

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

**PRESENT**

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, 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 and vocational 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 and vocational training programs to meet the needs of inmates on facility and correctional industries worklines; 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 and vocational education programs.

1. Plans, develops, and implements education programs for inmates; coordinates academic and vocational activities with facility and Correctional Industries worklines; and oversees the operations of the learning assistance center.
2. Develops, maintains, and updates inmates education records; assesses academic needs, occupational preferences and vocational aptitudes if 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 vocational 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 vocational programs.
2. Identifies and recruits vocational instructors; initiates purchasing of vocational equipment, materials, and supplies; monitors and evaluates inmates' progress; and facilitates meetings between facility operations and Correctional Industries worklines supervisors and vocational 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 and vocational education programs for the inmates.

1. Plans, develops, and implements education programs for inmates, coordinates academic and vocational activities with the facility and Correctional Industries worklines; 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 vocational 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 workline.

**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 workline.
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 in order 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.