

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: March 19, 2018	POLICY NO. COR.01.13
		SUPERSEDES (Policy No. & Date): COR.01.13 & 11/23/09	
	SUBJECT: MONTHLY BRANCH REPORTS	Page 1 of 2	

1.0 PURPOSE

To set forth minimum branch reporting requirements and review of significant incidents, program accomplishments, and goal achievements.

2.0 REFERENCE

- .1 Hawaii Revised Statutes (HRS), Chapter 353C-2, Director of Public Safety; Powers and Duties.

3.0 POLICY

Monthly Kamakani Report shall be submitted by the Branch Administrators and the Wardens to the respective Division Administrators by the fifteenth (15) calendar day following the month being reported on.

Reports shall include, but not limited to:

- .1 Major programs; old programs terminated or modified; new programs initiated; Problems, Accomplishments, or Happenings - specific to branch; solutions and steps taken, according to proper procedures to correct deficiencies; and/or any physical improvements. List average daily inmate populations and any identifiable causes that affected a population fluctuation and identify individual sub-programs that experienced an unusual change or accomplishment.
- .2 Other Significant Items - any item of unusual program, inmate, or personnel news that would be of interest to other branches or divisions of the department and to the public.

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4.0 **SCOPE**

This policy applies to all corrections divisions.

APPROVAL RECOMMENDED:



Deputy Director for Corrections March 19, 2018
Date

APPROVED:



Director March 19, 2018
Date