the Clinical Services Branch provides direct delivery of health care, including health promotion and prevention services, nursing care, medical evaluation and therapy, dietary consultation, and dental services and treatment to correctional detainees/inmates.

1. Plan, organize, coordinate, implement, evaluate, and revise clinical services programs and operations.
2. Revise and review clinical services staffing plans, position descriptions, equipment, space, supply and other requirements needed to provide health services in the Departmental correctional facilities. Monitor and maintain medication and medical supply inventories.
3. Propose operating budgets and expenditure plans for health services. Maintain a fiscal accountability system.
4. Review and evaluate clinical services policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
5. Maintain the clinical services quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the clinical services component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to clinical services branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit reports for Divisional and Departmental management purposes.

**HALAWA CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Physical Therapy, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.

5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

### **Nursing Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of detainees/inmates.

1. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

### **Dental Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of detainees/inmates.

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. Maintain patient documentation and dental records.

### **Health Information Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of detainees/inmates.

1. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.



5. Respond to subpoenas and other requests for information.

### **Office Support Unit**

### **OAHU CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

### **Nursing Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of detainees/inmates.

1. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

### **Dental Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of detainees/inmates.

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. Maintain patient documentation and dental records.

### **Health Information Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of detainees/inmates.

1. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.
5. Respond to subpoenas and other requests for information.

### **Office Support Unit**

### **WAIAWA CLINICAL SERVICES SECTION** **WOMEN'S CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.

## **NEIGHBOR ISLAND CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Maui, Hawaii, Kauai, and Kulani Clinical Services Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

### **Maui Clinical Services Unit**

### **Hawaii Clinical Services Unit**

### **Kauai Clinical Services Unit**

### **Kulani Clinical Services Unit**

Under the direction of the Clinical Services Section Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Corrections, administers a system of minimum to high security correctional facilities (prisons) and community correctional centers (detention facilities) providing for the secure custody, care and redirection of accused and convicted adult misdemeanants and felons statewide in conformance with laws, rules, regulations, department standards, guidelines and other requirements; and administers a system for housing convicted Hawaii felons in mainland correctional facilities under contract and the housing of convicted and sentenced jail population at the Hawaii Federal Detention Center.

1. Provides for the secure custody and program needs in accordance with laws, regulations, American Correctional Association Standards, and contractual agreements.
2. Directs the development of goals, objectives, policies, procedures, and budgets for the conduct of divisional operations, programs and services with other criminal justice and corrections segments of the department and community.
3. Maintains liaison with the courts, Hawaii Paroling Authority, departmental segments, and other public and private agencies to assure cooperative and coordinated efforts and activities to achieve divisional goals and objectives.
4. Devises and maintains a system of operational reports to oversee the functional needs of the facilities.
5. Prepares a budget and recommends resource needs for fulfillment of its functional responsibilities.
6. Inspects facilities on a regular or as needed basis and evaluates each facility based on needs of the employees, inmates, and structure; and deeps management informed of findings and if immediate corrective action is required.
7. Conducts meetings with Wardens and/or other staff to provide direction and assists in resolving administrative problems.
8. Coordinates and cooperates with other Federal, State and County agencies in matters of mutual concern relative to public safety and security functions.
9. Receives, analyzes, and properly pursues in response to allegation of mistreatment of inmates at facilities contracted to house prisoners on the mainland and at the Hawaii Federal Detention Center.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INTAKE SERVICE CENTERS DIVISION**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the Deputy Director for Corrections, provides casework services to assist accused and convicted offenders, and to facilitate determinations by other criminal justice agencies; recommends alternative placement of offenders in diversionary programs in lieu of incarceration; and supervises offenders conditionally released by the courts.

1. Recommends goals, objectives, policies, procedures, rules, regulations, directives, and proposed legislation pertinent to statewide intake service center operations.
2. Develops program plans, budget estimates, and expenditure plan; evaluates program operations and needs, and recommends program adjustments, operational changes, additional resources, and other revisions to improve effectiveness and efficiency.
3. Develops and maintains operational relationships with criminal justice and other agencies or organizations, such as county police departments and prosecutor offices, the courts, community correctional centers, social service agencies, and community diversionary programs.
4. Develops and maintains an on-going drug testing and counseling program for those pre-trial offenders qualified for supervised release monitoring.
5. Develops and implements social services to offenders and their families, such as crisis intervention, counseling and referral to community social welfare and other agencies.
6. Prepares operational reports to keep top management informed of progress and problems, and to facilitate coordination within the department and with other agencies; maintains operational statistics.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INTAKE SERVICE CENTERS DIVISION**  
**HAWAII INTAKE SERVICE CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Hawaii, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains the operation and coordination of the electronic monitoring program, which services the Third Circuit Court and the Hawaii Community Correctional Center.
5. Maintains operational relationships with criminal justice and other agencies and organizations, such as county police departments and prosecutor's offices, the courts, community correctional centers, social service agencies, and community diversionary program to assure timely and effective Branch services and facilitate integration of efforts.
6. Maintains an on-going drug testing program for pretrial offenders who qualify for supervised release monitoring and/or sentenced offenders participating in home detention/furlough programs.
7. Maintains the operation of the community service program for the Third Circuit Court.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Hawaii Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Assists in budget preparation process and compiles budget details for review; maintains operating and fiscal records; and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment, and materials; provides inventory management for the Branch.
3. Performs transcription and typing of case records, reports, and other legal documents.
4. Maintains files and implements a file retention system for the Branch; and distributes files, correspondence, and other documents.
5. Operates and maintains various office machines and equipment.
6. Provides all other secretarial and clerical services to the Branch and operating sections.

7. Maintains leave and other personnel records and information,

### **WEST AND EAST HAWAII SECTIONS**

Under the general supervision of the head of the Hawaii Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and pre-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders in the community; recommends security classification levels for offenders admitted into the community correctional center; maintains the operation of the electronic monitoring program for eligible pre-trial and sentenced offenders; and implements the Community Service sentencing program for the courts.

1. Provides initial screening for all persons charged with a criminal offense and detained at the HPD Cellblock; conducts pretrial investigations and assessments on offenders in HPD Cellblock; prepares a written report for the courts, including an evaluation of and recommendation for/against pretrial diversion.
2. Provides direct social services as needed, including but not limited to crisis intervention, counseling, and referral services for offenders at the Police Cellblock and/or District/Circuit Courts.
3. Coordinates services with the Judges, court staff, Sheriff's Deputies, Jail Diversion Program representatives, Public Defender and Prosecutor's Office, and community correctional centers, to facilitate the release of eligible offenders from custody.
4. Evaluates offenders for initial housing assignment and security classification levels; provides case management by assessing or reassessing on an on-going or requested basis, all offenders who are awaiting final adjudication in the courts; and prepares reports of findings for court consideration.
5. Provides direct supervision to selected offenders released into the community pending adjudication; assists offenders in appearing in court; and provides direct social services, including but not limited to crisis intervention, family counseling, and referrals.
6. Monitors the offenders' compliance with terms and conditions of release through individualized supervision, substance abuse testing, and electronic monitoring; and prepares violation reports for the court, prosecutors, and public defenders, documenting offenders' adjustment to supervision.
7. Utilizes drug testing as a supervision tool, adhering to Department and Division Policies and Procedures; and controls and manages the use of the on-site drug testing machine.
8. Provides adjustment summaries of supervised offenders to the District/Circuit Court, and Adult Probation Department for sentencing.
9. Maintains daily liaison with the Courts and Prosecutors, police, probation, parole, and others in order to facilitate assistance to offenders; provides testimonies in court for preliminary and dispositional hearings.
10. Conducts case and operations reviews in order to assure adequacy and consistency of services.
11. Maintains a computerized system of recording all case management activities.
12. Installs and maintains the electronic monitoring equipment and monitors offenders' compliance with the program, for both pre-trial offenders under supervised release and sentenced offenders on home detention/furlough.

13. Interviews, places, and monitors offenders' compliance with the Community Service Restitution Program; maintains daily liaison with community service agencies for proper placement and monitoring of offenders; and prepares compliance reports for the courts as scheduled.



**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INTAKE SERVICE CENTERS DIVISION**  
**KAUAI INTAKE SERVICE CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Kauai, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice social welfare agencies, and community diversionary programs to assure timely and effective Branch services and facilitate integration of efforts.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Kauai Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Provides reception, typing, duplicating, shorthand, filing, and other services in support of Branch program staff; provides various secretarial services to the head of the Branch
2. Carries out workflow of correspondence, reports, and other documents to meet administrative and other deadlines, and maintains control, processing, and filing procedures.
3. Maintains leave and other personnel records and information, and budget and expenditure records; handles purchase and receipt of office supplies, and vendor servicing of office equipment; maintains inventory records and control.

**OPERATIONS SECTION**

Under the general supervision of the head of the Kauai Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and pre-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders. Coordinates the court-ordered confinement of misdemeanants and provides evaluations regarding felony offenders slated for confinement in a correctional institution.

1. Conducts intake screening, investigation, referral, prepare reports and other documents to meet court deadlines and other services to assist offenders, and the courts and other elements of the criminal justice system.

2. Maintains liaison with the courts, police, prosecutors, community diversionary programs and others in order to facilitate assistance to offenders and coordinate efforts.
3. Conducts case reviews in order to assure adequacy and consistency of services.
4. Conducts community supervision for pre-trial, pre-sentence, and post sentence cases.
5. Conducts assessment, placement and monitoring of community supervision for electronic monitoring.
6. Conducts assessments referrals to community resource programs, secure the necessary court documents and maintain the compliance with the terms and conditions of release by the court.
7. Conducts induction interviews into the correctional institutions and provide introduction information for those entering the correctional center.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INTAKE SERVICE CENTERS DIVISION**  
**MAUI INTAKE SERVICE CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Maui, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice and social welfare agencies to assure timely and effective Branch services and facilitate integration of efforts.
5. Represents the Intake Service Centers Division and participates in inter-agency planning and advisory councils/teams on Maui.
6. Works collaboratively with other criminal justice and social welfare agencies to plan and develop new programs that address offender risks/needs and improve outcome for offenders.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Maui Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Provides reception, typing, duplicating, shorthand, filing, and other services in support of Branch program staff; provides various secretarial services to the head of the Branch.
2. Carries out workflow of correspondence, reports, and other documents to meet court, administrative and other deadlines, and maintains control, processing and filing procedures.
3. Maintains leave and other personnel records and information, and budget and expenditure records; handles purchase and receipt of office supplies, and vendor servicing of office equipment; maintains inventory records and control.

## **OPERATIONS SECTION**

Under the general supervision of the head of the Maui Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and re-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders, coordinates the court-ordered confinement in a correctional institution.

1. Conducts offender assessments, screening, and investigation and prepares reports for court with recommendation pertaining to offender bail status.
2. Provides case management, supervision, and referral services to offenders who have been released into the community and provides courts with a summary of offender adjustment on release status.
3. Provides case management, supervision, electronic surveillance, and referral services to sentenced felons and sentenced felon probationers to facilitate their transition to parole or probation following their incarceration.
4. Provides placements and monitoring of community service compliance for sentenced misdemeanants and felons who have Court ordered community service.
5. Maintains liaison with the courts, police, prosecutors, and other state and social welfare agencies in order to facilitate assistance to offenders and coordinate efforts.
6. Conducts case reviews in order to assure adequacy and consistency of services.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INTAKE SERVICE CENTERS DIVISION**  
**OAHU INTAKE SERVICE CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Intake Service Centers Division, provides intake and related services for felony and misdemeanor offenders, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends goals and objectives, policies, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and delivery of services.
2. Develops, plans, coordinates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice and public and private agencies to assure timely and effective Branch services and facilitate integration of efforts.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides secretarial and clerical support services to the Branch, and carries out administrative housekeeping functions for the Branch.

1. Assists in budget preparation process and compiles budget details for review; assists in preparing expenditure plans; and maintains operating and fiscal records and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment, and materials; provides inventory management for the Branch.
3. Performs transcription and typing of case records, reports, and other legal documents.
4. Maintains files, verifies requested data and other information for reports; distributes files, correspondence, and other documents.
5. Operates and maintains various office machines and equipment.
6. Provides all other secretarial and clerical services to the Branch and operating sections.

**CENTRAL INTAKE SECTION**

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides investigations, assessments, evaluations, and casework services to pre-trial, pre-sentence and post-sentence offenders at various locations within the Criminal Justice System

1. Conducts intake, investigations, assessments, evaluations, and referrals, and other services to assist offenders, Prosecutors, Courts, Institutions, and other elements of the Criminal Justice System in the processing of cases.
2. Maintains liaison with the courts, police, prosecutors, probation, parole, and others in order to facilitate assistance to offenders.
3. Conducts case and operations reviews in order to assure adequacy and consistency of services.
4. Plans, develops, and implements new programs and processes in coordination with the branch Administration and elements of the Criminal Justice System.
5. Coordinates and monitors programs and processes carried out by the units, and coordinates efforts with Criminal Justice Agencies.
6. Maintains a computerized system of recording all case management activities.

### **ASSESSMENT AND CLASSIFICATION UNIT**

Under the general supervision of the Central Intake Section, the unit screens and assesses all offenders admitted to correctional institutions for early release alternatives; identifies and arranges medical, mental health, and other service requirements to meet offender needs; and recommends initial offender housing, security classification levels and other services for confined pre-trial and short-term offenders.

1. Provides initial intake screening for all offenders newly admitted into correctional facilities; conducts screening for medical problems, psychiatric conditions, and suicide risk; refers for appropriate services.
2. Completes security classification to determine recommended initial housing assignment; provides orientation and individual counseling services.
3. Assesses and reassesses on an on-going or requested basis, all offenders who are awaiting adjudication in the courts; prepares reports of findings for court consideration; and recommends bail or non-bail status changes and other diversionary dispositions to the courts.
4. Conducts in depth assessment for special populations such as mental health, substance abuse for placement in community-based services to address needs while on supervised release as an alternative to incarceration.
5. Maintains liaison with the Courts, Prosecutors; and defense attorneys; provides testimony in court for preliminary and dispositional hearings.

### **COURT UNIT**

Under the general supervision of the Central Intake Section, screens and assesses all arrested misdemeanants at the Police Cellblock and District Courts for release alternatives; and arranges medical and psychiatric and other social and referral services for the courts to meet the needs of non-detained or detained offenders.

1. Provides initial screening for all persons charged with misdemeanor offenses and detained at the Police Cellblock or District Court detention; performs verification of offender's present status, personal, and criminal history to determine appropriate pretrial release recommendation.
2. Provides risk and needs assessments on eligible misdemeanants at the Police Cellblock and District Court to determine financial (bail) or non-financial release, applicable

conditions thereof, fitness to proceed for hearing and other services deemed appropriate to ensure appearance in court and community and personal safety.

3. Provides direct social services as needed, including but not limited to crisis intervention, counseling and referral services at the Police Cellblock and District courts.
4. Coordinates services with the Court Judges, Special Services Deputies, Court and Corrections Mental Health Team, Jail Diversion Team, Public Defender and Prosecutor's Office, Hawaii Armed Services Police and Bailiff's Office.

### **SUPERVISION UNIT**

Under the general supervision of the Central Intake Section, performs casework supervision in the court-ordered supervision of pre-trial felon and misdemeanor offenders awaiting trial or sentencing in the community.

1. Reviews terms and conditions with offenders or sponsor/program representatives.
2. Provides direct supervision to selected offenders released into the community pending adjudication; utilizes appropriate assessment tools to assist in identifying current and ongoing risk and needs to reduce recidivism.
3. Monitors the offenders' compliance to terms and conditions of release through individualized supervision, substance abuse testing and through ongoing projects to ensure appearance in court.
4. Provides direct social services, including but not limited to crisis intervention, family counseling, and referrals.
5. Provides adjustment summaries of supervised offenders to the District/Circuit Court, District Court Counseling Services and Adult Client Services for sentencing.
6. Prepares court orders for offenders who violate terms and conditions for release; testifies in court.
7. Provides supervision to pretrial and post sentenced offenders through an electronic monitoring program.
8. Monitors and reviews daily reports to validate the offender's authorized location.
9. Maintains direct liaison with caseworkers or agencies to report violations of terms and conditions for electronic monitoring program participants.
10. Maintains direct contact (face-to-face) with participant offenders, and monitors compliance with the terms and conditions of the program.
11. Periodically and randomly inspects electronic equipment; maintains equipment.
12. Maintains a case management record of each participant offender.

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

August 2021

Under the general direction of the head of the Institutions Division, manages the Hawaii 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 Hawaii Intake Service Center, the courts and other public and private agencies and groups to facilitate Hawaii 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**

Under the general supervision of the head of the Hawaii Community Correctional Center, performs office services functions in support of Center operations, programs, and services, and assists 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; 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.
5. Implements, maintains, and closes individual accounts dependent upon inmate arrival to and departure from the facility.

**OFFENDER SERVICES SECTION**



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

1. Provides data input for updating inmate records to include, but not be limited to sentencing, credit time, custody status, inmate type and inmate transfer(s).
2. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans, counsel's inmates individually or in groups and provides casework services to resolve problems affecting inmate attitudes and behavior.
3. Develops, implements, and maintains recreation, religious and other programs, and activities in collaboration with other sections and involving volunteer and other community resources.
4. Evaluates inmate progress and adjustment and modify program plans. prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes; maintains case records.
5. Maintains continuous and consistent communication with the paroling authority, probation, the police department, the prosecutor's office, and the attorney general's office.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Hawaii 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 ensure safety for inmates and staff.
4. Conducts regularly scheduled drills to ensure the safety, good health and welfare of inmates.
5. Maintains continuous and consistent contact with the maintenance unit to ensure the timely upkeep and effective repair of the facility.

## **MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational conduct 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 and for safety and health purposes; 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.
4. Maintains intensely close communication with the security unit and expeditiously responds to or addresses the concerns and/or work requests of security staff.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**HALAWA CORRECTIONAL FACILITY BRANCH**  
**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the head of the Institutions Division, manages the Halawa Correctional Facility, which consists of two distinct and separate buildings for the care, custody, and redirection of adult male inmates. The first building is known as the Medium Security Facility and the second building is known as the Special Needs Facility.

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 Facility operations, programs, and services, and enhance public relations.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.

**OFFICE SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, provides office services in support of operations, programs, and services, and to assist the head of the Branch in managing Facility 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 SERVICES STAFF**

Under the general supervision of the head of the Office Services Section, 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 AND 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 UNIT**

Under the general supervision of the head of the Office Services Section, performs fiscal 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. Prepares various regular and special fiscal reports for management purposes; maintains contact with departmental fiscal and supply staff.

#### **SUPPLY UNIT**

Under the general supervision of the head of the Office Services Section, performs the requisitioning, receipt, storage, issuance and inventory of Branch supplies, materials, and equipment, as well as the operation of the Inmate Store.

1. 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.

2. Receives deliveries, operates Facility warehouse, and processes delivery reports; ensures the delivery of inmate store orders.
3. Conducts physical inventory and maintains inventory records.

### **RESIDENCY SECTION**

Under the general direction of the head of the Halawa Correctional Facility Branch, manages the Reception Center to screen, test and assess all felon admissions to the Facility; and controls and coordinates the operation of inmate residency units for the care, custody, and programming of diagnostic, mental health, maximum custody, administrative segregation and general population inmates.

1. Manages the Reception Center for newly admitted felons up to 45 days.
2. Provides initial security classification to newly admitted felons; arranges assignments of felons to appropriate housing units or transfers to other facilities.
3. Schedules and coordinates diagnostic testing with the Education Office, Mental Health Team, Medical Unit, Substance Abuse Treatment, and Sex Offender Treatment Offices, and other program units.
4. Observes inmate behaviors; 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.
9. Counsels and provides casework services to inmates.
10. Ensures the safety and security of residency units are being maintained.

### **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 respective residency 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.

### **SECURITY SUB-UNIT**

Under the general supervision of the head of the respective residency unit and with the operational support and assistance of the Adult Corrections Officer V assigned to Residency, provides for the control and security of inmates assigned to the Section.

1. Maintains positive contact, surveillance, and controlled movement of inmates; provides security escort, as necessary.
2. Conducts security and cell inspections to control contraband, prevent illicit activities to enhance a safe, sanitary, and humane environment for inmates and staff.
3. Prepares reports of inmate behavior and other occurrences.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, plans and provides services to aid the adjustment of inmates to incarceration and enhance subsequent release, and implements inmate program plans. Coordinates and acts as Facility liaison for inmate and Facility litigation to include tort claims, civil and criminal lawsuits, in forma 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. Coordinates with other sections, and contract and volunteer service providers.
3. 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 Halawa Correctional Facility Branch. Serves as facility archive depository for inactive inmate records.

1. Manages inmate legal and court documents; interpret legal documents and review court orders to ensure correctness.
2. Identifies 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 Facility operations.
3. Monitors inmate behavior, evaluates activities, and takes appropriate actions; maintains equipment and records; prepares operational reports.
4. Assists with the planning, development, and implementation of medical unit/mental health recreation programs.

## **SECURITY SECTION**

Under the general supervision of the head of the Halawa Correctional Facility 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 Halawa Correctional Facility 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.
7. Provides operational support and assistance to the Residency Section, Operations Unit, and Security Sub-Unit.

## **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility 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.

## **GROUNDS UNIT**

Under the general supervision of the head of the Operating Services Section, performs the maintenance of Facility grounds by the planting and care of landscaped areas, and general cleaning.



1. Plans, organizes, schedules, and performs work projects in grounds maintenance of 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.

### **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.

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

**FUNCTIONAL STATEMENT**

August 2021

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.

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**KULANI CORRECTIONAL FACILITY BRANCH**

**FUNCTIONAL STATEMENT**  
August 2021

Under the general direction of the head of the Institutions Division, manages the Kulani Correctional Facility for the care, security, and redirection of adult male inmates.

1. Plans, organizes, controls, coordinates, evaluates, and updates Facility 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 expenditure.
3. Maintains liaison with the Hawaii Community Correctional Center Branch and other public and private agencies and groups to facilitate Facility 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 Kulani Correctional Facility Branch, performs office services functions in support of Facility operations, programs and services, and assists the head of the Branch in managing Facility resources.

1. Conducts the budget preparation process and compiles and consolidates budget details for review; prepares expenditure plan 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, and control of expenditures; conducts the inventory process relative to 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, duplicating and other clerical services to operating units; maintains files and records.

### **OFFENDER SERVICES SECTION**

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

1. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans; counsel's inmates individually or in groups, and provides casework services to resolve problems affecting inmate attitudes and behavior.
2. Develops and implements recreation, religious, educational, treatment 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.

### **SECURITY SECTION**

Under the general supervision of the head of the Kulani Correctional Facility Branch, provides for the control and security on inmates.

1. Maintains positive contact, surveillance, and controlled movement of inmates and visitors; provides security escort; responds to escape situations.
2. Conducts inspections to control contraband, prevent illicit activities, and enhance safety for the general public, inmates, and staff; develops and maintains emergency preparedness.
3. Prepares reports of inmate behavior and other occurrences.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Kulani Correctional Facility Branch, provides the maintenance and repair of Facility buildings, grounds, equipment, as well as water treatment and wastewater treatment operations.

1. Plans, organizes, schedules, and directs operating services to maintain and support effective Facility operations, and respond to emergencies, coordinates section activities with other sections for security and offender program purposes.
2. Reviews and evaluates operating services for effectiveness and efficiency and makes necessary adjustments.
3. Develops budget estimates and monitors expenditures.

## FARM UNIT

Under the general supervision of the head of the Operating Services Section, conducts the production of crops for Facility and other departmental use.

1. Plans and organizes crop development, care, etc.; prepares requisitions for supplies and equipment and repairs and maintenance services on equipment, tools, and farm implements.
2. Conducts care, planting, cultivating, and harvesting of crops; instructs and supervise inmates on work lines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.

## **CONSTRUCTION AND MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, conducts general construction and maintenance activities in the improvement and repair of Facility buildings, grounds, roadways, and other projects, including land clearing; conducts maintenance of repair on Facility vehicles, heavy equipment, and other machinery.

1. Plans, organizes, and budgets for preventive maintenance, general construction projects and automotive equipment service and repairs; prepares requisitions for supplies and equipment and maintenance of shop facilities; develops requirements for repair and maintenance service to be obtained by contract.
2. Conducts electrical, plumbing, carpentry, painting, and other repairs and maintenance; conducts tire service and fueling/lubrication of equipment; conducts engine repairs, body and fender work; maintains grounds and clears roadside areas of brush; clears trails and roads, etc.; instructs and supervises inmates on work lines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.

## **WATER TREATMENT PLANT SUB-UNIT**

Under the general supervision of the head of the Operating Services Section, performs water treatment, maintenance, and repair of the Facility's drinking water treatment plant operations.

1. Plans, organizes, and budgets for water treatment services and repairs; prepares requisitions for supplies and equipment, and the repairs and maintenance of shop facilities.
2. Conducts the treatment and monitoring of drinking water; conducts mandatory testing of drinking water; maintains drinking water plant tools, equipment, and supplies.
3. Completes drinking water records; maintains inventory.

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

**FUNCTIONAL STATEMENT**

August 2021

Under the general direction of the head of the Institutions Division, manages the Maui 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 the 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 Maui Intake Service Center, the courts and other public and private agencies and groups to facilitate Maui Community Correctional Center operations, programs, and services, and enhance public services.
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 Maui 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 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; 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 sections; maintains files and records.

**FISCAL UNIT**

Under the general supervision of the head of the Office Services Staff, performs fiscal record keeping and related operation to assure the propriety of transactions and availability of funds regarding Center 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 and 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.
3. Prepares various regular and special fiscal reports for management purposes; maintains contact with departmental fiscal and supply staff.
4. Tracks and reconciles the award from County grant/Community work line program and submits requisitions and reports maintaining compliance with the County grant.

### **PERSONNEL UNIT**

Under the general supervision of the head of the Office Services Staff, 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 record keeping, workers compensation claims, and other personnel functions.
2. Provides information and assistance to employees regarding training, employee benefits, payroll deduction, etc.; provides information to Center staff on personnel rules and regulations, directives, and the 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.
4. Performs time and attendance functions relating to the New Attendance program by keeping track of leave balances and informing the Chief of Security of possible leave violations for further investigation.
5. Coordinates the Family Leave Act for the facility employees. Monitors eligibility use frequencies and produces monthly reports for the department. Notifies employees of exhaustion of benefits.

### **CLERICAL SERVICES UNIT**

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

1. Performs typing, copying, collating, telephone operator, receptionist, and other clerical service.
2. Requisitions office supplies, and performs physical inventory and record keeping.
3. May assist in processing visitors and others entering the Center.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, plans and provides custodial, social and technical support services to aid the adjustment of inmates to incarceration and to enhance their subsequent release into the community.

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 prescription plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes.
4. Develops sectional budget and expenditure plans.
5. Manages the reception of newly admitted offenders.
6. Provides initial security classification to newly admitted offenders; arranges assignments of offenders to appropriate housing units at the facility or transfers to other facilities.
7. Schedules and coordinates diagnostic testing with the Education Office, Mental Health Team Medical Unit, Substance Abuse Treatment, and Sex Offender Treatment Offices, and other program units.
8. Observes inmate behaviors and provides and coordinates reports of inmate behaviors.
9. Coordinates the release of offenders to other facilities, parole, and discharge.
10. Maintains a computerized system of recording all case management activities; maintains a tracking system of the facility's initial classification actions.
11. Maintains liaison and coordination with the Department's classification system.

### **RECORDS UNIT**

Under the general supervision of the head of the Offender Services Section, maintains inmate commitment and release documents, and case records in a current and secure manner.

1. Receives, organizes, files, and controls records.
2. Post term and sentenced information and calculates pre-confinement credits for inmates.
3. Provides information from files and provides files for official use.

### **SECURITY SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, conducts security relative to facility perimeter, interior inmate movement and inmate transport, in-community security facilities and programs, 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.
2. Plans, develops, and directs security to inmate in-community facilities and program.
3. Develops facility emergency preparedness plans relative to fire, riots, natural disasters, and other major incidents, and conducts/coordinates facility readiness.
4. Develops operating budgets and expenditure plan, and monitors expenditures.
5. Conducts inventory control of equipment; maintains records and prepares operational reports.
6. Maintains surveillance and control of inmates during internal movement, and in and out of the facility; inspects buildings, grounds, etc., for security.
7. Provides security services to in-community facilities and programs, including inmate work lines in the community.

8. Provides security transport of inmates for court appearances, medical, and other authorized purposes.
9. Prevents escapes and injury to inmates; prepares reports on inmates, incidents, and other occurrences.
10. Maintains the security and inventory of the armory; inspects, tests, and perform operational maintenance of firearms and other security equipment.
11. Takes and files fingerprints and photographs of inmates as required.
12. Assists in developing security operations policies and procedures and directives.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, conducts repair, grounds keeping, preventive maintenance, 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 Sections for purposes of inmate programming, security, etc.
2. Develops sectional budget and expenditure plan; conducts purchasing and monitors expenditures; recommends contract services.
3. Maintains inventory, performs record keeping and prepares operational reports.

### **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.
2. Performs a variety of repair and preventive maintenance work; oversees inmate help as assigned.
3. Secure and accounts for inventory, and performs other record keeping.

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

August 2021

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, in forma 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.

















































































