

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: January 13, 2016	POLICY NO.: COR.01.18
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): New	
SUBJECT: INTAKE SERVICE CENTER AUTHORITY		Page 1 of 2	

1.0 PURPOSE

The purpose of this policy is to identify the individual with the overall responsibility for the management and supervision of services provided by the Intake Service Center (ISC) at each facility.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes; Section 353-10; Intake service centers; and Section 353C-2, Director of public safety, powers and duties.

2. Definitions

- a. Branch Manager: ISC Manager I or II responsible for the management of intake and related services for felony and misdemeanor adult offenders in each county.
- b. Division Administrator: ISC Administrator responsible for administering ISC operations statewide.

3.0 POLICY

- .1 The Branch Managers shall be responsible for the management and operation of all ISC related duties in their respective county.
- .2 The Branch Manager shall maintain effective relationships with criminal justice and other public and private agencies.
- .3 The Branch Manager shall seek general direction and guidance from the ISC Division Administrator.

4.0 PROCEDURES

- .1 The Branch Manager shall plan and coordinate the delivery of all services required of ISC and assures services are provided.
- .2 The Branch Manager shall work with wardens and other branch administrators to ensure compliance with legally mandated duties and departmental goals.

NOT CONFIDENTIAL

PSD P & PM	SUBJECT: INTAKE SERVICE CENTER AUTHORITY	POLICY NO.: COR.01.18
		EFFECTIVE DATE: January 13, 2016
		Page 2 of 2

.3 The Branch Manager shall represent ISC at facility administrative meetings

5.0 SCOPE

This policy and procedure applies to all ISC branches and their assigned staff.

APPROVAL RECOMMENDED:

Godwin J. Masaka-Hirata
 Deputy Director for Corrections

January 13, 2016
 Date

APPROVED:

Jela P. Espino
 Director

January 13, 2016
 Date

NOT CONFIDENTIAL