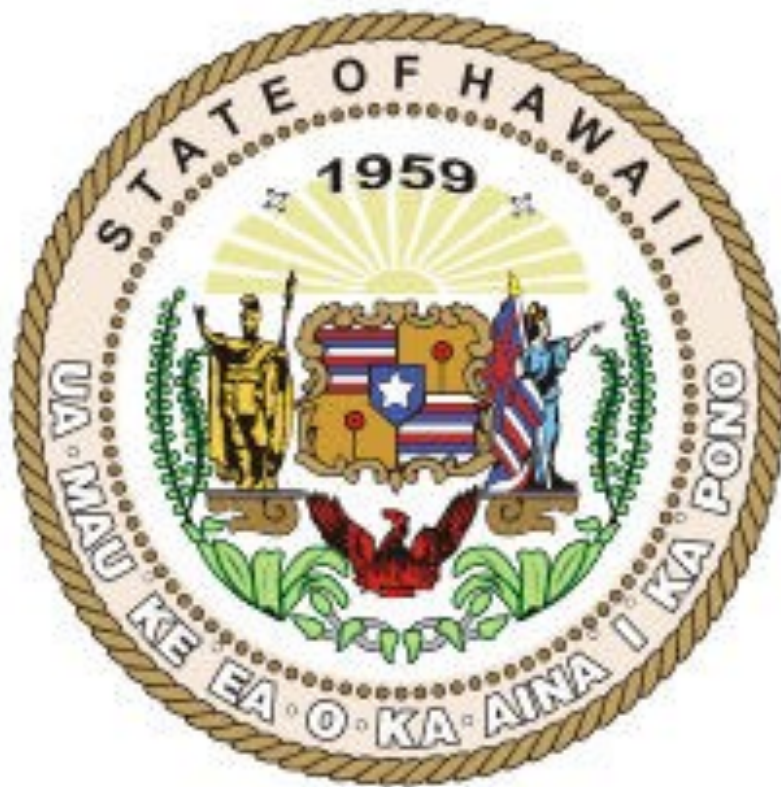


**State of Hawaii**  
**Department of Public Safety**



**Annual Report**  
**2017**



# Mission Statement

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## DEPARTMENT OF PUBLIC SAFETY

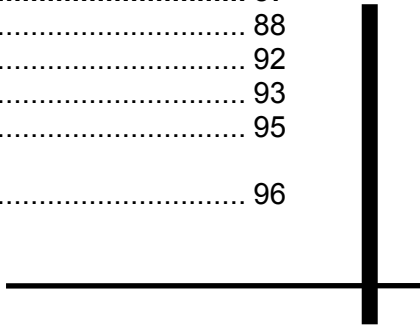


**The mission of the Department of Public Safety is to uphold justice and public safety by providing correctional and law enforcement services to Hawaii's communities with professionalism, integrity and fairness.**



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## Director's Message

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**Nolan Espinda**

**Director,  
Public Safety Department**

To the Governor, Legislature and citizens of the State of Hawaii:

Together with the Public Safety Department Staff, I am proud and honored to present to you the Fiscal Year 2017 Annual Report for the Department of Public Safety (PSD).

The mission of PSD is to provide safety for our island communities through law enforcement and correctional management. Our Sheriff's and the Narcotics Enforcement Divisions work cooperatively with other law enforcement agencies to achieve this mission by fighting crime and keeping Hawaii safe, while our Corrections Division ensures that those sentenced to incarceration by Hawaii's Courts are kept in safe and humane environments. PSD prides itself on integrity, dedication and professionalism to keep Hawaii a safe place to live for our island families.

A lot of changes and new phases have been implemented in the past year here at Public Safety and much more is coming. We are moving along with the relocation process for OCCC. We are also working on creating additional inmate housing at KCCC, MCCC and HCCC. You can read about it throughout this report.

As someone who has worked in public safety for nearly four decades, I believe our employees are some of the best at what they do. They deserve better operating conditions and it is my goal to move the department towards accomplishing that goal, for our corrections, law enforcement and administrative divisions.

We thank the people of Hawaii for their continued support of the Department.

Mahalo Nui Loa!

Nolan Espinda

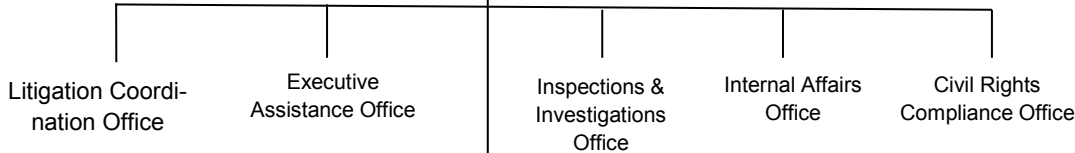




# Organizational Structure

- \* Correctional Industries Advisory Committee
- \* Corrections Population Management Commission
- \* Crime Victim Compensation Commission
- \* Hawaii Paroling Authority
- \* Reentry Commission

## DIRECTOR



### OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

- Administrative Services Office
- Fiscal Office
- Personnel Management Office
- Training and Staff Development Office

### OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS

#### Correctional Industries Division

- Central Operations Branch
- Community Workline Branch
- Sales and Marketing Branch

#### Corrections Program Services Division

- Education Services
- Library Services
- Food Services
- Substance Abuse Treatment Services
- Sex Offender Treatment Services
- Volunteer Services

#### Health Care Division

- Clinical Services
- Mental Health Services
- Medical Services

#### Institutions Division

- Jails
  - Hawaii Community Correctional Center
  - Kauai Community Correctional Center
  - Maui Community Correctional Center
  - Oahu Community Correctional Center
- Prisons
  - Halawa Correctional Facility
  - Kulani Correctional Facility
  - Waiawa Correctional Facility
  - Women's Community Correctional Center
  - Non-State Facilities/Federal Detention Center Branch

#### Intake Service Centers Division

- Oahu Branch Office
- Hawaii Branch Office
- Maui Branch Office
- Kauai Branch Office

#### Reentry Coordination Office

### OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

#### Narcotics Enforcement Division

- Diversion Branch
- Registration Section
- Enforcement Branch

#### Sheriff Division

- Operations Branch
  - Airport Section
  - Capitol Patrol Section
  - Circuit Court Section
  - Criminal Investigation Section
  - District Court Section
  - Executive Protection Section
  - Hawaii Section
  - Kapolei Section
  - Kauai Section
  - Maui Section
  - Program Support Section
  - Records Section
  - Security Section
  - Special Operations Section

\* *Administratively attached agencies*



# Office of the Director

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Several employees and staff offices, which have an administrative function, fall under the direct supervision of the director. These include the Civil Rights Compliance Office, the Internal Affairs Office, Inspections and Investigations Office, Executive Assistance Office and the Litigation Coordination Office.





## Civil Rights Compliance Office

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Under the Director of Public Safety, the Civil Rights Compliance Office (CRCO) is the focal point for equal employment compliance activities and functions conducted through divisional programs and staff offices statewide. The CRCO is responsible for administering and ensuring the compliance of the following programs: Americans with Disabilities Act, Title VI external contract compliance, Title VII Civil Rights Act; Limited English Proficiency Act, and Equal Employment Opportunity Compliance, Chapter 378, Hawaii Revised Statutes and other applicable state and federal regulations, directives, and executive orders.

The CRCO is also responsible for drafting and monitoring the implementation of the Department's Affirmative Action Plan to ensure satisfactory progress and conducting compliance reviews and submitting written analyses to the U.S. Department of Justice, U.S. Department of Labor and other appropriate agencies as necessary.

The Inspections and Investigations Office (IIO) was established as the self-monitoring component of the Director's command and control system. Through its subordinate staff offices IIO endeavors to ensure all PSD programs operate efficiently in a safe, humane, and lawful manner at all times.

## **AUDIT AND COMPLIANCE OFFICE**

As a result of a class action law suit filed by the American Civil Liberties Union in 1984 on behalf of inmates challenging the conditions of confinement at two of Hawaii's correctional centers, the IIO Audit and Compliance Office was established to monitor the department's operations to ensure compliance with the terms of a settlement agreement in 1993. IIO maintained this function exclusively until the Federal Court dismissed the case in September of 1999. Today, the realities of an overcrowded corrections system and the need to address a growing Homeland Security presence in state law enforcement operations presents an even greater need for an effective internal monitoring system. Working closely with the State Sheriff, corrections administrators, PSD staff officers, wardens, and branch administrators, the IIO coordinates and executes regular internal audits and inspections that help ensure all PSD programs operate correctly and efficiently.

## **INMATE GRIEVANCE AND APPEALS OFFICE**

The IIO Inmate Grievance and Appeals Office currently oversees the inmate grievance and appeals process within the Corrections Division. The process is modeled on standards detailed in the Department of Justice Code of Federal Regulations, Part 40, as promulgated by legislation contained in the 1980 Civil Rights of Institutionalized Persons Act, 42 U.S.C., Section 1997.

The three-step process is recognized by Federal and State Courts as a credible administrative remedy process that should be exhausted prior to any litigation. The process affords all inmates the opportunity to voice substantive concerns all the way up to the department's division administration level, if necessary. By affording all inmates access to a credible administrative remedy process, the department achieves a number of critical objectives: reduced inmate frustration; improved institutional management and control; reduced litigation; and improved communication between staff and inmates. Above all, a credible grievance process ensures a safe environment for inmates; conditions of confinement free from predatory or abusive behaviors and/or treatment.





## **SECURITY PLANNING OFFICE**

The Department Security Program is a comprehensive multi-faceted approach to security planning and coordination that seeks to maximize gains in efficiency and effectiveness by bridging resources (personnel and equipment) across both Corrections and Law Enforcement Divisions. Properly executed, the program ensures consistency in practice; high levels of awareness (security-minded workforce); greater efficiency; and accountability. The focal points of this program are: professionally trained personnel; complete and properly maintained policies and procedures; modern technologies and best practices; and security-minded building/facility design and aesthetics. The IIO provides the impetus for security related policy development, conducts routine audits and inspections, special studies, coordinates department-wide initiatives, and participates in training.

## **EMPLOYEE PRE-DISCIPLINARY HEARINGS OFFICE**

Progressive Discipline, in concept and practice, is an administrative process important in maintaining a healthy and productive workforce. Predicated on the premise that all employees are hard working, conscientious, and loyal, discipline is a management tool used to guide and restore employees to good standing. Within this process, the IIO Employee Pre-Disciplinary Hearings Staff ensures PSD employees are treated fairly in a manner that is consistent, logical, and just. The basis for all employee disciplinary actions is the principal of "just and proper cause," a universally accepted standard by which the appropriateness of all disciplinary actions are judged. The IIO is designated as the sole hearing authority over any employee disciplinary case generated by the department.

## **PSD OFFICE OF EMERGENCY MANAGEMENT**

The Department Inspections and Investigations Office Administrator serves as the Department's Civil Defense Coordinator (CDC) during severe emergencies, critical incidents, and disasters. Tasked as the single-point-of-contact for all emergency contacts with the Hawaii State Civil Defense, it is the CDC's responsibility to ensure the Department remains properly engaged in the State's emergency response system at all times. This responsibility includes maintaining effective command and control over the Department in accordance with the Department's Emergency Plan for Natural and Manmade Disasters.



## Internal Affairs Office

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The Internal Affairs Office (IAO), under the general supervision of the IAO Chief Investigator, conducts administrative, civil, and criminal investigations of the employees of the Department of Public Safety (PSD) and the unlawful use and disposition of departmental resources. The IAO presently consists of five (5) full time investigators with all the powers of police officers in the conduct of departmental investigations throughout the state, including all correctional facilities, and departmental employees. IAO support staff includes one (1) full time secretary.

Investigators have direct participation throughout complex investigations, including crime prevention, field work, undercover activities, gathering and custodial care of evidence, case preparation, service of warrants and subpoenas, making arrests and other phases of public assistance in accordance with policies and procedures, State and federal laws, and departmental standards established by the Director of Public Safety.

The IAO is a multi-faceted investigative unit, where Investigators work closely with many outside agencies, including all County, State and Federal Law Enforcement, Police Departments, Attorney General Special Agents, and various Correctional Facilities, enhancing the IAO's ability to attack the various complex problems within the purview of PSD. The conclusion to these investigations normally requires the investigator to participate in the indictment and prosecution phases by testifying in criminal trials, and administrative or civil hearings.

The unique composition of PSD in having armed personnel in both the Law Enforcement and Corrections Divisions, requires specialized investigative response to critical incidents in the Department. It is specifically noteworthy to mention that IAO responds to and investigates shooting and/or death cases involving departmental personnel or facilities, including officer involved shootings (OIS), suicide, murder, medical, and other suspicious or unattended deaths.

Continuing the trend from the previous year, the IAO Investigations Staff has been involved in proactive, coordinated, joint investigations with other agencies, addressing violations including the smuggling of contraband and/or sale of drugs, bribery, extortion, physical assault, money laundering, criminal enterprise, and criminal gang activity.

Additional investigations included: employee misconduct, fraud, theft, physical assault, corruption, sexual assault, abuse of family or household member, terroristic threatening, inmate escapes, workplace violence, civil rights violations, labor relations issues, white-collar crimes, administrative complaints, improper practices, and misuse of government property.

Recent upgrades to the Computer Voice Stress Analysis (CVSA) examination computer and software have further enhanced investigative methods and techniques for testing not only in the assessment of the validity of a complaint, but also as an investigative tool in determining the focus or direction of the investigation. Additionally, the CVSA is utilized in the pre-employment testing process of applicants for positions as Deputy Sheriffs in PSD.

# Litigation Coordination Office

The Litigation Coordination Office (LCO) was created through restructuring at the end of FY 2013. The LCO incorporates regulatory requirements such as Sex Offender Registration, DNA Collection, Uniform Information Practices Act (UIPA), managing the Department of Public Safety's Civil Litigation, administrative remedies under the Tort Claim process, Departmental Policy Development, and the implementation of the Prison Rape Elimination Act (PREA).

LCO works with the Department of the Attorney General on all tort and civil rights litigation, whereby the Department of Public Safety (PSD) or an agent of PSD is named as a party in the litigation. In FY 2017, PSD received 40 new lawsuits inclusive of appeals for the denied of tort claims, the Medical Inquiry and Conciliation Panel and litigation tendered to the Corrections Corporation of America.

LCO is the department's liaison for all requests for information based on the Hawaii Revised Statutes, Chapter 92F, Uniform Information Practices Act. In FY 2017, there were 42 request based on the UIPA and about 200+ informal request that were processed. LCO is the department's liaison for the tracking and management of administrative tort claims filed with the Risk Management Office (RMO) of the Department of Accounting and General Services. In FY 2017, PSD received 96 new tort claims filed through RMO.

LCO provides technical assistance to PSD Correctional Facilities related to the sentence computation for calculating the pre-sentence credits of a convicted person remanded to the custody of the PSD. Sentence computation involves assessing court documents, an individual's history of arrest and detention, and other statutory requirements affecting sentence computation.

**PRISON RAPE ELIMINATION ACT: THE KEY IS RESPECT**  
PSD HAS A **ZERO TOLERANCE POLICY** AGAINST ANY ACT OF **SEXUAL ABUSE, SEXUAL HARASSMENT OR RETALIATION** FOR REPORTING. **END THE SILENCE!**

REPORT ALL INCIDENTS OF **SEXUAL ABUSE OR SEXUAL HARASSMENT** BY AN OFFENDER, A STAFF MEMBER, A VOLUNTEER OR CONTRACTOR TO:  
A PSD employee, such as a Case Manager, an Adult Corrections Officer, Medical or Mental Health Professionals, the PREA Coordinator, Facility PREA Manager, Internal Affairs, Facility Administrators, Law Enforcement or other PSD Administrators.  
file an Emergency Inmate Grievance Complaint.

**PREA EXTERNAL AND CONFIDENTIAL REPORTING OPTIONS:**  
Notify a family member or friend, who can initiate a telephone call, or letter to the Key Staff identified above.  
Call the Sex Abuse Treatment Center Hotline at (808) 524-7273 or write to 55 Merchant Street, 22nd Floor, Honolulu, HI 96813. If related to PSD Staff, call the Ombudsman at (808) 597-0770.

**PREA EMOTIONAL SUPPORT COUNSELING OPTIONS:**  
Call the Sex Abuse Treatment Center Hotline at (808) 524-7273.

DEPARTMENT OF PUBLIC SAFETY  
Corrections and Law Enforcement Divisions



LCO has been designated as the lead office to ensure compliance by the Corrections Division and Law Enforcement Division with the PREA National Standards, which were finalized in June 2012. LCO conducts internal audits to ensure that PSD's prisons, jails, and lock-ups are preventing, detecting, monitoring, and investigating allegation of sexual abuse and sexual harassment of offenders as dictated by PSD policy and the PREA National Standards. PSD has four certified DOJ PREA Auditors and one pending certification. PSD is a part of the Western State PREA Consortium, which provides circular auditing between various States, as a cost containment measure. In the first three-year PREA Audit cycle, PSD's eight (8) Correctional Facilities received full compliance findings based on a DOJ PREA Audit conducted by the following consortium States: Colorado, Nevada, New Mexico, and Oregon.



## Executive Assistance Office

The 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.

The office advises the Director on the physical layout, reporting systems, filing systems, and other administrative aspects of the operations of the Office of the Director, 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.

This office maintains an ongoing awareness of departmental operations, coordinates and oversees inter-division initiatives, coordinates and provides data, research, and analysis to assist the Director and the Governor's office in matters of corrections and law enforcement, and 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.

The office also 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, 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 in order to resolve major issues and ensure that all relevant aspects are addressed.

The office also assists with 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, 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 and 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 take action, as appropriate, in resolving these problems and deficiencies.

This office also 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 and assists departmental programs in grant development, locating resources, obtaining grant information, and in drafting grant applications.

# CORRECTIONS DIVISION



Jodie Maesaka-Hirata, Deputy  
Director of Corrections

The Corrections Division is comprised of six divisions and offices, which encompasses the vast majority of the department's personnel and budget.

Those divisions and offices include:

- Correctional Industries Division
- Corrections Program Services Division
- Health Care Division
- Institutions Division
- Intake Service Centers Division
- Reentry Coordination Office

The State of Hawaii is unique in that the community correctional centers (jails), which are normally the responsibility of the county, are managed by the state. These centers house pretrial detainees and convicted offenders who are serving sentences of a year or less. The centers are also responsible for the delivery of furlough programs to assist long-term sentenced inmates with their transitional return to the community.

Hawaii has four prisons where **convicted** felons with sentences greater than one year are housed. All of the correctional facilities house male inmates except the Women's Community Correctional Center (WCCC), which is designated a community correctional center, but it functions primarily as a prison for female offenders. The WCCC houses inmates sentenced to both jail (one year or less) and convicted felons sentenced to prison (more than one year).

# Intake Service Centers Division

The Intake Service Center Division (ISCD) is responsible for initial facility intake of persons committed to the custody of the Department of Public Safety (PSD). This occurs at the Community Correctional Centers (CCC) located on Oahu, Maui, Hawaii, and Kauai. ISCD is also responsible for preparing bail reports on persons unable to afford bail and for supervising individuals, who are released pending trial and ordered by the courts to some type of pretrial supervision.



ISCD has a total of 61 authorized positions identified as nine (9) clerical, fifty (50) professional human service staff and supervisors, and two (2) Division Administration staff, who provide services out of five remote offices statewide. ISCD's branch offices include the Oahu Intake Services Center (OISC), located at the Oahu Community Correctional Center in Honolulu, Hawaii; Maui Intake Services Center located in Wailuku, Maui; Hawaii Intake Services Center, located in Hilo, Hawaii and a satellite office in Kona, Hawaii; and Kauai Intake Services Center, located in Lihue, Kauai. OISC is the only branch that is located within the secure area of a Correctional Facility. The ISC Offices on Hawaii, Kauai, and Maui rent office space in the community and these staff members are required to travel to the relevant CCC to perform the intake functions.

The first major function of ISCD is facility intakes. In FY 2017, ISCD performed 13,089 facility intakes. The intakes included collecting personal and family information, security information, and a medical/mental health screen. As part of the intake process, ISCD staff are required to complete a classification assessment on each admission to insure the proper housing placement at the CCC. In May of 2014, ISCD began conducting the Prison Rape Elimination Act (PREA) screening. This is a part of the PREA screening interview, which assesses offenders for victimization variables and predatory variables. The results of the screening are captured in Offendertrak, which is PSD's offender management information system. This information is utilized by facility security, program, and health care staff and the department's PREA Coordinator. In March 2017, ISCD began conducting Misdemeanor screenings to assess candidates for release based on Act 217, Session Laws of Hawaii 2016.



The second major function of ISCD is bail evaluations. All persons being held for bail by the county police or confined in a CCC with bail is eligible for a bail evaluation. In FY 2017, ISCD conducted 10,399 bail investigation reports. A bail investigation starts with the ISCD staff assessing the detainee using the Ohio Risk Assessment System-Pretrial Assessment Tool (ORAS-PAT). The ORAS-PAT will score the detainee as low, medium or high risk for pretrial failure. Pretrial failure is defined as being arrested for a new crime or failing to appear in court while on pretrial release. The bail evaluation is submitted to the court with a



## Intake Service Centers Division

recommendation for some form of pretrial release or that the person be held pursuant to the Court's order, which may include bail.

The third function of ISCD is to supervise persons released by the court on pretrial supervision. In FY 2017, ISCD had a total of 2,195 new cases of supervised release for a total active caseload of 10,925 statewide. There was a total of 2,110 closed cases with 1,438 cases successfully closed and 672 cases that were unsuccessful. The cases that were closed unsuccessfully were due to arrests for new crimes, failure to appear to court, positive illicit drug use and other court condition violations. In FY 2017, ISCD's supervised release program achieved a 68% success rate.

In FY 2017, the efforts of the ISCD staff with intakes, evaluations of pretrial offenders, and supervised release of pretrial offenders in the community resulted in 268,286 jail bed days saved, which at a PSD day rate of \$146.00 equates to a savings of \$39,169,756, not to mention the benefits achieved by alleviating the overcrowded conditions at PSD CCCs and the benefits to individuals, who avoid or reduced days spent incarcerated at a jail facility.



# Hawaii Intake Service Center

The Hawaii Intake Service Center (HISC) is comprised of two Operational Sections – East and West Hawaii, and an Office Services Staff Section. The Branch provides case-work services to assess felony and misdemeanor defendants for release alternatives pending trial, supervises pre-trial and pre-sentence felony and misdemeanor offenders as ordered by the Courts, employs evidence-based practices and assists offenders



through the stages of change with the goal of reducing recidivism, conducts intake screening and security classifications for HCCC admissions, and manages the electronic monitoring of pretrial and sentenced offenders in the community.

The primary function of HISC is pretrial services including pretrial release assessments, pretrial supervision, and employment of evidence-based strategies to increase pro-social behavior and reduce pretrial failure. HISC is required by law to conduct a pretrial assessment on each pretrial detainee meeting eligibility criteria, within 3 days of admission. In FY 2017, the branch conducted 2517 bail evaluation reports and diverted 1317 defendants from pretrial detention. In addition, HISC supervised a monthly average of 434 pretrial defendants in the community during this same period.

Another important function of the branch is the intake screening of offenders upon admission into the HCCC. This involves gathering of personal information, a medical and mental health screening, PREA screening, and the security classification of each individual upon admission. In FY2016, the HISC conducted 2387 intake screenings at the HCCC.



The HISC Branch works closely with the Department of Health’s Jail Diversion Program, a pretrial diversionary program for defendants with a mental health and/or co-occurring diagnosis. Program participants are supervised in the community by HISC and provided mental health treatment and case-management through the DOH. Participants who remain stable in their treatment regimen are eligible for dismissal of their charges after six months of treatment/supervision.



HISC manages the electronic monitoring program for sentenced offenders, through collaboration with the HCCC and the Judiciary’s Adult Client Services Branch. The program offers a cost-effective alternative to jail by restricting participants to an approved residence unless authorized to leave for specific purposes. During FY2016, HISC supervised 157 sentenced offenders on the program, saving the department 6179 bed days.



# Kauai Intake Service Center

In cooperation with the various Criminal Justice agencies on Kauai, the Kauai Intake Service Center (KISC) strives to reduce recidivism, provides release alternatives through diversion programs and oversees supervision of individuals released pending trial or sentencing.

The KISC maintains the core requirements of the Department by completing the initial admissions intake, medical and mental health screening, Ohio Risk Assessment-Pretrial Assessment Tool (ORAS-PAT), and Prison Rape Elimination Act Assessment (PREA). Information gathered is used to determine the risk level for non-appearance, the risk level for recidivism, and to determine if medical or mental health services are needed. Reported medical and/or mental health concerns are forwarded to the medical staff at Kauai Community Correctional Center (KCCC) for appropriate attention. The KISC also completes custody classifications for all detainees with the exception of sentenced felons or parole revocations



Other services provided by KISC include bail reports, pretrial supervision, electronic monitoring, and supervision of diversion programs. Bail reports provide the District, Circuit, and Family Courts of the Fifth Circuit with information gathered during the intake process and recommendations regarding the offender's risk of 1) non-appearance and 2) re-offending based on the ORAS-PAT. During fiscal year 2017, the KISC screened 1089 admissions to KCCC and completed 1184 bail reports.

The information gathered is also used to determine pretrial release, whether it be supervision provided by the KISC, bail with conditions, or through a multi-agency diversion program, like the Jail Diversion Program (JDP). During fiscal year 2017, KISC opened 103 new supervised release cases and closed a total of 183 cases with 136 successful closures and 47 revocations resulting in 9,596 bed days saved at KCCC.

KISC utilizes evidence-based practices in an attempt to motivate positive changes, increase compliance, and reduce recidivism for offenders placed on supervised release in the community of Kauai. The JDP is a collaboration between the Kauai Police Department, the Office of the Prosecuting Attorney, District and Family Courts, the Public Defender's Office, and the KISC with the goal to provide appropriate mental health services and supervision to prevent this population from entering Kauai Community Correctional Center (KCCC). The KISC provides supervision while the defendant receives mental health treatment from the Adult Mental Health Division.

Another diversion program is the Project Contempt Program, a valuable and unique program that assists the District Court in reducing the amount of bench warrants issued for failing to appear for offenses ranging from misdemeanor to violations. When first time defendants fail to appear for their initial hearing, the KISC attempts to locate the individual by post mail or telephone. KISC then provides minimal monitoring on supervised release until their next appearance in court. During fiscal year 2017, The KISC assisted the court with 230 referrals for Project Contempt, reducing the amount of bench warrants that would have been issued. 191



## Kauai Intake Service Center

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of the referrals received were closed successfully, with the defendant appearing for their next court hearing and 57 were closed unsuccessfully as the KISC was unable to locate the defendant.

The Judiciary is also in the process of implementing a Veterans Court. KISC is currently providing a list of reported veterans to the Court for possible induction into the program. We will continue to collaborate with the court to support the success of this new diversion program on Kauai.



# Maui Intake Service Center

The Maui Intake Service Center (MISC) provides a variety of criminal justice services on Maui, Mokolai, and Lanai. The MISC is located in Central Maui and faces unique geographic challenges by servicing clients on all three islands. MISC promotes offender reentry at the earliest opportunity by providing a variety of services, which include pretrial supervision, jail diversion, and electronic monitoring. In cooperation with an array of government agencies and community organizations, MISC strives to provide services to defendants and offenders throughout Maui County in an effort to reduce recidivism and ensure public safety.

MISC completes intake screening for newly admitted individuals who are detained or committed to the Maui Community Correctional Center (MCCC). In January 2013, legislation was passed requiring the MISC to conduct a pretrial assessment called the Ohio Risk Assessment System-Pretrial Assessment Tool (ORAS-PAT) on each detainee meeting eligible criteria within three (3) days of admission. Medical and mental health concerns are noted and reports are forwarded to MCCC Health Care Unit for a more structured health care assessment. Pretrial Services Officers complete the initial jail classification and the intake Prison Rape Elimination Act (PREA) assessments for detainees and offenders to ensure appropriate housing assignments and other programs. In February of 2017, MISC Pretrial Services Officers began completing the misdemeanor screening forms for all pretrial and sentenced misdemeanants in custody, which when appropriate, allows the Director of the Department of Public Safety (PSD) to release certain misdemeanants.



MISC completes assessments for defendants, who are referred to the Circuit, District, and Family Courts of the Second Circuit. Defendants are interviewed and bail reports are filed in a timely manner to ensure that an individualized assessment considers the least restrictive qualifying type of release and releases after a period of pretrial confinement those qualifying individuals back into the community. In fiscal year 2016, MISC initiated 1,062 bail reports. Additionally, the District Court of the Second Circuit and MISC, started a “pilot project” whereby all District Court bail studies were electronically filed with the District Court. This proved to be efficient as it eliminated the need for a staff member to personally deliver the reports to court. MISC provides supervision for



defendants, who have posted bail/bond or have been released from custody by the courts. By integrating best practices into case management through motivational interviewing and cognitive behavioral techniques, MISC Pretrial Services Officers strive to facilitate change and improve an individual’s chances for compliance with the end result being a reduction in recidivism. Pretrial Services Officers also work closely with the Department of Health staff in an effort to assist defendants with mental health concerns to access community based programs and comply with conditions ordered by the court. MISC supervises a monthly average of 222 pretrial defendants in the community.

MISC oversees the Electronic Monitoring (EM) Service Program that effectively monitors offenders in the community electronically on a 24-hour basis. MISC Pretrial Services Officers link offenders

# Maui Intake Service Center

with the EM equipment, offers technical assistance, and provides violation reports to the Case Management Section of MCCC. In fiscal year 2016, MISC supervised 33 sentenced offenders for MCCC on EM and saved PSD 1,794 bed days at MCCC and other jail facilities.



# Oahu Intake Service Center

The Oahu Intake Service Center (OISC) is located at the Oahu Community Correctional Center (OCCC). In fiscal year 2017, facility admissions averaged 620 a month. OISC's Assessment and Classification Unit (ACU) interviewed and screened 91% of the admissions on the day of arrival (up from 88% in 2016) to ensure appropriate referrals for services in a timely manner. The intake process includes an intake interview, medical and mental health screening, Prison Rape Elimination Act screening, and security classification scoring. The Ohio Risk Assessment System (ORAS)-Pretrial Assessment Tool is completed for persons admitted with eligible pretrial charges. Due to late court transports, staffing shortages and other reasons, ACU completed the intake process for 5% of new admissions on the next business day, and 4% were released before an intake was completed.

The Assessment and Classification Unit also completed bail investigations on a monthly average of 139 Pretrial Bail Reports that provided the courts with individualized assessments of a defendant's risk for non-appearance and/or recidivism. The ORAS-PAT scores about 40% of defendants as moderate/low risks to release; but the recommendations that release be granted after an appropriate sponsor (meaning finding a clean-living residence) or an appropriate program is impacted by the shortage of community clean and sober beds and residential treatment beds for defendants with serious substance abuse or dual diagnosis needs.



On March 1, 2017, the Department implemented a new policy for the release of Misdemeanant offenders at community correctional centers, in accordance with **Hawaii Revised Statutes** § 353-36, Release of Misdemeanants to Prevent Overcrowding, Act 217, Session Laws of Hawaii 2016. Although ACU began screening Misdemeanant defendants for possible release, based on the stringent qualifying requirements of the law, no one was found appropriate for release in the first 4 months of implementation.



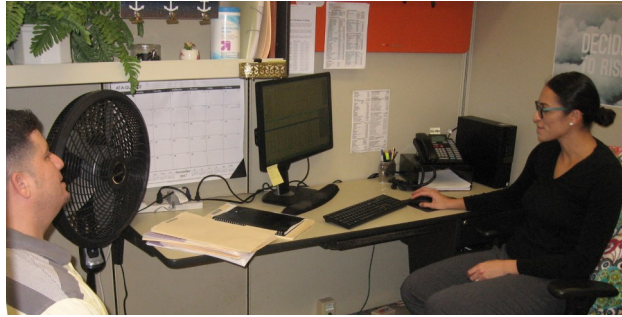
OISC's Court Unit (CU) interviews and completes bail reports for persons held at the Honolulu Police Department (HPD) on eligible pretrial misdemeanor/petty misdemeanor charges. After interviewing defendants at HPD, CU, based at the Honolulu District Court, submitted approximately 357 pretrial release recommendations a month to the Court for release decision making at arraignment. As the majority of these cases are disposed of at the time of arraignment, CU's efforts greatly reduced the numbers of misdemeanor defendants admitted to OCCC.

Because a large part of the Misdemeanant population have mental health concerns, the Court Unit works with the Department of Health's Jail Diversion Program to screen eligible defendants for mental health treatment planning and services as a condition of diversion from Court. CU also works with the District Court Clinician, referring mentally acute defendants for evaluation under the **Hawaii Revised Statutes** § 704-404, for 1-panel examinations. Should the Court Order a 1-panel examination for a defendant,

# Oahu Intake Service Center

CU facilitates notification between the Court and OCCC.

OISC Program Services Unit (PSU) provided community supervision of approximately 226 defendants a month. In fiscal year 2017, there were 585 new defendants placed under supervision. During this period PSU had a success rate of 64% as defendants being monitored appeared for court hearings as scheduled, did not incur any new arrests, and generally complied with the terms and conditions of release. 36% of the cases closed by PSU were due to a new arrest, failure to appear for court, positive drug test, or failure to comply with Court-Ordered conditions of release.



With public safety in mind, the Program Services Unit developed and implemented the use of a Verified Application for Revocation of release, as a means for more efficiently having a Bench Warrant issued. In addition, PSU continued to utilize electronic monitoring and randomized drug and alcohol testing to monitor defendants' compliance with Court-Ordered conditions of release.

Altogether, PSU saved 58,262 bed days through community supervision.

Across all three units, ACU, CU and PSU, staff vacancies impact the quality and timeliness of services. To attain the goal of new admissions being seen on the day of arrival and the timely completion of bail assessments to reduce overcrowding, the department needs to streamline the recruitment process and provide incentives to retain trained professional staff. Furthermore, there is a need for case management and resources in the community for defendants who are scored as moderate risk but detained at OCCC. These defendants require cognitive readiness groups, substance abuse and mental health treatment, and housing services. By providing these services, the Courts may be willing to release more moderate risk defendants. The current reliance on money bail results in defendants remaining in custody when they do not have money, and defendants, regardless of the risk they pose, are allowed back into the community because they have money.



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. The Reentry Office oversees the Inmate Classification Section, Programing, Planning and Training Section, Risk Assessment Section, and Victim Notification/Services Section

**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.

**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.

**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.

**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.



The Institutions Division consists of jails, prisons and the Mainland and Federal Detention Center (FDC) Branch. Hawaii jails provide for the secure incarceration of our pretrial and short-term sentenced misdemeanor population. Jails are locally situated on each major island. The jails also provide programs for the transitional sentenced felon population, those who have nearly completed their felony sentences, and are returning to the community. Our jail population consists of both male and female detainees and inmates.

Hawaii prisons provide for the care, custody, control and appropriate programs for inmates according to their assigned classification. Those who need more controls based on their risk to other inmates, staff and the community, are placed at the Halawa Special Needs or Medium Security Facility. Those who present less risk are placed in minimum-security facilities such as the Waiawa Correctional Facility. Most of their recommended rehabilitative programs are received at this facility.

Our women felons are assigned to the Women's Community Correctional Center for programming. This population includes the newly sentenced felon cases and those continuing transitional programming prior to their release into the community.

The primary responsibilities of the Mainland and FDC Branch include custody, programming, and the fiscal responsibility for our inmates placed in private facilities. This includes inmates housed in private contract facilities on the Mainland and for those placed at the Hawai'i FDC. The Mainland contract facilities provide programs for our inmates as required by PSD. The private prison contract facility is located in Arizona.





# Hawaii Community Correctional Center



The Hawaii Community Correctional Center (HCCC) is one of two facilities located on the Island of Hawaii. HCCC is located in the town of Hilo. The 2<sup>nd</sup> facility is the Kulani Correctional Facility which is located on the slopes of Mauna Loa.

HCCC is currently comprised of five (5) housing units which is separated into two sites. Three (3) units are located above the Hilo down town area, with the other two (2) units located at the Hale Nani Annex on the side of Highway 11. Both sites are separated seven (7) miles apart. The first jail or housing unit was built in 1900 at the Hilo Site. This unit still stands today, but no longer in use. Most medium inmates are housed at the Hilo Site. Community jail and furlough men inmates are housed at the Hale Nani Annex along with a mixed population of female inmates in their own separate housing.

The primary function of the facility is to ensure public safety by maintaining an effective security and reintegration program. HCCC focuses on rehabilitative programs designed to support the inmate's adoption of a productive and law-abiding lifestyle. Interventions include substance abuse counseling, basic education classes, in-house work lines, and community service work lines. Educational opportunities emphasize re-socialization through in-house work lines for food service, laundry, dormitory cleaning, landscaping, and general maintenance/repair. These work lines employ up to 50 inmates and are critically important for the daily operation of HCCC.

The facility regularly assigns inmates to community service work lines, which is a program incorporation of reintegration and restitution. It provides inmate labor for agencies, representing the state, county, and non-profit organizations. HCCC also focuses on community involvement and is a member of the Big Island Criminal Justice Committee and Going Home Program Committee. Both groups represent a cross section of public and private agencies working together to fight crime, reduce recidivism and promote reintegration.

Transporting detainees to court hearings continues to be a major challenge for HCCC where staff must deliver inmates to any of the 12 Third Circuit Courts and return to the facility daily during the work week. These transports often require staff to travel 60 to 200 miles per day. The duties entail travel time of up to five hours, and are extremely taxing on HCCC operations and staff. A total of 5,845 inmates were transported to court during FY 2017.

HCCC has implemented measures to control the inmate population and to avoid overextending staff. These actions include: 1) reassigning inmate bed space within the facility to reduce incidents of triple bunking; 2) reintegration programs to better prepare and support inmates upon release, 3) releasing intermittent inmates on Electronic Monitoring, and 4) transferring inmates to facilities on Oahu.

# Kauai Community Correctional Center



The Kauai Community Correctional Center (KCCC) is located at 3-5351 Kuhio Highway on 9 ½ acres of land directly across the Wailua Golf Course. As the smallest facility statewide, operating with a budget slightly over 5 million, it continues to utilize available resources while adapting to ever-changing trends within the correctional environment and community. Overcrowding has always been the major priority, and while the overall count was not as high as past years, 2017 still posed challenges.



Constructed in 1977 with the design capacity for a dozen inmates, the facility's lack of space, and efforts to expand over the decades has been well-chronicled. Constructed with only one module (Module A) and 3 holding cells, in 1984, the recreation yard was converted into another module (Module B). In 1993 and 1995, temporary cabins were donated by the county. In 1997, Module C, an 80-bed prefabricated dormitory unit was added leaving the operational capacity unchanged since then. Both the cabins and Module C are designated for men and women who participate in the Lifetime Stand, a para-military training center that has existed for over two decades. The Lifetime Stand has always been KCCC's saving grace, the only remedy to alleviate severe overcrowding in the main building. More than 50% of the total population is housed in the Lifetime Stand. In May of 2011, as last resort measure, pretrial inmates were moved into the open setting.



KCCC operates with the following authorized staff: 61 Security, 6 Administrative, 6 Food Service, 4 Health Care, 3 Program, 2 Maintenance, 1 Education Specialist, and 1 Librarian. All positions are filled except for 2 security vacancies and 1 in the program section.

The average headcount (190) was considered low in comparison to past years and as a result, we only had three charter flights. There were 80 adjustment hearings and only a small number of inmate grievances with the exception of a single management problem inmate. Overall, KCCC continues to be a good facility for both inmates and staff. Over 70% of the entire population is

# Kauai Community Correctional Center



amendable to programming, either in the Lifetime Stand or Module Program (located in the main building). The Warden continues to meet with programmed inmates every day, a practice that has continued for over two decades. Staff continue work closely with the entire inmate population, addressing concerns, and mediating conflicts and problems. A strong two-way trust and cooperative relationship is the essence of KCCC's uniqueness.

Projections of KCCC's population are much lower than expected due in large part to our programing concept which attempts to reach and guide as many inmates as possible no matter what their status.

KCCC's location continues to be a major liability. Relocation has been an imminent priority for over 2 decades since it lies in a major flood zone and now a tsunami zone. However, cost factors make relocation improbable, thus, the Department has prioritized many CIP projects in the coming years. The central air conditioning was just completed and pending projects include several security enhancements including construction of an additional medium security unit.



# Maui Community Correctional Center



The Maui Community Correctional Center (MCCC) was built in 1978 to house 24 inmates. Additional buildings were constructed in 1986, 1992 and 1996 to expand its bed space capacity and facility footprint. These five structures are situated on approximately seven acres in Wailuku Maui.

MCCC is the only correctional facility serving Maui County which includes the islands of Molokai and Lanai. MCCC incarcerates male and female jail inmates while they are awaiting adjudication and provides reentry programming for prison inmates returning to the Maui community. MCCC's average inmate headcount during FY 2017 is 463 inmates.

A variety of programs are offered to inmates at MCCC, including but not limited to, Adult Basic Education, GED, Parenting; Substance Abuse Aftercare, Vocational Training, Men's Mentoring, Anger management, Toast Masters, NA and AA meetings and Religious programs. A special emphasis is placed on the Work Furlough and Extended furlough programs. The Work and Extended Furlough programs sequentially-phase inmates back into the Maui community and encourage change through pro-social skills practice.

In addition to these programs, in-facility and community worklines utilize inmate labor and afford inmates real work experience while contributing to the Maui community. During FY 2017 the MCCC community worklines completed projects including painting, building construction, landscaping and other labor-intensive work as requested by the County of Maui and other community organizations.

Some of the annual projects that continue using the community workline services are: the Senior Fair, the Maui Marathon, Camp Imua, Punana Leo Hawaiian Immersion pre-school concert, Hale Mahaolu Special Fair, Kamehameha Day parade, Landscaping of Maui County cemeteries, Lahaina Classic Basketball tournament and the Maui Fair.

To accomplish reentry goals, MCCC collaborates with many State agencies and community-based organizations that assist the transition of inmates back into the Maui community, such as the Judiciary, the Department of Health, Adult Mental Health Division, the County of Maui, Maui Economic Opportunity Inc. (MEO), Neighborhood Place in Wailuku, Aloha House, PACT, the Salvation Army and Mental Health America.

The Judiciary's Maui/Molokai Drug Court Program is an intensive supervision and treatment program for non-violent class "B" and "C" felony offenders residing in Maui County. For the past 17 years, MCCC has collaborated with the Judiciary and provided the only in-facility component of any Drug Court Program in the State of Hawaii. More than 80 percent of the current Maui/Molokai Drug Court clients start participation in the Maui/Molokai Drug Court through the in-facility component offered at MCCC. Since the inception of the Maui/Molokai Drug Court program in the year 2000, only 16 percent of all Maui/Molokai Drug Court graduates have been reconvicted of a crime.

# Oahu Community Correctional Center



The Oahu Community Correctional Center (OCCC) opened its doors in 1975, after a face-lift and a name change (from Oahu Prison) with the bed capacity of 628 inmates. OCCC was originally designed to house both pretrial detainees and sentenced felons. At the time, OCCC was considered a jail as well as the primary prison for the state. By the late 1990s, OCCC's population increased upward of 1,400. Today, OCCC continues to be the largest jail in the State of Hawaii. OCCC still houses dual populations of pretrial detainees (male and female offenders) and sentenced male felons. By the end of FY2017, OCCC had 1,226 inmates and coordinated to house an additional 174 inmates at the Federal Detention Center (FDC). During the FY2017, the Community Based Section (CBS) transitioned 324 offenders from other facilities to the Work Furlough Program [Laumaka Work Furlough Center (LWFC)/Module 20] and 170 offenders were granted parole from the LWFC.

OCCC continued to afford programming for offenders. This included a structured and enhanced Mental Health treatment living units for both male and female pre-trial offenders. OCCC programs made available and provided to offenders included:

- 30 Educational classes with approximately 2,500 offender participants
- 17 Recreation programs with approximately 55,000 offender participants
- 35 Volunteer programs with over 2,000 offender participants
- 29 Religious programs with over 2,000 offender participants

Total of 188 Volunteers (Religious Organizations, SELF-Help Groups, Internship, Education, etc.)

Total of 6,700 Volunteer hours valued at \$157,852 were logged.

Other in-house programs include opportunities for the offenders to learn and/or obtain on-the-job training and needed skills in areas such as food services, building maintenance, construction, automotive maintenance and repairs, grounds keeping,

# Oahu Community Correctional Center



laundry, education, and library services.

The CBS Furlough Program (LWFC/M20) bed space was increased from 96 to 216. The Community Service Work lines was discontinued at OCCC. The Waiawa Facility is now providing this service to the community. It continues to be productive and successful.

In FY2011, OCCC in conjunction with the Department of Veteran Affairs (VA) in developing a process to connect the incarcerated veterans with the VA for services related benefits. The goal is to reduce the recidivism percentage rate of incarcerated veterans and prepare them for life after release.

Through collaboration with the Department of Public Safety, the Department of Accounting and General Services and Consultant-NORESO an energy savings performance contract was agreed upon. The initiative started OCCC to become an energy efficient facility. The energy savings initiative has been completed. Operationally, OCCC is much a more energy efficient facility.

The positive effects range from:

- Reduce Hawaii's dependency on imported fossil fuel and associated greenhouse gas emission.

- Increase energy efficiency and building performance with the goal of reducing energy usage and demand to accelerate reducing life cycle cost of building maintenance, equipment service life, water use and solid waste generation, and to address the deferred repair and maintenance backlog of projects without Capitol Improvement Projects funding.

In FY2017, OCCC's parking lot had a major face-lift due to the dilapidated conditions and to address safety concerns.

# Halawa Correctional Facility



The Halawa Correctional Facility (HCF) is comprised of two separate and distinct buildings: The Special Needs Facility and the Medium Security Facility.

The Special Needs Facility was the former City and County Jail, which originally opened in 1961 and was transferred to the State in 1975. It houses new Reception, Assessment and Diagnostic Unit (RAD) custody inmates, inmates who require protective custody, and inmates with severe and chronic mental illness that preclude them from being placed in the general population.

The Medium Security Facility opened in 1987 and is the largest correctional facility in Hawaii's correctional system. It houses male sentenced felons, sentenced misdemeanants with consecutive terms and pretrial maximum custody inmates. Two very large scale Capital Improvement Projects are underway in the Medium Security Facility. One is an upgrade and replacement of the current Security Electronics Hardware (security control stations and CCTV) and the other is plumbing infrastructure replacements in the Housing Units.



# Halawa Correctional Facility

Halawa offers and encourages the returning citizen to participate in a broad range of programs inclusive of education / vocational classes, substance abuse and sex offender treatment services, religious and leisure time activities.



Available are Adult Basic Education classes in Reading, Writing, Math and Science, GED Prep program, GED testing, Brain Gym and Independent Studies for the individuals who are interested in college level courses.





# Halawa Correctional Facility



Technical and Career programs such as Office Worker Business Applications, Explorations, Workplace and Practical Money Skills, Forklift Training and Certification, Serve Safe and Culinary classes, OSHA Basic Safety Training and Stress Management, prepare participants to enter the workforce with the tools and skills needed to make good work related decisions helping to build successful careers.

Transformation, Toastmasters and Father Read are self-improvement workshops offered to enable individuals to rethink various viewpoints of life, enhance and improve public speaking, and encourage re-connecting with families.

Approximately 260 inmates are employed in facility operations, food service, recreation, correctional industries and module / living unit worklines.



# Halawa Correctional Facility



The Halawa Residency Section has the largest case management team in the Department. The Unit Team Managers are in charge of their housing units. The RAD Unit of Residency is responsible for starting the incarceration process for new incoming sentenced felons at Halawa. This process includes an initial custody classification that determines the inmate's custody level and restricts or enhances movement within the facility and an Initial Prescriptive Plan. Research for the plan includes gathering information from the offender's criminal history, Pre-Sentence Investigation Report and current information in the institutional file. A comprehensive risk assessment called the LSI-R is completed to determine criminal behaviors, attitudes and readiness for change. Program recommendations are made for each individual to implement during their incarceration. When qualifying programs are completed, transfer to a minimum custody facility is allowed and then on to the appropriate work furlough program for a guided transition back into the community. It is the hope of Residency staff that each individual leaves prison better prepared to embrace life within the limits of the law.

Residency staff, along with the Department's Re-Entry Office and the Social Security Administration at Kapolei, work to assist returning citizens with acquiring Birth Certificates, Social Security Cards, Social Security Benefits, Supplemental Security Income, Medical Assistance and Supplemental Nutrition Assistance prior to release.

# Halawa Correctional Facility



The HCF continues to address population and capacity concerns by transferring inmates to Furlough Programs statewide, the Waiawa Correctional Facility, and to contract out of state facilities. As in the past, this is done in varying numbers throughout the fiscal year.

# Waiawa Correctional Facility



The Waiawa Correctional Facility (WCF) is a minimum-security facility that can house up to 334 adult male sentenced felons. The facility, located between the Ko'olau and Waianae Mountain Ranges in Central Oahu, was formerly a military installation that was activated after the attack on Pearl Harbor. In 1985, the State of Hawaii initiated the process to acquire this 192-acre parcel from the federal government through a Quit Claim Deed for a period of thirty (30) years at which time the state will assume full ownership of the property. As part of the deed, the state is required to have all offenders housed at WCF to actively participate in educational programs and work lines. As of July 7, 2015 the state has assumed full ownership of the property.



Programs at WCF include, but are not limited to, substance abuse treatment (KASHBOX Therapeutic Community and outpatient programming); education (G.E.D. Adult Basic Education, Culinary Arts in conjunction with Leeward Community College, Masonry in conjunction with the Mason's Union Apprenticeship Program, Life Skills); Programs such as Library Services, Religious, Parenting, SKIP/SPAFT; work lines (Food Services Education, Administration, Landscaping/Grounds Keeping, Farming, Hydroponics, Aquaponics, Auto Mechanics, Facility Operations, Store, Building Maintenance and Construction and Community Services). Inside and outside classroom learning provides an excellent opportunity for social learning and modeling of good work ethics and interpersonal skills. Since January 2012, over 500 inmates went through classes.

# Waiawa Correctional Facility

Those who have the opportunity to participate in the Community Service Work line have a chance to actually work in the community and network with those they come in contact with. In the last year, the Community Service Work line has done work for various agencies such as the Department of Education, the Attorney General's Office, Waipahu Community Cultural Center, Honolulu City and County Refuse and Sewer Divisions, He'eia Wetlands and the State Capitol. Their work has saved these agencies over \$200,000 in labor costs. Many learn a trade while working on facility work lines. Over the last year, approximately 300 inmates worked on our various work lines. WCF creates a learning environment for the offenders that provides them with a sense of ownership, accomplishment and pride.



Hawaii Correctional Industries is also helping to double the farming operation by providing staffing as well as higher wages for inmates. The 8-acre farm and hydroponics areas have two supervisors and 40 inmates working there. They cultivate 2,000 to 3,000+ pounds of produce per week. The farm routinely harvests over 10,000+ pounds per month which it shares with other facilities. The hydroponics plants average 1,800 pounds of produce every month. A third hydroponics plant is currently being constructed. Waiawa has three aquaponics plants and is in the process of completing four more for a total of seven. This year the aquaponics produced 1,200 pounds of sunfish. The aquaponics plants operate in harmony with the hydroponics plants. The water from the fish tanks run through the hydroponics plants helping to fertilize them.



# Waiawa Correctional Facility



The WCF will continue to provide offenders with appropriate rehabilitative programs and an environment conducive for their continual progress. WCF seeks to work with the individual as a whole with the hope that the individual will possess better coping, employment, family and life skills as they return to the community.



# Kulani Correctional Facility

Kulani Correctional Facility (KCF) is a 200-bed minimum security prison located on the slope of Mauna Loa, approximately 20 miles southeast of Hilo on the Big Island of Hawaii. The facility sits on 20 of the 6,600 acres of the Kulani property, belonging to the Pu'u Maka'ala Natural Area Reserve, which is managed by the Department of Land and Natural Resources (DLNR) Division of Forestry and Wildlife.



The reopening of KCF in July 2014 was part of Governor Neil Abercrombie's Justice Reinvestment Initiative, which aimed to reverse crime while bringing inmates housed on the mainland back to the Hawaiian Islands.

Ending June 30, 2017, KCF employed 53 Adult Corrections Officers and 19 civilian staff. Inmate population consisted of 161 minimum

and community custody inmates who were housed in seven dormitories. The maximum capacity of KCF is approximately 200 inmates. The main compound where inmates reside and work consists of 20 acres.



KCF offender programs include Sex Offender Treatment, Substance Abuse 2.0 and 2.5, and G.E.D. and Educational and Vocational training classes. KCF had five GED graduates ending June 30, 2017.

Through a partnership with Hawaii Community College, Office of Continuing Education & Training (OCET), KCF offered an Agriculture / Horticulture Program, Facility Maintenance Program, and Hale Mua 'O Kulani Hawaiian Culture Program.



The Agriculture / Horticulture program helps inmates develop essential work skills, while providing fresh hydroponic and greenhouse produce to the facility.

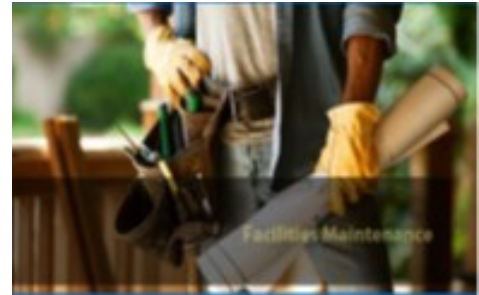
Foundational Skills classes such as Transitional Skills and Employment

Skills and Career Assessment were also offered. Agriculture and Foundational Skills' Certificates of Completion can be submitted to the Hawaii Community College when enrolling for courses and the associated credits will be applied.

# Kulani Correctional Facility

The Facility Maintenance Program covers the techniques and principles of basic maintenance and repair work required for the facilities maintenance field such as carpentry, electrical, and plumbing. Basic Computer Skills and a Four-Hour Forklift Operator Training were also offered. Participants received Workforce Development Certificates for completion of each of these modules. Hale Mua 'O Kulani Hawaiian Culture Program offered classes including Wood Carving and Ho'oponopono. Personal Enrichment Certificates were presented for these classes.

Total enrollment for Hawaii Community College, Office of Continuing Education & Training (OCET) for FY 2017 was 393 with 275 certificates issued.



Work lines also play a big role in offering inmates valuable hands on work skills. Some of the KCF work lines include janitorial, utility, and food services. KCF has a community service work line that provides landscape maintenance at the Pana'ewa Zoo several times a month. The facility also has a daily community conservation work line that assists DLNR staff with projects in the Pu'u Maka'ala Natural Area Reserve.

KCF Hawaii Correctional Industries (HCI) allows inmates to strengthen their work skills and earn wages via contracts and agreements with our Department and other state agencies.

KCF HCI employs inmates through an in facility production plant and has plans to startup an outside land maintenance crew starting the ending of 2017.

The goal is to have all KCF inmates working, attending their required programs and extracurricular educational and training classes. KCF strives to facilitate a safe working environment in order to prepare inmates for furlough and re-entry into local communities. KCF 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 continues in its efforts to build strong public relations.

Future projects include implementation of House Bill 478, Relating to Public Safety; Kulani Correctional Facility Agriculture Operation which appropriates funds for a full-time agricultural management position and equipment and a Domestic Violence Intervention (DVI) Pilot Project which is a collaborative effort between PSD and the County of Hawaii, Office of the Prosecuting Attorney's Office, and private sector.



# Women's Community Correctional Center



The Women's Community Correctional Center (WCCC) is the only all female facility in Hawaii, providing for the care and custody of female sentenced felons. WCCC provides for a wide range of services including medical and mental health, diagnostic evaluations, counseling, work opportunity, education, Substance Abuse Treatment, community services and resocialization/work furlough privileges.

The facility is comprised of four (4) structures; Olomana, Kaala, Maunawili and Ahiki Cottages. Every cottage operates in accordance with specific program and classification levels. The facility is operated on the foundation of a Trauma Informed Care. The Trauma Informed Care Initiative (TICI) in partnership with PSD Mental Health, University of Hawaii Social Science Research Institute and funded by the Office of Hawaiian Affairs (OHA), Hawaii State Mental Health Transformation State Incentive Grant (MHT SIG) project and the National Center for Trauma-Informed Care (NCTIC). A trauma informed framework is one way to create a supportive & comprehensively integrated environment that provides opportunities for many to contribute what they have for a common goal. This also creates an appropriate environment for understanding some of the core issues at the root of an offender's beliefs and behaviors. In a snapshot, trauma-informed care can best be defined and described through the acronym SPACE.

**S = Staff and Offender Training – annually and consistent**

**P = Programs – Interconnect of varying modalities.**

**A = Administration – Set values and attitude tone for staff**

**C = Case Management – The guiding force**

**E = Environment – an appreciation for all things.**

The planning of this project to implement trauma-informed care at WCCC was conceptualized by its staff as part of the vision to create a community of change and well-being at WCCC. WCCC staff envisioned WCCC as a place to learn how to live a forgiven life, a place that nurtures change within the individual, family, and community, and serves to reduce recidivism.

By embracing a trauma-informed framework for their efforts to transform the correctional environment into a place of change, the WCCC leadership and staff have added value to

the many existing programs at the prison that are helping women recover from trauma, substance abuse issues, and mental health problems. The resources available to women at WCCC include the following:

## **HEALTHCARE**

The WCCC Health Care Unit (HCU) serves the on-site general population as well as the WCCC furloughees (Project Bridge) and inmates who are in contracted furlough beds at Fernhurst YWCA. For the past 10 years the HCU has initiated and sponsored a very helpful, healthful, educational and productive health fair for the women. Aside from the exhibits, brochures and handouts, the inmates were intellectually stimulated with various interactive activities. Some of the notable participants included the Waikiki Health Center, Waimanalo Health Center and Waianae Comprehensive Community Health Center.

Of special consideration and notation, WCCC's HCU once again attained accreditation from the National Commission on Correctional Health Care (HCCHC) in April 2016. This accreditation will last for two years and legitimizes and validates the quality, fortitude and dedicated level of care provided by our health care providers.

## **MENTAL HEALTH UNIT**

WCCC Mental Health staff offers services to all offenders, both in general population and women in the acute mental health population. Services include mental health screening and evaluation, treatment in the form of crisis intervention, therapy, psycho-education, and discharge planning. Women in need of psychiatric services are referred to the psychiatrist consultation and medication management.

WCCC Mental Health staff continue to work with United Self Help with discharge planning for the population. Acute mental health programming includes Thinking Errors which teaches women self-awareness and problem-solving skills by looking at their thoughts, feelings and actions.

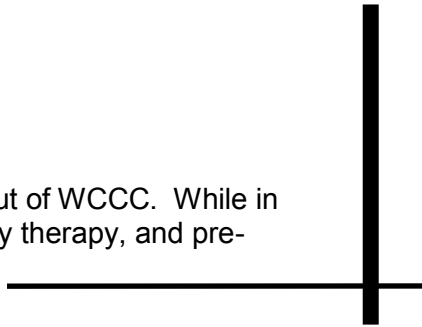
## **SUBSTANCE ABUSE TREATMENT**

There are three levels of substance abuse programming available to the women at WCCC: outpatient (ATS), intensive outpatient (RDAP) and a residential/therapeutic community (Hina Mauka-Ke Alaula). These program services include assessment and treatment planning, structured group education, individual counseling and aftercare. The women that participate in substance abuse treatment engage in therapeutic experiences, recovery education, fostering responsibility, accountability and life skills that will empower them to re-enter the community and make healthy and productive choices as drug-free adults.

## **TRANSITIONAL PROGRAMS**

### **Project Bridge**

Project Bridge is a 15 bed work furlough program that is run out of WCCC. While in Project Bridge, the women receive individual counseling, family therapy, and pre-



# Women's Community Correctional Center

employment counseling through community partners such as Goodwill etc. Those in Project Bridge are able to secure and maintain gainful employment and begin their reintegration back into the community.

## **YWCA Fernhurst—Ka Hale Ho'ala Hou No Na Wahine**

The YWCA is a contracted 23 bed work furlough program for female offenders that is located at the YWCA Fernhurst. While in the YWCA work furlough program, the women receive employment readiness and pre-employment assistance through Goodwill and other community partners. They participate in life skills courses (money management, healthy relationships, etc.) and computer classes. In addition the women are required to complete a minimum of eight (8) hours of community service a month.

### **LIBRARY**



The PSD Library Services continues to provide opportunities for the women to participate in the nationally known program "READ TO ME". This program provides incarcerated women an opportunity to reconnect with their children by recording themselves reading children's books on audiotapes. The tapes are screened and then mailed with the books to the children.

In a partnership with Pu'a Foundation and Awaiaulu, PSD Library Services have provided computers for the women to participate in a community-based transcribing program called Ike Ko'o Ko'a. The women are transcribing Hawaiian newspapers written between 1834 and 1948 that have been photocopied. Their transcription is then uploaded into a database maintained by Awaiaulu to be offered on the Internet for research purposes. There are over 60,000 pages that need to be transcribed with about 25 women participating.

### **EDUCATION**

Lack of education and job skills are huge barriers to successful community reentry for women leaving prison. WCCC addresses these needs by providing GED classes, educational classes and a range of vocational training programs. Some of the classes provided through WCCC's education unit include, but are not limited to, Academic and Career Planning, Microsoft Computer Class, Introduction to College Skills, Keyboarding, Beginning and Advanced Ukulele and Toastmaster's, Women in Need, Lifestyles for Women and Read to Me.

Through a partnership with Kapiolani Community College (KCC), several college credited courses in Culinary Arts are offered to the women at WCCC. In order to participate in these courses, students must have their high school diploma or GED.



# Women's Community Correctional Center



## FAITH BASED/CHAPEL

The women in WCCC are provided with the opportunity to practice their religious beliefs in the Chapel and other locations within the facility during the week. Every effort is made by the facility and facility Chaplain to accommodate the religious needs of the inmate population via group meetings, one-on-one counseling and church services.

## **Total Life Recovery (TLR)**

The Total Life Recovery (TLR) program is a voluntary faith-based program that follows the curriculum of the Genesis Process and is operated by trained volunteers from many religious denominations. TLR provides classes in co-dependency, finances, time management, trauma, domestic violence, parenting, social skills, family relationships and career planning.



# Women's Community Correctional Center

## COMMUNITY SERVICES



WCCC continues to change the public perception of female offenders through its community work lines. These work lines allow the public to see a rare side of female offenders and provides opportunity for social interaction, which is a positive first step for transition for the women offenders. Through partnership with the Lanikai Kailua Outdoor Circle (LKOC) the women of WCCC provide road and ground maintenance to the following areas in the town of Kailua, Lanikai Beach Park, Pohakupu Park and the Kailua Corridor. In addition with LKOC and Ahahui Malama I Ka Lokahi (AML) the women maintain the following areas of the Kawainui Marsh, Ulupo Heiau, Kaha Park, Napohaku. The women have also learned how to build and operate a hydroponics operation. Though small by agricultural standards, the hydroponic set-up is large enough to sustain a constant and weekly supply of hydroponically grown lettuce for five Foodland supermarket chain locations. In addition, they are also learning and experimenting with other produce to try in this sustainable and environmentally friendly set-up. The ladies' horticultural skills are further sharpened and enhanced when their partners from the Garden Club of Honolulu come to the facility with their knowledge and guidance. Their focus is on non-edible, ornamental plants. The Kawinui Marsh provides a classroom of flora, fauna and Hawaiian Culture that is taught to the women by AML.

WCCC is further entrenched and committed through community service work line projects at Kapaa Quarry, Lanikai Beach, Saint Stephen's Seminary and through the Waimanalo Community Farming Project (the seminary and farming project are through the Pu'a Foundation), Hui Malama O Ke Kai, Huilua Fishpond, Waimanalo Beach Park, Special Olympics, Punchbowl and Veterans cemeteries, the Department of Forestry (6 locations in Kailua), Ben Parker Elementary, Castle High School, Puohala Elementary, Lanikai Elementary, Ahuimanu Elementary, Kapunahala Elementary, King Intermediate, Kaneohe Elementary, Lanakila Rehab Hospital, St. Francis Hospital and the Honolulu Zoo.

In a similar relationship between WCCC and the Pacific American Foundation (PAF) the women offenders are helping to restore the Waikalua Loko fishpond in Kaneohe Bay. PAF has provided cultural educational opportunities about the fishpond to the women offenders and their children by hosting an event that brought the two together.

# Women's Community Correctional Center

## ENVIRONMENT

Prisons are not generally warm and welcoming places; much has already been accomplished to make the buildings and grounds more inviting. For example, in many buildings, the typical institutional colors are gone, replaced by bright colors, murals, and paintings of the local Hawaiian flora and fauna done by WCCC artists. In a grassy yard, a large open-air pavilion with picnic tables was constructed by volunteers from the community, using donated materials; this provides space for programs that allow mothers to spend quality time with their children. Inmate work crews are clearing brush and landscaping parts of the grounds near a stream, creating an oasis of Native Hawaiian plants. WCCC next goal is to rip up a paved courtyard between living units and classrooms, replacing it with grass and gardens.

## RECREATION

The WCCC Recreation Unit provides a wide range of recreational programs and activities that empower the women to develop life changing attitudes and skills. Some of the recreational programs include: Solution Focus—Restorative Justice, Pre-Transition Class, and the Hawaiian Lecture Series as well as Band, Hula, and 'Olelo TV Video Production.

### **Kid's Day Events**



WCCC hosts up to 6 Kid's Day events a year with the help of community organizations such as Keiki O' Ka Aina, Wellspring Covenant Church, Pu'a Foundation, Queen Liliuokalani Children's Center and the Catholic Diocese. During these events, children are able to spend time with their incarcerated mothers and enjoy activities, games and food. These events play a pivotal role in helping the children maintain their relationship with their parents, through their parent's incarceration period.



# Mainland and Federal Detention Center Branch



Under the general direction of the Institutions Division Administrator, the Mainland & FDC Branch (MB) has the responsibility to oversee and monitor the State contracts with private mainland prisons and the Hawaii Federal Detention Center (FDC) for the housing and care of Hawaii inmates. It must ensure that all terms of the contracts are upheld, enforced and that inmates are receiving appropriate treatment services.

The MB was established in October 2004 and its responsibilities have increased as this branch monitors approximately 1,580 inmates. Since its consolidation of its male inmates into Arizona in 2007, its out-of-state contract is worth approximately \$44 million. It's also responsible for approximately 200 inmates housed at FDC under an intergovernmental contract worth almost \$8 million per fiscal year.

While incarcerated in Out-of-State prisons, Hawaii inmates are able to participate in programs including:

- Residential Drug Abuse Program (Therapeutic Community Program – Level III);
- Residential Drug Abuse Program (Level II);
- AA/NA meetings;
- Educational Programs (Literacy, Basic Education, Pre-GED, GED);
- College Correspondence Courses;
- Cognitive Skills/Breaking Barriers;
- Anger/Stress Management;
- Prison to the Streets (Pre-Release preparation)
- Life Principles Program (Faith-based Unit);
- Vocational Programs (Electrical, Carpentry, Computers, and Plumbing);
- Toastmasters;
- Special Housing Incentive Program;
- Inmate work-lines (employs 2/3 of entire population);
- Second-Chance at Life: Greyhound Canine Program;
- Hula/Hawaiian Language Classes;
- Hobby Shop/Art Activities; and
- Music Program/Room.

In addition, the Native Hawaiian Religious practitioners observe the Makahiki season and Summer Solstice

# Mainland and Federal Detention Center Branch

Saguaro Correctional Center is a program intensive facility. During the calendar year 2017, there were 35 inmates that graduated with their GED degree; 2 inmates that graduated with a college degree. Currently there are 14 other inmates that are on their way to graduate with college degree.



Saguaro offers the National Center for Construction Education and Research (NCCER) Certificates for Carpentry, Electrical & Plumbing vocational training. NCCER develops standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's



Registry System that allows organization and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. For the calendar year 2017, there were 29 inmates that attained the Carpentry NCCER certificate; 45 inmates that attained the Electrical certificate and 84 inmates that attained the Plumbing certificate.

## **SAGUARO CORRECTIONAL CENTER – SCC (Eloy, AZ):**

As of 12/31/2017, SCC housed a total of 1,579 Hawaii male inmates. This facility serves as a program-intensive facility for general population inmates wanting to change their lives and prepares them to return to Hawaii to participate in reintegration programs. SCC also houses Hawaii's long-term segregation inmates in its Special Management Housing Unit and Lock-down Unit and provides this special population with basic program opportunities. SCC is the only facility to have video conferencing capabilities in each housing unit giving inmates every opportunity to participate in parole hearings with the Hawaii Paroling Authority and visits with loved ones on the weekends. SCC in conjunction with the Department's Law Library Services has installed 13 touch-screen kiosks in its 2 law libraries that are compatible with the computerized law library systems in Hawaii's correctional facilities.

The facility received its first accreditation by the American Correctional Association (ACA) in October 2008 scoring 100% on its mandatory and non-mandatory standards. The facility was recently re-accreditation in October 2017.



# Inmate Population Report

## DEPARTMENT OF PUBLIC SAFETY WEEKLY POPULATION REPORT

Date: June 26, 2017

FAC.	DESIGN BED CAP.	OPER. BED CAP.	HEAD COUNT ENDING																			
			TOT.	M	F	SENT. FEL.		SENT. FEL. PROB.		SENT. MISD.		PRETRIAL FEL.		PRETRIAL MISD.		OTHER JURIS.		PAR VIOL.		PRB VIOL.		
						M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
HCCC	206	226	328	268	60	40	10	50	15	22	4	88	17	22	5	2		4	2	40	7	
SNF	90	132	102	102	0	102																
HMSF	496	992	704	704	0	228		1		31		5						437		2		
KCCC	110	128	194	163	31	35	9	26	1	16	3	58	13	17	4	1		4	1	6		
KCF	200	200	163	163	0	163																
MCCC	209	301	437	356	81	40	5	36	11	9		174	42	12	5	4	1	17	3	64	14	
OCCC	628	954	1179	1031	148	195		143	16	53	2	431	53	60	21					149	56	
WCCC	258	260	251	0	251		184		1				1						59		6	
WCF	294	334	205	205	0	154												51				
<b>TOTAL</b>	<b>2491</b>	<b>3527</b>	<b>3563</b>	<b>2992</b>	<b>571</b>	<b>957</b>	<b>208</b>	<b>256</b>	<b>44</b>	<b>131</b>	<b>9</b>	<b>756</b>	<b>126</b>	<b>111</b>	<b>35</b>	<b>7</b>	<b>1</b>	<b>513</b>	<b>65</b>	<b>261</b>	<b>83</b>	
CONTRACTED FACILITIES																						
	TOT.	M	F	SF		SFP		SM		PTF		PTM		OJ		PARV		PRBV				
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
RED ROCK CC, AZ	0	0	0																			
SAGUARO CC, AZ	1618	1618	0	1522													96					
FEDERAL DET. CTR. <sup>1</sup>	173	162	11	2		14	4	4			7	2	3		1		10		121	5		
<b>TOTAL</b>	<b>1791</b>	<b>1780</b>	<b>11</b>	<b>1524</b>	<b>0</b>	<b>14</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>106</b>	<b>0</b>	<b>121</b>	<b>5</b>			

## DEPARTMENT OF PUBLIC SAFETY END OF MONTH POPULATION REPORT

Date: June 30, 2016

FAC.	DESIGN BED CAP.	OPER. BED CAP.	HEAD COUNT ENDING																			
			TOT.	M	F	SENT. FEL.		SENT. FEL. PROB.		SENT. MISD.		PRETRIAL FEL.		PRETRIAL MISD.		OTHER JURIS.		PAR VIOL.		PRB VIOL.		
						M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
HCCC	206	226	384	332	52	59	5	57	15	34	8	114	13	26	6	4		10		28	5	
SNF	90	132	132	132	0	132																
HMSF	496	992	1002	1002	0	576				1		32						392		1		
KCCC	110	128	184	154	30	36	6	27	4	15	5	40	10	17	3			8		11	2	
KCF	200	200	175	175	0	175																
MCCC	209	301	461	388	73	75	5	33	14	12	2	157	31	16	5	5	1	18	2	72	13	
OCCC	628	954	1170	1000	170	147		153	27	57	10	435	72	52	8	4				152	53	
WCCC	258	260	297	0	297		224		2				2						61		8	
WCF	294	334	260	260	0	205												55				
<b>TOTAL</b>	<b>2491</b>	<b>3527</b>	<b>4065</b>	<b>3443</b>	<b>622</b>	<b>1405</b>	<b>240</b>	<b>270</b>	<b>62</b>	<b>119</b>	<b>25</b>	<b>778</b>	<b>128</b>	<b>111</b>	<b>22</b>	<b>13</b>	<b>1</b>	<b>483</b>	<b>63</b>	<b>264</b>	<b>81</b>	
CONTRACTED FACILITIES																						
	TOT.	M	F	SF		SFP		SM		PTF		PTM		OJ		PARV		PRBV				
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
RED ROCK CC, AZ	0	0	0																			
SAGUARO CC, AZ	1386	1386	0	1337													49					
FEDERAL DET. CTR. <sup>1</sup>	220	189	31	1		18	4	9	2	18	5	4					10		129	20		
<b>TOTAL</b>	<b>1606</b>	<b>1575</b>	<b>31</b>	<b>1338</b>	<b>0</b>	<b>18</b>	<b>4</b>	<b>9</b>	<b>2</b>	<b>18</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>0</b>	<b>129</b>	<b>20</b>		



## Corrections Program Services Division

The Corrections Program Services Division (CPSD) is responsible for implementing and monitoring correctional programs aimed at providing offenders within Hawaii's correctional institution with education, nutrition, religion, substance abuse treatment, sex offender treatment, work force development, and pro-social development. CPSD is committed towards the provision of evidence-based programs that address identified problematic areas of incarcerated offenders, or programs that are constitutionally required.

The division is composed of administration, two (2) offices (Sex Offender Treatment and Sex Offender Management Team), and five (5) branches that provide services statewide: Education, Food Service, Library, Substance Abuse Treatment, and Volunteer/Religious Services.



The Corrections Program Services - Education (CPS-E) Branch provides learning opportunities for incarcerated adults through a holistic, **Integrated Basic Education Skills Technical Training** program that focuses on preparing inmates with marketable skills in preparation for transition and re-entry of adult offenders into the community life.

The goal of the branch is to foster and maintain a commitment to educational excellence. CPS-E works toward maintaining a continuum of services that provide consistency in the development of the whole person throughout the period of incarceration.

The branch also strives to effect change based on a balanced education within the areas of academic learning, career and technical training, cultural understanding, and personal development. In addition, CPS-E strives to build and create a network of coordinated services involving people within the institution as well as those in the government, community, non-profit and volunteer agencies. Specific agencies and organizations include the following: HIDOE through the office of Adult Education, specifically the McKinley Community School for Adults-Moanalua Campus and the Transformation Branch (Title I Program); Office of the State Director of Career and Technical Education; and the Workforce Innovation and Opportunity Act Stakeholders: HIDOE, DLIR, DVR, and the University of Hawaii Community Colleges.

The CPS-E monitors and collaborates with Core Civics' Saguaro Correctional Center to ensure that Hawai'i's offenders receive a quality education that meets Hawai'i's adult education standard. Student enrollment and academic, career, and technical education gains are monitored through an internet-based student management system. CPS-E's reports include totals from both Hawai'i and Mainland facilities.

The unduplicated student count for 2017 is 3,014. For this year, the highest number of inmates that the Corrections Division has was 5,717. CPSE had served 53% of the total population.

## EDUCATION PROGRAMS

### **Adult Literacy Classes**

CPSE gives emphasis on the training and education of the inmates who don't have high school or high school equivalency diplomas. These classes are conducted by the corrections education specialists of the department and the contract instructors through the Hawaii Dept. of Education-Adult Community School. There are also courseware and online programs that the inmates can avail of, such as the GED and Hi-SET Academy and the Plato Courseware.

**High School Equivalency Program.** CPS-E offers two high school equivalency programs: the General Education Development (GED) and the High School Equivalency Test (Hi-SET). **The General Education Development (GED)** is offered in the prisons. All prison education centers are Pearson Vue GD certified testing centers, they are conducting online GED testing, and they have been producing GED graduates. **The High School Equivalency Test or (HiSET)** is offered in the jails. Jail education centers have also been producing Hi-SET graduates. Both GED and Hi-SET graduates obtain their High School Equivalency diplomas from the McKinley Community School for Adults – Moanalua Campus.

For the year 2017, Corrections Program Services-Education Branch has a total of 63 high school equivalency diploma recipients (51 GED and 12 HiSET graduates).

## **Career and Technical Education**

CPSE has continued to strengthen its vocational or career and technical program. It has a very active partnership with the University of Hawaii Community Colleges as well as the Office of the State Director of Career and Technical Education. Classes offered include NCCER (National Center for Construction Education and Research) Core Curriculum, Carpentry, Electrical and Plumbing. The aforementioned programs provide NCCER certification for those who complete and pass the courses. Training for Basic Automotive Maintenance and Repair, Culinary Arts, Computer Application to Business, Facility Maintenance and Green Construction, Forklift Operator, Food Safety and Sanitation, Horticulture, Poultry/Egg Production for Small Farms, and Welding are provided by the University of Hawaii Community Colleges Workforce Development. Participants who complete and pass the courses are issued Certificate of Professional Development. The Culinary Arts offered in the Women's Community Correctional Center are credited. They can pursue college education and get an Associate or a Bachelor's degree. For this year, 489 career and technical certificates have been issued. The certificates were issued by the National Center for Construction Education and Research (NCCER), Serv-Safe, OSHA, and the UH Community Colleges.

## **Post-Secondary Program**

Kulani Correctional Facility has started offering Sustainable Horticulture and Introduction to Ho'oponopono as college-credited courses. However, the inmates need to enroll in Hawaii Community College when they are released or when they go to work furlough to be able to get the credits.

At WCCC, Kapiolani Community College has been conducting college-credited classes for the women in its Culinary Arts program. Starting in Summer 2017, Windward Community College began offering college classes which are funded by the College's grant for the at-risk individuals.

Rio Salado College in Arizona offers correspondence college classes for the inmates at Saguaro Correctional Center. The student usually pays for the first two courses, then the college starts offering scholarships. For every two courses that an inmate enrolls in, the college pays for one course as long as the student meet the requirement.

**Transition Services** were introduced in the program. HCF, WCCC and WCF offer Explorations, KCF offers Ke Ala Hou Transitional Skills, and WCCC also offers Women in Transition. AZSC offers Life Skills.

## Education Programs

### Integrated Basic Education Skills Technical Training (IBESTT)

#### PATHWAY: NATURAL RESOURCES

Occupational Cluster: Agriculture

Occupational Concentration:

- Plant Science
- Biotechnology
- Forest Industry/Agroforestry
- Soil Science
- Aquaculture
- Animal Science

#### BUSINESS

Occupational Cluster: Marketing

Occupational Concentration:

- Advertising
- Distribution
- Retail Merchandising
- Sales

#### PUBLIC AND HUMAN SERVICES

Occupational Cluster: Service and Hospitality

Occupational concentrations:

- Culinary
- Hotel Operations
- Tourism

#### INDUSTRIAL AND ENGINEERING TECHNOLOGY

Occupational Cluster: Electronics and Computer systems

Occupational Concentration:

- Computer Technology
- Computer Technology
- Systems Analysis and Programming
- Electronics

Occupational Cluster: Building and Construction

Occupational Concentrations:

- Plumbing (commercial)
- Carpentry
- Electrical
- Masonry
- Painting (commercial)

#### ELECTIVES

- Life Skills
- Self Development
- Hawaiian Studies (in AZSC only)
- Parenting
- Hawaiian Language (AZSC only)
- Yoga
- Hula (AZSC only)
- Toastmasters

#### Developmental Courses

Key Train

#### Special Programs

- Title I
- Special Education
- ESL
- Peer Tutorials

#### GED

# Food Services



The Food Services Branch prepares and serves approximately 13,500 meals daily for an estimated 4,550 inmates and correctional officers. The FSB services eight (8) correctional facilities statewide and employs 104 full-time staff. The Food Services Branch (FSB) Administrative Office is responsible for ensuring all Food Service Units (FSU) statewide, follow mandated Department of Health, sanitation safety policies and procedures. Prepared meals must follow public health rules, regulations, and under-go mandated periodic inspections by a Department of Health, Sanitarian.

The FSB, in collaboration with an independent Certified Dietitian, updates the 5-week menu cycle annually. The annual update is necessary to continue compliance of the National Commission of Correctional Health Care (NCCHC) for the Department's Health Care Unit. The 5-week cycle menu follows the USDA MyPlate guidelines for nutrition, Dietary Reference Intakes (DRI), and/or Recommended Daily Allowances (RDA) for the demographics and activity-level of inmates in the Department of Public Safety (PSD) facilities. The FSU offers an Alternative Vegetarian and Non-Pork (AVNP) meal to accommodate inmate's preferences for health and/or religious meal requests. Religious and vegetarian meal requests have increased with increasing inmate populations and diversity of race, religious, and health preferences. The Religious Land Use and Institutionalized Persons Act (RLUIPA), ensures First Amendment rights that protects freedom of religion within the penal system. The AVNP meals have reduced the high-cost of pre-made religious meals, while meeting the First Amendment rights of inmates and saving a substantial amount of financial and staffing resources.

The Food Services Branch also provides meaningful work opportunities for inmates incarcerated statewide by providing on-the-job training in "Culinary arts", which includes but not limited to: Basic food service safety, sanitation, production, cooking, and storekeeping. The FSB employs an estimated 370 inmates statewide, who participate in and are assigned to the FSU kitchen work-line. Basic culinary skills, knowledge, and principles learned in nutrition and food handling can assist inmates with obtaining employment in the food service industry. Adult women education in culinary arts through collaboration with Correctional Program Services, Education Branch, and the Kapiolani Community College, Culinary Department, provides women inmates with employment opportunities. Similar efforts are being made to establish culinary programs at the Halawa and Waiawa Correctional Facilities. The FSU assists the chef-instructors to ensure inmates follow necessary course studies and abide with safety and sanitation standards. The successful completion of the requisite course studies by the inmate, assures them of basic culinary skills, knowledge, and a certificate in food handling and preparation.

In partnership with the Waiawa Correctional Facility (WCF) Farm Program, inmates learn skills in sustainable agriculture practices by growing fresh produce that is incorporated into the FSU menus among all Oahu correctional facilities. Other farm programs (on a smaller

# Food Services

scale) are located at the Kauai Community Correctional Center (KCCC). The “farm-to-plate” concept allows inmates to participate and appreciate the process and labor used to grow and harvest fresh vegetables. Produce grown and consumed by inmates, give them a sense of pride, ownership, and purpose.

The Department of Public Safety, FSU continues to be challenged with increasing numbers of special diets or various health related issues. In addition to serving regular meals, the FSU’s statewide, prepares an estimated 600 therapeutic and special diets daily. The FSU prepares low-sodium meals to address and help reduce health-risks and prescribed therapeutic meals. Due to medical and legal requirements, PSD has seen an increase of medically prescribed diets due to an aging prison population and an increasing number of unhealthy inmates entering prison population. Substance abuse, poor eating habits, homelessness, and other health and lifestyle-related concerns are factors that add to the increase of therapeutic diets.



The State of Hawai'i provides three nutritious meals daily to incarcerated inmates and Bargaining Unit 10 uniformed staff at the eight (8) statewide correctional facilities. Operational challenges and increasing expenses related to rising food costs, shipping, and aging infrastructures/equipment, is an ongoing concern. A balance between repairing aging kitchen equipment or replacement, continues to “Tax” the FSB financial resources. Overtime expenses due to staff illness, leave, and short-staffing conditions, continue to drive up operating costs. All FSB position vacancies are being addressed through aggressive recruitment vetting and placement.

In light of ongoing challenges, the FSB strives toward fiscal responsibly and continued cost-savings by implementing “Pilot programs” for menus, procurement, products, shipping, and training. Cost-savings will involve education and modeling other correctional program nationwide. Member groups such as the National Institute of Corrections and Association of Correctional Food Service Affiliates are valuable resources for networking and training. The Food Services Branch, under the guidance of the Food Service Branch Manager and management team, will continue to strive for accountability and professionalism. The goal is to educate all Food Service staff for promotional opportunities and growth in knowledge, performance, budgeting, management, nutrition, cooking techniques, and interpersonal skills.

## Library Services



Library Services (CPS-L) continues to provide access to the courts and recreational library programs to inmates here in Hawaii and at the Mainland Facilities. Of utmost importance is “Constitutional Rights” of inmates. Law Library is a Constitutional Mandate required by the government to provide offenders with access to the courts. Providing law library for the inmates has been the main program within the Library Services Branch.

The main resource for the Law Libraries continues to be the Nexis-Lexis kiosks that are stationed in each facility library, and in facilities such as WCCC and SNF the kiosks are also located in the living units. These kiosks are updated every four months by TOUCHSONIC personnel. The contract for the kiosks are renewed at the beginning of every fiscal year, for the State of Hawaii, the FDC, and the Mainland Branch.

In addition to the kiosks the libraries subscribes to legal books such as Hawaii Revised Statutes, Hawaii Court Rules, Federal Judicial Procedures, United States Code Annotated (USCA). Legal Forms, Copying Services for legal materials, and typewriters are also use in for the Law Library Inmates.

The Library Services filled two vacancies at MCCC and WCF in the last few months. The addition of two full time librarians made it possible to sustain full time law library services in these facilities, as opposed to only two days when it was not filled. The Libraries have two more vacant Librarian slots at KCF and OCCC. We have conducted interviews for the OCCC position and will have it filled in FY2018. Also, the library service, in conjunction with the CPS-program supervisor, have requested to re-establish the Librarian III position at HCCC, in the 2017-19 budget, a position which was abolished by the legislature in 2004.

With the hiring of a full time librarian at WCF in October of 2016, the Read To Me program (RTM) started up again. This gives the incarcerated dads’ the opportunity to reconnect with their children through the art of storytelling.

The RTM program has always been popular at WCCC which counted over 50% of the women incarcerated as participants.

The new librarian who was hired at MCCC has reestablished the connection with the bookmobile from the public library system which provides up to date reading materials for the inmates at MCCC, the bookmobile from Maui Public Library is visiting MCCC once a week.

The Law Library function, given the constitutional rights of a law library for the inmates, has over the years been the main program in all the libraries, but by expanding the number of recreational books in the libraries we are focusing more and more on the



## Library Services

recreational library functions at each library. One aspect of this focus is that each library is increasingly using community resources for donations. In the FY16 the combined donations of books from places such as “Friends of Library”, church groups, other civic groups, and individuals was 17,513 donated books. The number of books donated, and the civic groups involved, shows the extent of the community outreach of the PSD libraries.

The Hawaiian cultural program Ike Ko’o Ko’a run by the Pua foundation, was reestablished at the WCCC in a collaboration between the Library and The Education unit. The women participating in this program are transcribing Hawaiian newspapers written between 1834 and 1948 that have been photocopied. Their transcription is then uploaded into a database maintained by the Hawaiian group Awaiaulu, the database to be offered on the Internet for research purposes.

The library services has over the last year established contact with the University of Hawaii Library School, the plan with this collaboration is to sponsor internships for the Library students to work in correctional library settings. This will give the students a chance to experience a prison library setting and also for them to discover civilian career opportunities within the PSD.

The libraries at each facility has been encouraged to invite different community groups, and civic organizations to the facilities. We believe more openness, and more visits will establish lasting ties to the community.

The Library programs in the FY18 established contact with UH Community Outreach Programs with their “**Statewide Cultural Exchange Program**” with a partial grant are sending stage performers and workshops to the correctional institutions. Recent programs in 2017 have been a performance with “**Kenny Endo: Taiko Drums**” at HCF, and a workshop/lecture “**Reaching for the stars: Astronomy**” at WCF where the inmates could gaze at the stars through telescopes.

In addition to the core activities at libraries, which is Law Library activities, the libraries as a long term goal, will look for more ways to integrate community resources and civic organizations into the libraries daily activities.



“Maui Friends of the Library” visiting MCCC Library, July 2017 (Librarian Jeanne Linn, No.3 from left)



# Substance Abuse Treatment Services

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The Substance Abuse Treatment Services Branch provides screening, assessment, outpatient, intensive outpatient, residential, continuing care, and reentry services for sentenced felons who have substance abuse problems. Substance abuse and criminal conduct are addressed in each level of treatment. Treatment is provided by in-facility staff and contracted private providers. The screening process determines if an offender needs treatment and if so, the dosage or intensity of treatment needed.

The Department uses the Level of Supervision Inventory – Revised (LSI-R) as a screening instrument to help determine the level of risk for re-offending. This instrument in conjunction with the Adult Substance Use Survey (ASUS) is currently used to determine level of care and appropriate placement in treatment services. For those in need of substance abuse treatment, the screening results in placement in one of three levels of programming:

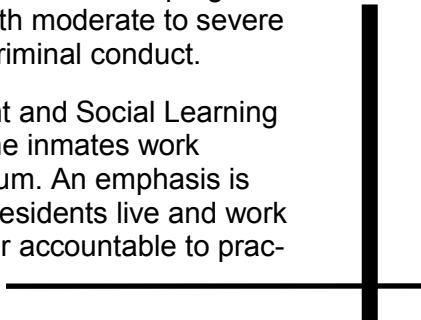
**Outpatient** (Level 2) substance abuse treatment is offered at Halawa, Waiawa, and Kulani Correctional Facility, Women's, Kauai and Maui Community Correctional Centers and utilizes a cognitive behavioral treatment component meeting one to two times a week for 2-3 hours. The curriculum utilized is the Change Companies' Residential Drug Abuse Program, which is an evidenced based, cognitive-behavioral curriculum. The first 4 manuals are used as a stand-alone program. Each unit systematically builds on the previous module, thereby increasing the level of knowledge and awareness. Outpatient services are for inmates who are at lower risk of criminal conduct and meet diagnostic criteria for mild to moderate substance use disorders. They have had minimal disruption in their psychosocial or vocational functioning due to substance abuse.

**Intensive Outpatient** substance abuse treatment (Level 2.5) is provided for male offenders at Halawa Correctional Facility, Waiawa Correctional Facility, and the Kulani Correctional Facility through the Department of Public Safety's Purchase of Service Contract with the Salvation Army. PSD staff at WCCC operates the IOP program for female offenders.

The IOP consists of daily, two to three hour group sessions, 4 days per week for approximately nine months with accompanying individual counseling sessions as needed. The program utilizes the Change Companies' Residential Drug Abuse Program, which is an evidenced based, cognitive-behavioral curriculum. Each group is an open ended group with a maximum of 15 participants per group. Participants meet the criteria for moderate substance use disorders and score as moderate risk for re-offending. Assessment and treatment planning, individual and counseling on family issues, and aftercare services are provided for each participant.

**Residential** (Level III) substance abuse treatment provides intensive long-term residential treatment utilizing the therapeutic community model. Offenders are in the program from 12-15 months. Residential is for inmates who are diagnosed with moderate to severe substance use disorders who are assessed as having high risk for criminal conduct.

In the therapeutic community model, Cognitive-Behavioral Treatment and Social Learning Theory are combined to address criminal thinking and behavior. The inmates work through all manuals of the Residential Drug Abuse Program curriculum. An emphasis is placed on role modeling, role playing, and skill building. As the TC residents live and work together separated from the general population, they hold each other accountable to prac-



# Substance Abuse Treatment Services

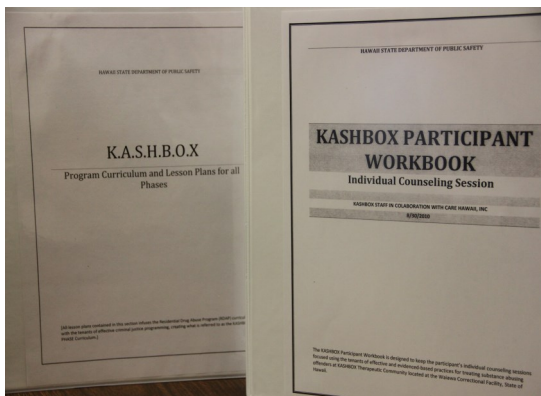
tice recovery skills and change their criminal thinking and behavior under the rational authority of staff.

The Department has two therapeutic communities currently in operation, KASHBOX at Waiawa Correctional Facility, and Ke Alaula at Women's Community Correctional Center.

KASHBOX (Knowledge, Attitudes, Skills, Habits, Behaviors, Opinions, and X factor) is operated by Department staff and has the capacity for 102 inmates. Ke Alaula is operated by Hina Mauka through a contract with the Department and has capacity for 50 female offenders.

In 2010 many changes were implemented at the KASHBOX program to further enhance the use of evidence-based practices and still continues into 2017 and beyond.

- A KASHBOX Program Manual was created to ensure compliance with the Corrections Program Checklist, an instrument that measures compliance with evidence based practices for offender programs.
- A KASHBOX Curriculum and Lesson Plan manual was developed which utilizes the Residential Drug Abuse Program curriculum and marries it to specific daily lesson plans. Each lesson plan has a scheduled period for homework review, introduction of the lesson for the day, role modeling of the skills taught, and practice sessions for those skills.
- A Participant Workbook was developed that is provided to each inmate in the program and to help them understand what their substance abuse diagnosis, their top 3 criminogenic areas, and their treatment plan mean to them. They will also keep important homework assignments in this workbook.
- A retreat was held to introduce these new manuals and procedures to staff, which included some team building activities.



As a result of the KASHBOX team's hard work, the KASHBOX program earned the rating of "Highly Effective" in a Corrections Programs Checklist (CPC) that was conducted on July 17, 2012. KASHBOX is the second program in the State of Hawaii, and the first government operated program to earn this rating.

Outpatient and Residential substance abuse treatment programs are also available at Saguaro Correctional Center in Arizona, a facility contracted by the Department to house inmates on the mainland and provide the treatment services.

In 2014 the Department entered into purchase of service contracts to provide two new intervention programs at the work furlough centers statewide. The purpose of these programs is to provide alternatives to the current practice of increasing the inmate's custody level to medium and sending those (males) to Halawa Correctional Facility. That option will still be available for those who need it. It is intended that these intervention services will better prepare the



## Substance Abuse Treatment Services

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inmate transitioning out and decrease the amount of time it takes to move through the system.

**The Cognitive Behavioral Intervention program (CBIP)** is designed to address a pattern of negative attitudes and behaviors displayed by the inmate. These attitudes and behaviors are documented on a referral form by the case manager and then submitted to the provider. The purpose of this program is to provide an opportunity for the inmate to “get back on track” without changing custody level and being transferred from community based status to a higher custody level. A participant of this program would be permitted to keep their job but all other privileges would be suspended until they were able to demonstrate significant progress. Once the inmate has made significant progress, the case manager will gradually return privileges until they have all been restored.

**The Relapse Intervention Program (RIP)** is designed to provide an opportunity for offenders in furlough programs who receive a positive urinalysis result to go to a minimum security status as opposed to medium security status. The case manager would document the circumstances regarding the positive UA on the referral form and submit it to the provider. These inmates will receive 6 to 9 months of intense intervention and relapse prevention planning. Once completed, the inmate will be eligible to re-apply for transfer to a work furlough program.

**The Bridge Program** is a substance abuse, work-release and re-entry program serving male and female offenders on the Island of Oahu. The male program is located at OCCC’s Laumaka Work Furlough Center (LWFC) with women’s services being conducted at WCCC. The program provides substance abuse specific counseling which focuses on the translation and implementation of skills learned through evidenced based groups and individual counseling. These skills are paired with goals to help individuals navigate real-world situations as offenders go to work, reunite with family members and reintegrate back into society.

The Bridge program also works with community-based entities and programs providing job development services, life skills, family counseling and re-unification. Inmates continue to work on substance abuse issues and criminogenic areas assisted by the staff. Federal Grants continue to fund Bridge programming with a 75/25 percent matching agreement. The Bridge Program at LWFC currently provides 64 beds to serve the male population with 15 beds allocated toward the female population. Offender participation in Bridge is targeted at six (6) months, but may continue for up to twelve (12) months based on individual need.

The **Young Women’s Christian Association (YWCA)** Fernhurst continues under contract on Oahu to provide living accommodations for female offenders that are transitioning and re-integration to the community. The YWCA works in conjunction with the WCCC administration in providing necessary gender-specific, life skills and support. This program assists with case planning, referrals, and monitoring for job development, money management, life skills, anger management, and domestic-violence, relapse prevention and work furlough opportunities. The program is currently called Ka Hale Ho’Ala Hou No Na Wahine (Home of Re-awakening for Women) and has up to 30 beds available.



## **Sex Offender Treatment Services**

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The Department of Public Safety provides treatment programs for all sex offenders statewide at all facilities except Waiawa Correctional Facility. The programs are 100% privatized, as all administrative and direct services are accomplished through contracts. As proof of the department's commitment to sex offender rehabilitation, of the 93 correctional institutions nationwide that provides treatment to sex offenders, Hawaii claims six.

Hawaii's first sex offender programs were introduced as pilot projects in the 1980s based upon a "medical" model where mental disorders were thought to cause sex crimes. In 1991, however, the department officially adopted a "containment" model that emphasized community safety and treated sex offenders as criminals who make unwise, self-serving choices to victimize others.

Beginning in 1992, Hawaii's Parole Board decided to release only those sex offenders who completed the department's program rather than release an untreated sex offender. Over the past decade, nearly 82% of sex offenders paroled to Hawaii's communities successfully completed the department's treatment program prior to release, a higher percentage than during the previous decade of 54%.

Therapists usually treat up to a dozen men in each therapy group. On average, an inmate will take 16 to 24 months to complete the in-house program, although some men take as long as three years to master the core concepts. It is recommended that sex offenders released back into the community on work furlough or parole, attend aftercare sex offender treatment. In FY 2016-2017, 30 inmates began SOTP and 28 completed the in-house program.

Beyond ensuring that sex offenders comply with Megan's Law, Hawaii is the only state to track each offender's criminal history throughout his life after his release, which allows the department to collect long-term recidivism data. National statistics suggest that 11% of sex offenders who receive treatment in prison will commit a new sex crime within two years of their release. Hawaii's offenders do much better. Hawaii sex offenders return to prison for a new sex crime at a rate of 2.19%.

Studies (Hanson, Bourgon, Helmus & Hodgson, 2009; Lösel & Schmucker, 2005) have shown a 20% difference in recidivism rates between treated and untreated sex offenders.

# Volunteer/Religious Services



Since its inception in 1976, the Volunteer Services Office manage thousands of volunteers and contract staff who provide invaluable services and pro-social activities to those who are incarcerated. They have enriched the lives of inmates emotionally, physically and spiritually.

Majority of our volunteers are affiliated with faith-based institutions and are from a variety of religions, denominations, and belief systems, as requested by the inmates. Participating 12-Step programs such as Narcotics Anonymous, Alcoholics Anonymous, and Celebrate Recovery assist inmates with their recovery from alcohol and drugs. Instructors from various academic fields assist inmates in learning skills such as anger/stress management, computer, creative writing, cognitive skills, life skills, G.E.D. preparation, Spanish, Hawaiian religion /history / culture / and language, cultural awareness, public speaking and communications, business management, flower arranging, parenting, mentoring, domestic violence, quilting and re-entry planning. In addition, ex-offenders and former inmates also gives back to the community by volunteering their services to inmates at all of our facilities when approved by the appropriate authority.

Department of Public Safety, the Correctional Facilities and Centers have been hosting practicum and/or intern for both under and post graduate students who need to gain specialized or general experience. They may be found in one of the several fields we offer such as sex offender treatment, substance abuse treatment, mental health treatment, medical, nursing, corrections, criminal justice administration, as well as social work and case management. In addition, the Department provides valuable work experience for those needing same to secure meaningful employment. In the past, the Department has hired some of these people but many find jobs elsewhere upon completing their work experience.

Volunteer Services provides security clearances for both volunteer and contract staff. In addition to the facilities, VolinCor also provides clearances for special activities and guest speakers. These clearances include verification of ID information and warrants checks. With all PSD facilities combined nearly 1,000 criminal background checks were completed by Volunteer Services this year.

Volunteer Services provides training for both volunteer and contract staff year round. This training includes information on the Prison Rape Elimination Act (PREA), security procedures, professional vs personal relationships, prison contraband, confidentiality and mandatory reporting, effective communication and methodology when working with inmates and professional boundaries. In addition to initial training, volunteers must also attend retraining every 2 years.

The community donated nearly 37,000 service hours and over \$37,000 in material assistance to the Department during FY 2016. Seven volunteer chaplains and several assistant chaplains at facilities statewide contributed over 9,000 hours of service. Faith-based organizations have provided considerable support to the Department with several. Donating reading hundreds of materials such magazines, guide books, bibles and other spiritual books from various belief systems. These items are distributed

# Volunteer/Religious Services

to inmates upon request. Estimates of volunteer value per hour range between \$18 - \$22 per hour. (<http://www.handsonnetwork.org/tools/volunteercalculator>, [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) . Based on the aforementioned, the total value is quite substantial.

Good News Jail and Prison Ministry continues to coordinate with the Mainland Branch Unit to provide videophone visits held at local churches statewide. These video visits are provided at no expense to inmates or their families. In addition to helping with the video cameras, the churches also provided snacks, meals, school supplies, and other support for the families. Videophone links provide an opportunity for out-of-state inmates to overcome distance barriers and visit with their family members.

The Catholic Diocese of Honolulu continues to sponsor the annual Christmas party called Starlight StarBright which is dedicated to the children of inmates at the Women's Community Correctional Center (WCCC). The event is held inside WCCC. Due to the generosity of donors and the Catholic Church several children and their caregivers from the neighbor islands were flown in to participate in this magical event. The Church also delivers presents for those who were unable to attend. The feedback was especially positive from all concerned. <http://www.catholichawaii.org/starlight>



Another project that chapel staff help facilitate is Angel Tree, a project sponsored by Prison Fellowship for inmate children to receive gifts from their incarcerated parent. This project is coordinated by New Hope Christian Fellowship. The chapel staff also assist with inmates referring their children to attend Camp Agape. "Camp Agape" is for the children of inmates at no cost to their respective families. Both these projects have many fellowships and individuals who participate in making this a success. Although difficult to measure, the impact of these on the inmates' families appears substantial given how they describe the outcome. It is yet another avenue for inmates to remain connected with their families, a vital part in reducing recidivism.

A major volunteer program was launched in 2017. Transforming Lives Prison Ministry, founder and OCCC Chaplain, Barbara Gatewood, coordinate and work with more than 30 community service providers to assist inmates in their transition back into the community. With the help of facility case managers and supervisors, quarterly Resource and Job fairs are held at WCF and OCCC. More than 30 agencies and 45 employers gather their resources together to provide inmates with various job opportunities, housing, medical insurance, bus passes, legal identifications and financial aid (SNAP). Waikiki Health has been leading providers of these resources that are crucial part of the offender's successful re-entry into the community and reduce recidivism. The population targets are inmates who are within 6-weeks or less of their release date.



The Women's Community Correctional Center continues to undertake a faith base program, Total Life Recovery, using the Genesis Process manual which they have found most helpful. This program is completely run by volunteers under the supervision of the Chaplain. The program uses a cognitive based approach that is very intense and takes approximately 12 to 18 months to complete.

## Volunteer/Religious Services

Our incarcerated inmates at Saguaro, Arizona are not forgotten. They continue to have visits from our volunteers, mostly from several faith based organizations who make regular trips there throughout the year. Their presence are very much welcome and are well received.

Makahiki Services has been an integral part of inmates' education especially in learning more about their culture, language, heritage, and values. Services are done at the Waiawa Correctional Facility, Halawa Correctional Facility, and Kulani Correctional Facility. The program is under the direction of Kahu Kaleo Patterson with the Native Hawaiian Church, and with the Pacific Peace and Justice Center. Kahu Patterson is an Episcopal Priest who has several churches with various denominations contributing to various inmate needs including re-entry.

Our volunteers have been valuable assets for PSD. They provide inmates with viable links to the community, which are established prior to release. Through the volunteers, inmates are given the opportunity to continue with churches, Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery, and other services/programs upon re-entering the community. This is vitally important, as one of the essential keys to reducing recidivism is to develop and maintain a pro-social support system network. It is difficult to assess the value of assisting inmates so they'll remain in the community, however, most everyone would agree that lowering the number of victims is impossible to under estimate.

With great hope, in the year ahead will continue to see the Volunteer Services Office expand its program and services by recruiting more community businesses to participate with re-entry. Also, Volunteer Services Office will continue to responding to inmates' spiritual and social needs by providing services that help them cope with, and adjust to, the institutional environment. They will also provide opportunities to establish pro-social support system networks which will help to reduce their risk recidivism.





## Health Care Division



The Health Care Division (HCD) develops and maintains health care programs involving both in-house and community resources (public health, private and contract specialty care providers and volunteers) for all correctional institutions, and oversees the operation of such programs to ensure adherence to community standards, while maintaining fiscal responsibility, focusing on the uniformity of quality of health care, and integration/coordination among health care providers.

The HCD in coordination with security and other corrections staff, delivers comprehensive medical, mental, and dental health services through the Division's staff of physicians, psychiatrists, psychologists, nurses, social workers, dental and other direct patient care providers at all Departmental correctional facilities. Additional specialty health care is provided through referrals to local community specialists, hospitals, and clinics. During FY 2017, the Division provided approximately 68,469 in-house provider encounters, 1465 outside specialty care encounters, 172525 episodes of nursing care and 477 hospital admissions.

Health Care services are provided by the health care clinics located in every correctional facility statewide. Medically necessary care is rendered in a manner consistent with the community standards of care, the United States Constitution, Hawaii Revised Statutes, the National Commission on Correctional Health Care (NCCHC) and departmental policies and procedures. All health care clinics operations adhere to the NCCHC accreditation standards.

The HCD provides twenty-four hour, seven day a week health care services, which includes skilled nursing level of care infirmary services at the Halawa Correctional Facility and the Oahu and Women's Community Correctional Centers. Each of the other four correctional facilities provides health care services at a minimum of eight and up to sixteen hours per day, seven days per week.

The HCD is also responsible for the monitoring and screening of all inmates coming into the custody of the Department for communicable diseases. All inmates are tested for tuberculosis and are given the necessary vaccinations and immunizations. In response to the recent ongoing community Mumps outbreak, the HCD has vaccinated all detainees at the OCCC, MCCC, KCCC and HCCC facilities.

The HCD is also responsible for the monitoring and quality management of health care services provided to State of Hawaii inmates housed in all contracted prison facilities on the mainland. This includes performing site audits, authorizing hospital and specialty care services, and utilization management functions.

In FY 2017, the Health Care Division continues to improve the customization of its Electronic Medical Records (EMR) System. This has eliminated much of the manual filing of documents and has allowed for increased quality of care of the Department's patients. A new release scheduled for implementation later in FY 2018 will provide a working, real time interface with

# Health Care Division

the present pharmacy ordering and each patients' medication administration record. Another project relating to the EMR is to provide the Department's care providers remote access to the system, which will assist in making on-call decisions.

The HCD is moving forward on its Corrections Mental Health Care Reform Program, by increasing the staff and mental health services available at the KCCC, MCCC, KCF, and HCCC, neighbor island facilities. The Department is committed to improving the availability of mental health care services throughout its facilities statewide and has improved on its ability to recruit and retain Mental Health treatment professionals.



The HCD has also demonstrated the use of its Telemedicine Program. Psychiatric services for the neighbor island CCC facilities and the Waiawa Correctional Facility have been provided through Tele Psychiatry from psychiatrists stationed at the MCCC, OCCC and Halawa facilities. In addition, a Physician station at the MCCC facility has been providing medical services to patients located at HCCC and KCF facilities. Other applications are presently being planned for future implementation. To further enhance the program, the HCD will be utilizing a Tele Health connection with community providers such as the John A. Burns School of Medicine and the Queen's Medical Center.

On site Dialysis services were started at the Halawa Correctional Facility. This has eliminated the need for out of facility patient transports to community dialysis centers, saving on Adult Correctional Officer staffing costs.

## Divisional Goals

The HCD will continue in its commitment to meet the NCCHC accreditation audit standards and plans to apply for accreditation of all facilities in FY 2019.

The HCD will continue to implement its Corrections Mental Health Care Reform Program. This phase recruits additional staff and implements operational improvements to services at the smaller facilities on Oahu and on the neighbor islands.

The HCD will continue in its quality assurance audit ensuring that the chronic care services provided for diabetes and hypertension at its facilities will meet or exceed community standards and measures. During FY 2018, the HCD plans to streamline the EMR and integrate community standards to make it easier for providers to document compliance.

The HCD will also expand its out of state, health care quality assurance evaluation to assure its mainland housing vendor, CoreCivic provides the Department's out of state inmate population health care services that match our Hawaii community standards.

## Health Care Division Challenges

The foremost challenge facing the HCD is the ability to manage the increasing costs of medical, diagnostic, and pharmaceutical services that occur in conjunction with the continuing evolution

# Health Care Division

of community standards for health care. The HCD is caring for an inmate population whose life style choices, while on the outside, have many times led to the development of serious chronic illnesses, or diseases that are often neglected or undiagnosed until incarceration. Chronic illness such as diabetes, HIV, Hepatitis C, cancer, hypertension, heart disease, and mental health illnesses, places a constant strain on the Department's limited resources.

Over the past year, new effective and costly Hepatitis C drugs have dramatically increased the costs of Hepatitis C treatment. The HCD has and will provide Hepatitis C treatment to its patients based on the patient's immediate need. The recent availability of competing manufacturer's medications in the marketplace has resulted in lowering the cost of treatment. This will enable the Department to treat more patients in FY 2018.

Another challenge facing the HCD is the recruitment and retention of experienced and qualified staff members including physicians, psychiatrists, psychologists, nurses, and social workers, etc. A correctional health care career has not traditionally been an appealing option to those professionals seeking a public service oriented career path. Increasing provider salaries has allowed the HCD to attract more providers, filling many positions that were previously vacant. This has enabled the HCD providers to focus on providing and improving care.



# Correctional Industries Division



Hawaii Correctional Industries (HCI), a division of the Hawaii Department of Public Safety (PSD), is a collection of manufacturing and service enterprises that provide job training for offenders.

HCI is a unique blend of business and government, using private industry tools and techniques to provide a public service. Operations within state correctional facilities are supported by sales to state agencies, county and local governments, and non-profit organizations. Offenders gain work experience and training as they produce high quality, competitively priced products, which translates into enormous benefits for taxpayers, the offenders who work and learn in HCI, and for our customers.

Many of those placed behind bars in Hawaii are young men and women 18-30 years old, who lose labor skills while in prison and subsequently see their opportunities plummet post-release. The social cost to the state of Hawaii from this skill loss is significant; HCI works to reduce this cost. In addition to rising costs, one of the most difficult problems facing the criminal justice system is the number of repeat offenders. In Hawaii, approximately one third of all offenders released will recidivate – commit a new crime or violate conditions of their release – within five years and be back inside the correctional system.

With no savings or job skills, the cycle will most likely begin again. Correctional industries' businesses produce quality goods and services and provide offenders with job experience. This develops a positive work ethic and an opportunity for offenders to succeed once they are released.

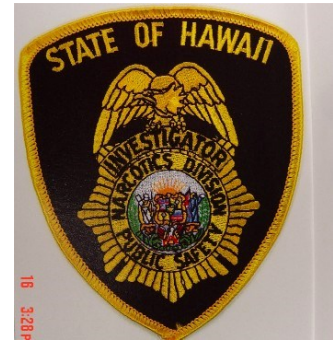
These work opportunities provide the means for them to pay court ordered financial obligations, victim restitution, a portion of the costs of incarceration, help support their families, and build a mandatory savings account.

Offender work programs are also an important element in managing a safe, efficient correctional system – reducing idleness, decreasing anxiety, and giving offenders an opportunity to be productive.

With 97% of all incarcerated offenders returning to local communities, HCI plays an important role in their transition. With the seed money from their savings, job skills and experience gained from HCI, offenders have a greater chance of finding a job – enabling them to work toward a better life for themselves, their families and their communities.

In 2016 SB2630, was signed which will allow HCI to sell inmate-made products and services on the open market to the general public. Not only will this bill help the program to be self-sustaining, it will also give individuals in the program a source of income to help meet their financial obligations while incarcerated. For more information on the services and products HCI offers please visit their webpage at [www.HawaiiCI.org](http://www.HawaiiCI.org).

# Law Enforcement Division



**Renee Sonobe Hong**, Deputy Director for Law Enforcement

The Law Enforcement Division is comprised of the Sheriff Division and the Narcotics Enforcement Division.

The Narcotics Enforcement Division (NED) serves and protects the public by enforcing laws relating to controlled substances and regulated chemicals. They are responsible for the registration and control of the manufacture, distribution, prescription, and dispensing of controlled substances and precursor or essential chemicals within the State as well as Hawaii's Medical Use of Marijuana Program. NED also investigates all drug offenses initiated in correctional facilities, and other State facilities. NED assists other PSD Law Enforcement agencies with criminal narcotics investigative support as well as provides forensic drug analysis for Federal, State and County law enforcement agencies upon request.

The Sheriff Division carries out law enforcement services statewide. Its mission is to preserve the peace by protecting all persons and property within premises under the control of the Judiciary and all State facilities; services and execution of warrants and court documents; handling detained persons; and providing secure transportation for persons in custody. It also provides law enforcement services at the Honolulu International Airport.

# Sheriff Division



The Sheriff Division carries out law enforcement services statewide. Its mission is to provide general law enforcement duties for the preservation of the public peace, protection of the rights of persons and property, the prevention of crime, and detection and arrest of law offenders. Under the general direction of the Deputy Director for Law Enforcement and administered by the Sheriff, under the provisions of Chapter 353C-2(1), Hawaii Revised Statute, to preserve the public peace, prevent crime, detect and arrest offenders against the law, protect the rights of persons and property, and enforce and prevent violation of all laws. Particular law enforcement responsibility entails focus for all persons, property, and buildings under the control by the State including but not limited to the Honolulu International Airport, all buildings under the jurisdiction of the Judiciary, all State buildings in the Civic Center Complex, and the Hawaii State Capitol. This division provides service of process and notice in civil and criminal proceedings. Additionally, personal protective service is provided for key state and high-level government officials.

Sheriffs are involved at various stages of the criminal justice system. At the initial stage, they may arrest, book and process persons entering the system. At the police cellblock, they secure, escort and transport those detainees. They escort, secure and transport juvenile and adult inmates to inter-island and intrastate destinations for court appearances.

They serve various types of warrants and other documents, and execute writs of possession. Deputy Sheriffs conduct felony and misdemeanor investigations, including interviewing victims, complainants, witnesses; gathering physical evidence; submitting written reports for criminal prosecution; coordinate with external agencies such as Prosecutors, Attorney General, Honolulu Police Department, and the Judiciary to facilitate all necessary documentation for successful prosecution. They also conduct records verification and background checks. Deputy Sheriffs promote the safe and efficient movement of traffic on public roadways through traffic management and enforcement of traffic laws, including investigations of traffic collisions, enforcement of statewide intoxicated-influenced driving laws, and issuance of citations for moving and parking violations.

This Division is the lead agency of the State Law Enforcement Coalition, which was formed to meet the mandates of the federal Homeland Security Act. The coalition also implements federal guidelines on issues related to weapons of mass destruction.

With the heightened call for the security of waterways and harbors, the Division has been assisting the Department of Transportation's Harbors Division with security and law enforcement functions. Additionally through its specialized canine unit, the Division is responsible for detecting narcotics and explosives as requested by federal, state and county agencies.



# Sheriff Division

## **ADMINISTRATIVE SUPPORT SECTIONS**

The Clerical Support Staff provides clerical services, maintains correspondence and technical files and records, and provides typing, filing and other clerical duties as required. This unit provides operational and administrative clerical support and other related duties for the section. They also provide support services for the Division's operations, programs, services and assists the Sheriff in managing the Division's resources.

## **SPECIAL OPERATIONS SECTION**

This section performs a wide range of functions including fugitive apprehension, entering and securing sites where search and arrest warrants are being executed, receipt, recording, and service of arrest warrants and other legal documents issued by the courts; train and maintain canine services for utilization in criminal investigations and detection of narcotics or explosives; transport criminal custodies under strict security measures. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

The deputies within the Special Operations Section are members of the Sheriff Emergency Response Team (SERT) which responds to critical incidents that occur within State of Hawaii jurisdiction and includes providing support to requesting County police departments, Civil Defense, and other law enforcement agencies.

### **FUGITIVE UNIT**

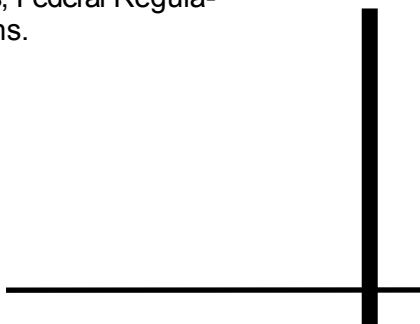
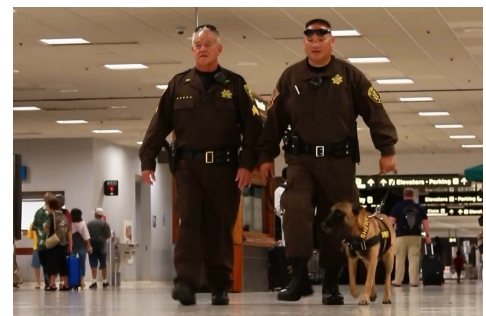
The functions of this section are to ensure the public's safety by impeding criminal activity locating and apprehending wanted criminals. During the preliminary phase of the apprehension process, the Deputies conduct extensive background investigations into the criminal and personal lives of those wanted. Assist in the service of temporary restraining order, as needed.

### **CANINE UNIT**

The responsibilities for this section include coordinating, training, and managing the personnel and canines utilized in criminal investigations, the detection and interception of narcotics, detection of bombs and similar explosive devices, and other specialized functions. The canine section provides services statewide.

### **PRISONER TRANSPORT UNIT**

This unit is responsible for transporting custodies under strict security measures. Custodies are transported in a safe, orderly, and humane manner and in accordance with guidelines, Federal Regulations, Title 14, FAA guidelines, State laws, rules and regulations.





# Sheriff Division

## CAPITOL PATROL SECTION

This Section protects the rights of persons and property statewide, with a particular focus for law enforcement in the State facilities, including but not limited to the Civic Center Complex, Judiciary system, the State Capitol, and Washington Place. Detects and arrests criminal offenders. Enforces and prevents criminal violations of state laws and city ordinances. Responsible for general law enforcement activities in the delivery of the services under this unit, including felony and misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, and traffic enforcement.

### **PATROL UNIT**

This unit is responsible for providing security and protection to all property, employees, the public and all officials of, or on, the property of any judicial facility, the State Capitol, Washington Place or the Civic Center complex.

### **DISPATCH UNIT**

This unit receives emergency requests and dispatches law enforcement services throughout the island of Oahu. This unit serves as a central point of communication for this division.

## AIRPORT SECTION



The current Memorandum of Agreement with the Department of Transportation – Airports (DOT) specifies that the Department of Public Safety (PSD) agree to assign Deputy Sheriff personnel to provide law enforcement duties at the Honolulu International Airport including the surrounding areas of the Department of Transportation – Airports jurisdiction; and the Kalaeloa and Dillingham Airfield. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, misdemeanor investigations, submitting written

criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

### **PATROL UNIT**

This unit provides law enforcement and protective services for all persons/entities within the Department of Transportation Airport jurisdiction including the Honolulu International Airport, Kalaeloa Airfield and Dillingham Airfield.

## DISTRICT COURT SECTION

This section operates two separate units, which encompasses two areas of operations: 1) The Patrol Unit which provides security and protective services to all District Court buildings and surrounding property; and 2) the Cellblock Unit which acts as a temporary detention center for receiving, processing and facilitating the arrestees to the various courtrooms as required. Responsible for general law enforcement activities in the delivery of the services





# Sheriff Division

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under this unit, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

## **PATROL UNIT**

This unit is responsible for providing security, and protection to all property, employees, the public and all officials of, or on, the property of any District Court facility and surrounding area. This unit also staffs the rural district courts, such as, Waianae District Court, Ewa District Court, Wahiawa District Court and Kaneohe District Court.

## **CELLBLOCK UNIT**

This unit is responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

## **CIRCUIT COURT SECTION**

This Section is under the general supervision of the Circuit Court Section Commander and encompasses three areas of operations: 1) The Supreme Court unit provides security and protective services for the Judges, courts and surrounding property; 2) The Patrol unit provides security and protective services to the various courts throughout the Circuit Court Judiciary buildings and surrounding property; and 3) The Cellblock unit acts as a temporary detention center for receiving, processing and facilitating the arrestees to the various courtrooms as required. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

## **SUPREME COURT UNIT**

Primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of the Supreme Court.

## **PATROL UNIT**

Primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of the Court or State Facility to which it is assigned.

## **CELLBLOCK UNIT**

This unit is responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

## **KAPOLEI SECTION**

This section is under the general supervision of the Kapolei Court Section Commander and encompasses three areas of operations. 1) The Waianae District Court where deputy sheriffs provide security and protective services for the Judge and court staff; 2) The cellblock which acts as a temporary detention center for receiving, processing and facilitating custodies from adult correctional facilities and juvenile detainees from the adjacent Juvenile Detention Center to various courtrooms as required; and 3) General law enforcement activities in



the delivery of the services under this section, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, court ordered transports for juveniles, and any other state or city law enforcement provision.

**WAIANAE DISTRICT COURT/FIRST CIRCUIT FAMILY COURT**

Is primarily responsible for providing security, and protection to all property, employees, the public and all officials of, or on, the property of the Kapolei Court Complex and surrounding area.

**PATROL/CELLBLOCK UNIT**

Patrol and cellblock are consolidated as one unit. Primarily responsible for intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals, and provide court ordered transports for juvenile and or adult custodies. Also responsible for the protection of life and property, as well as law enforcement functions within and on the property of the District and Family Courts or State Facility to which it is assigned.

**EXECUTIVE PROTECTION SECTION**

This Section is responsible for providing personal protective services to key State officials and other dignitaries as directed by the Director of Public Safety. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

**RECORDS SECTION**

The Records Section acts as the central clearinghouse for the collection, examination, storage, maintenance, distribution and disposal of all official records, documents and reports generated and/or utilized by the division. The Receiving Desk Unit acts as a central booking and receiving area for processing arrestees by Sheriff Division personnel and other State agencies. It also maintains, stores and distributes official records and documents to criminal justice agencies.

**RECEIVING DESK UNIT**

This unit is responsible for the booking and receiving desk operations in which defendants are processed for identification purposes or arrested and processed subsequent to "on-view" arrest and/or an arrest made by legal documents.

**EVIDENCE UNIT**

This unit is responsible for the intake, recording, and properly storing evidence obtained from criminal investigations.

**NEIGHBOR ISLAND SECTIONS**

**MAUI SECTION**

The primary functions are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Maui. The County of Maui also includes the



# Sheriff Division

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islands of Molokai and Lanai. The section commander assumes the responsibility of assignment and control of civil paper serving for the County of Maui. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

## **PATROL/CELLBLOCK UNIT**

This unit is responsible for providing security and protective services to the various courts buildings and surrounding property on the island Maui. This includes the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

## **HILO SECTION**

The operations for this unit are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section. The section commander coordinates activities related to civil paper service for the Island of Hawaii and may assist with the service of warrants. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, felony and misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

## **KONA SECTION**

The operations for this unit are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section. The section commander coordinates activities related to civil paper service for the Island of Hawaii and may assist with the service of warrants. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, felony and misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision.

## **KAUAI SECTION**

This section provides the same functions as the duties of the Maui Section. The primary functions are to protect the persons and property within or upon the premises controlled by the courts located on the Island of Kauai. The section commander assumes the responsibility of assignment and control of civil paper service for the Island of Kauai and may assist with the service of warrants. Responsible for general law enforcement activities in the delivery of the services under this unit, including criminal arrests, felony and misdemeanor investigations, submitting written criminal reports, assisting in subsequent prosecution, traffic enforcement, and any other state or city law enforcement provision. Although the functions and duties of deputy sheriffs vary in scope and nature, all Sheriff Division staff work in conjunction with other federal, state and county law enforcement agencies to provide for the health, safety and welfare of all citizens in the State of Hawaii.

# Narcotics Enforcement Division

In 2017, the Narcotics Enforcement Division (NED) received more than 1200 calls regarding controlled substances incidents across the State. The NED works closely with and facilitates sharing of resources and information by working joint criminal investigations through its participation in initiatives with the Hawaii High Intensity Drug Trafficking Area (HIDTA), Western States Information Network (WSIN), Alliance of States with Prescription Monitoring Programs (ASPMP), National Association of States Controlled Substance Administrators (NASCSA) and the Drug Enforcement Administration (DEA) task forces and Domestic Cannabis Eradication Suppression Program (DCE/SP).



## 2017 HIGHLIGHTS:

2017 was an exciting year for the NED because of many new changes in the controlled substances industry. Those exciting changes include:

- NED participated in Governor Ige's State Opioid Operational Work Groups and assisted with the creation of a statewide strategy to address opioid issues in the Hawaii.
- NED issued the first three controlled substances registrations for medical marijuana retail facilities under the Department of Health's Medical Marijuana Dispensary Program. The registrations help to ensure that the dispensary licensees meet statutory conditions regulating the handling of controlled substances.
- The NED Forensic Laboratory maintained its accreditation as an analytical laboratory after undergoing an intensive inspection of the Laboratory's technical, administrative and management processes.

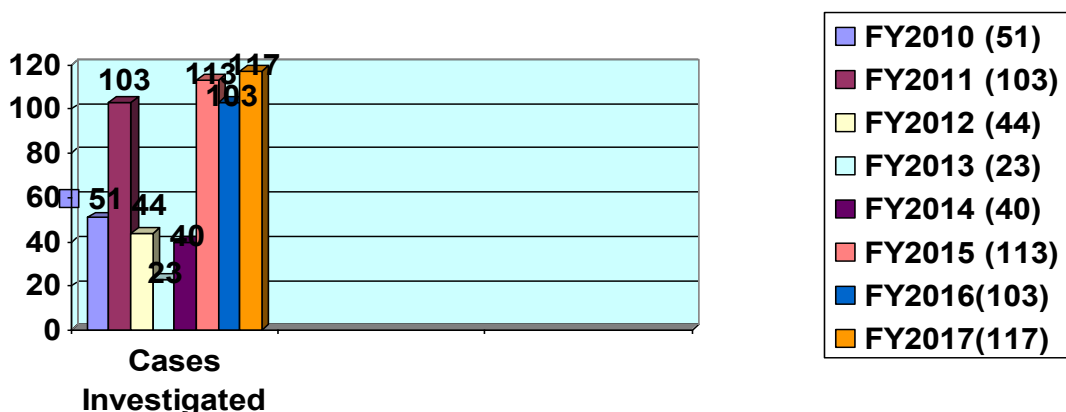
## UPDATE TO CONTROLLED SUBSTANCES LAWS:

Chapters 329-11 (d) and 329-11 (e) of the Hawaii Revised Statutes allows the NED to propose changes to Hawaii's controlled substances laws based on changes in controlled substances laws at the federal level, or to confront potential or actual conditions in the community that may present an imminent danger or hazard to the public. In 2017, the NED took actions to temporarily place twelve controlled substances onto the Hawaii controlled substances schedules in response to changes to federal law, or to avoid a danger or hazard to the public. The NED further made recommendations to allow the Hawaii Legislature to contemplate these changes into law.

## PSD AGENCIES (SHERIFF DIVISION AND IA REFERRED) DRUG CASES

In 2017, NED Special Agents supported 117 controlled substance and drug paraphernalia cases referred by Sheriff Division Deputies stemming from traffic stops, law enforcement encounters and interdiction at security checkpoints. NED provides investigative and analytical support for all drug cases initiated by the Sheriff Division. The Internal Affairs Office also referred two incidents for review NED also responded to 2 drug cases referred by the Internal Affairs Office.

### SHERIFF DIVISION



## HIGH INTENSITY DRUG TRAFFICKING AREA (CLANDESTINE LABORATORY INITIATIVE)

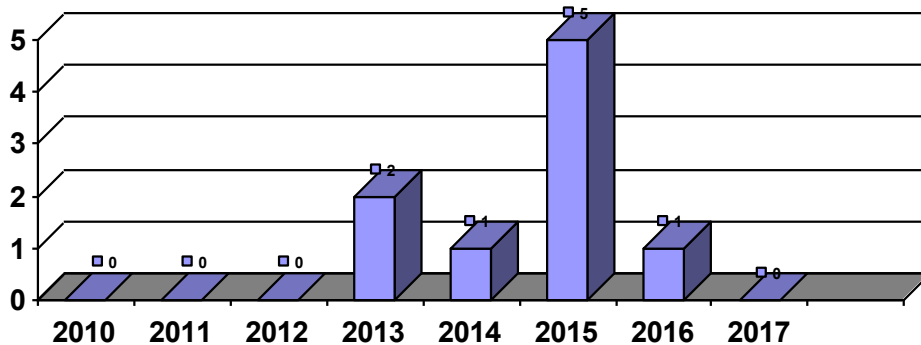


In 2017, NED responded to 2 suspected clandestine laboratory incidents on Oahu. No bonafide clandestine laboratories were found by the NED. These incidents resulted from complaints of chemical related odors or suspicious glassware found at residential and commercial locations. NED attributes the low number of clandestine laboratory seizures to enforcement actions, regulations on the key precursor chemical pseudoephedrine and increased education of retailers and the public on over-the-counter (OTC) chemicals utilized to manufacture methamphetamine. The new threat is the manufacturing of marijuana extracts using flammable liquids such as butane, propane, hexane and alcohol. During the 2015 legislative session HB 321 / Act 241 was signed into law by Governor David Ige. Act 241 established within the Department of Health the authority to regulate marijuana dispensaries in the state of Hawaii. Act 241 also made it illegal for individuals to manufacture marijuana extracts using butane.

# Narcotics Enforcement Division

In 2017, NED's HIDTA Clandestine Laboratory training initiative conducted a total of 6 OSHA required clandestine laboratory re-certification and 40-hour certification classes for Federal; State and County law enforcement personnel conduct clandestine methamphetamine lab investigations on the islands of Oahu, Hawaii, and Kauai.

## CLANDESTINE LABORATORIES SEIZURES



## PSEUDOEPHEDRINE TRACKING PROGRAM UPDATE

In accordance with Act 184, signed into law by the Honorable Governor Linda Lingle on June 6, 2008, the NED was mandated to develop and implement an electronic tracking program for all pharmacies and retailers selling products, mixtures, or preparations containing pseudoephedrine by January 1, 2010. Act 184 mandated that this electronic log be transmitted to the NED monthly where the information would be retained for a period of two years. The electronic log would be capable of being checked for compliance against all State and Federal laws, including interfacing with other states to ensure comprehensive compliance. NED formed a partnership with the Western States Information Network (WSIN) whose mission is to support law enforcement efforts nationwide to combat illegal drug trafficking, identity theft, human trafficking, violent crime, terrorist activity, and to promote officer safety in Alaska, California, Hawaii, Oregon, Washington, as well as Canada and Guam. NED was able to work with WSIN to host and collect all of the retail pseudoephedrine data at no cost to the State of Hawaii.

Pseudoephedrine is a precursor chemical used in the illicit manufacturing of methamphetamine.

It should be noted that prior to the passage of Act 184, the Hawaii legislature previously passed Act 171, which was signed, into law on June 5, 2006, as an amendment to Chapter 329-64(a)(4) relating to exemptions. Act 171 deleted the exemption for over-the-counter (OTC) sales of products containing Ephedrine and Phenylpropanolamine and placed additional reporting requirements for pseudoephedrine products.

On May 15, 2010, the Honorable Governor Linda Lingle signed Act 123 into law deleting the exemption in 329-64(a) relating to obtaining a permit to sell pseudoephedrine as an OTC drug. All individuals that handle regulated chemicals listed in 329-61 are required to



register with the NED as required by 329-67 Hawaii Revised Statutes. Now, many of the non-pharmacy retail distributors no longer carry ephedrine and pseudoephedrine containing products and are now selling OTC pseudoephedrine PE products that cannot be utilized to manufacture methamphetamine.

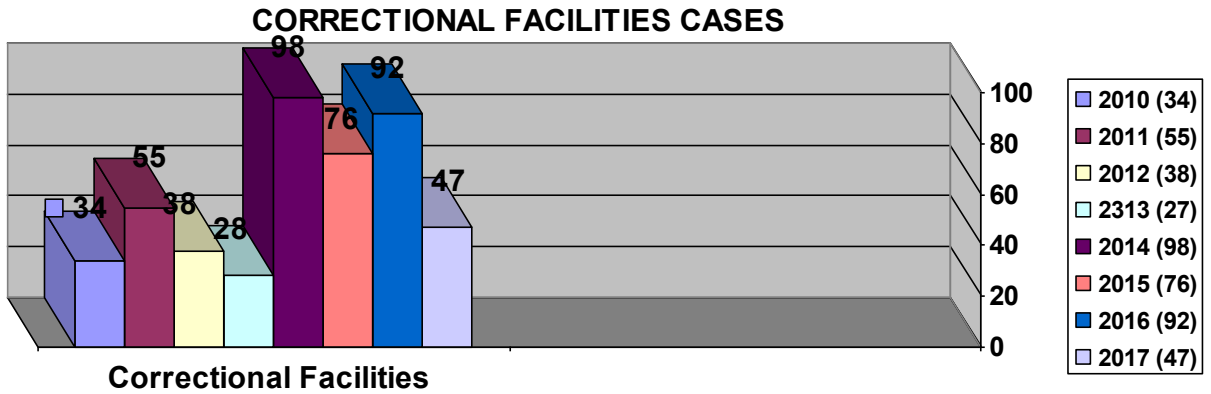
On June 15, 2012, The Honorable Governor Neil Abercrombie, signed in to law Act 119, SB2228, SD2, HD2, Relating to Pseudoephedrine. In this bill, amendments were made to Hawaii Revised Statutes §329-75 "Sales of products, mixtures, or preparations containing pseudoephedrine; reporting requirements for wholesalers" that effective January 1, 2013, products containing pseudoephedrine in the appropriate grams per day/grams per thirty-day ratio could continue to be sold without prescription. However, before completing the sale of an over-the-counter product containing pseudoephedrine, a pharmacy or retailer shall electronically submit the information required in statute to the National Precursor Log Exchange (NPLEx) administered by the National Association of Drug Diversion Investigators (NADDI). If this submission generates a stop sale alert, the pharmacy or retailer cannot sell the product containing pseudoephedrine and this alert is then forwarded by NPLEx to the NED. In addition, NPLEx is required to forward weekly reports to the NED and provide "real time" access via the NPLEx online portal to law enforcement in the State as authorized by the NED Administrator. This service is required by law to be without charge to pharmacies, retailers or law enforcement in the State. In FY 2017 NED's Pseudoephedrine monitoring program was successful in blocking or diverting 5218 boxes illegally sold or 13338 grams from being sold and possibly utilized to manufacture methamphetamine. The only unknown factor is how much pseudoephedrine is being prescribed by Hawaii's physicians to patients that are also purchasing pseudoephedrine at retail distributors. NED is exploring requiring pseudoephedrine to be reported on its Prescription drug monitoring program to close the information loop. This would allow NED to identify all pseudoephedrine users and identify individuals visiting physicians and retail stores to obtain large amounts of pseudoephedrine above the 9 grams per month limit.

2017 Purchases	155682
2017 Blocked Purchases	3305
2017 Grams Sold	346,955
2017 Boxes Sold	168,976
2017 Grams Blocked	13,338
2017 Boxes Blocked	5218
2017 Average Grams Per Box Blocked	2.56

The chart above shows that the Hawaii pseudoephedrine tracking system was effective in stopping the unlawful purchase of pseudoephedrine 3305 times in 2017. Consequently, the use of over the counter pseudoephedrine to manufacture methamphetamine continues to be frustrated by this effective program.

### CORRECTIONAL FACILITIES

In 2017, NED teamed up with corrections security personnel at each facility to assist in the investigation of contraband being smuggled into the facility by visitors, inmates and staff. During this period, NED Special Agents responded to 47 criminal cases originating from PSD Correctional facilities or other related investigations stemming from, or connected to these facilities. NED has also assisted corrections by conducting in recruit training for ACO's on evidence handling and facility drug



### PHARMACEUTICAL CONTROLLED SUBSTANCE DIVERSION



In 2017, NED Special Agents reviewed 57 controlled substance prescription fraud cases, 9 multi-doctor cases, and approximately 20 requests by law enforcement or prosecutorial agencies for information on patients or practitioners utilizing NED's electronic prescription accountability program for suspicion of diversion of pharmaceutical controlled substances. There were also 562 investigations into controlled substances registrants whose registrations were expired, abandoned, or surrendered.

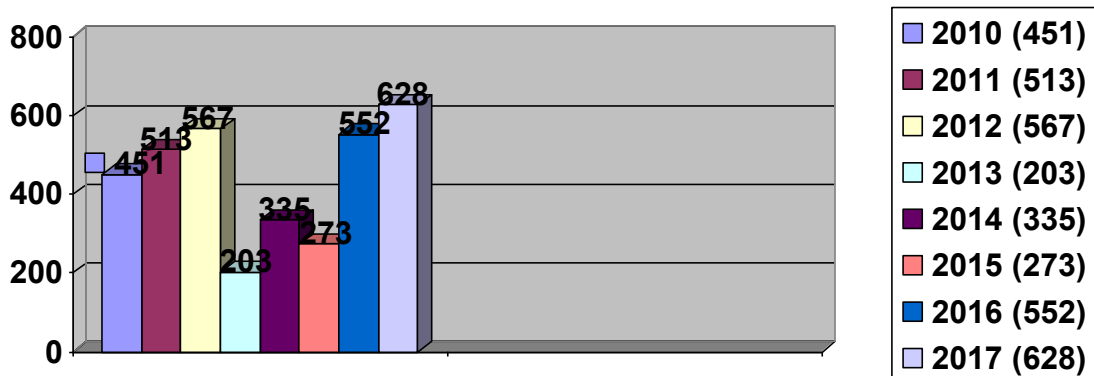
Current Hawaii law creates unique advantages over many of the other states across the nation in terms of combating illegal controlled substance diversion:

1. Hawaii is a dual-registration state requiring all practitioners to obtain a State Controlled Substance registration as well as a Federal DEA registration.
2. Hawaii law prohibits and does not allow out-of-state controlled substance prescriptions to be filled in the State.
3. All controlled substance prescriptions must originate from within the State. (Practitioner must physically be in the State when issuing the prescription)



4. Hawaii has an Electronic Prescription Monitoring Program for all Schedule II through IV controlled substances.
5. NED has a Pharmacy Alert System connected to all of Hawaii's pharmacies.
6. NED's Administrator has emergency scheduling powers for controlled substances and regulated chemicals.
7. NED is a law enforcement organization that specializes in pharmaceutical and chemical diversion cases.

### NED CRIMINAL CONTROLLED SUBSTANCE CASES 2010 - 2017

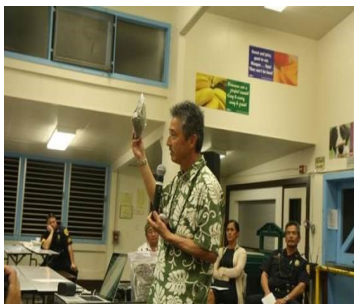


#### Inspections:

NED Special Agent's conducted 36 pre-opening pharmacy, medical office and medical marijuana dispensary facility registrant inspections at various locations statewide and initiated 3 new medical marijuana dispensary retail inspections.

## NED'S PREVENTION PROGRAMS

### DRUG EDUCATION AND TRAINING PROGRAMS



NED continues its work in this area informing the public, schools, businesses and law enforcement on Hawaii's illicit and pharmaceutical controlled substance drug problems. Presentations generally cover Hawaii's drug trends, drug identification, medical use of marijuana program, Hawaii's electronic prescription monitoring program now the prescription drug monitoring program, clandestine laboratories, chemicals utilized in the illegal manufacture of controlled substances and the physical / psychological effects that drugs do to the human body. Furthermore, in 2016, the NED partnered with the Department of the



# Narcotics Enforcement Division

Attorney General in mentoring rural and underserved public school students in a drug prevention program known as “I Choose Me.” The I Choose Me program provides high school-aged students with drug prevention knowledge that would not necessarily be part of the school curriculum. In 2017, NED conducted 42 educational drug/chemical, medical use of marijuana and clandestine laboratory presentations on all islands that was attended by approximately 1632 individuals. The NED also partnered with the Hawaii State Hospital by providing drug contraband recognition training for their hospital staff.



FISCAL YEAR	TRAINING SESSIONS	# OF INDIVIDUALS TRAINED
2017	59	4801
2016	77	9527
2014	64	3898
2013	75	7645
2012	60	2800
2011	80	4869
2010	61	2494
2009	52	3953
2009	77	7326

## ELECTRONIC PRESCRIPTION MONITORING PROGRAM

During FY 2007 NED was awarded two Bureau of Justice Prescription Drug Monitoring (Harold Rodgers) Program grants. Utilizing these grants NED could hire two positions to implement an in house electronic prescription monitoring program. NED took over the function of the “Central Repository” of all Schedule II through V controlled substance prescription data statewide from all pharmacies. NED also established an Internet base webpage that has the capability of allowing pharmacies to electronically transmit data to NED.

These grants allowed NED the ability to hire a Clerk III to assist the PMP Investigator to input and analyze of all Schedule II through V controlled substances prescription data filled by all pharmacies regis-

tered in the State of Hawaii. In April of 2010 NED's PMP Investigator took a position with the Attorney General's Office and caused a backlog of data at NED. NED had to prioritize the issuance of reports to only agencies conducting criminal cases, pending NED acquiring a fully hosted prescription monitoring program vendor. During FY2011 NED was able to do a budget modification and obtain no cost extensions on these two grants. NED working in conjunction with several states came up with a strategy to develop software hosted by a vendor that could be utilized by numerous states.

In 2010 and 2011, NED's EPAS was not operational due to extended litigation involving the initial award of a new Prescription Drug Monitoring Program (PDMP) contract. In July 2011, the NED entered in to, and awarded a contract to RelayHealth McKesson in Atlanta as the vendor to operate the new Hawaii PDMP handling all aspects of the program. All pharmacies and dispensing physicians were required to comply with mandatory reporting to the PDMP by February 1, 2012, and to date there are more than 7 million controlled substance prescription records in the database and increasing.

Today, with mandatory registration of all pharmacies and dispensing physicians to submit prescription data to the PDMP, the program allows readily available prescription history for anyone prescribed controlled substances in schedule II-IV. This allows physicians or pharmacists the capability of retrieving prescription history for their patients to assist in best providing care, especially where controlled substance abuse is suspected. In addition, emergency room physicians were contacted to inform them that the program was operational for their use in evaluating patients that periodically visit their facilities seeking controlled substances.

The Hawaii Prescription Drug Monitoring Program (HI PDMP) is Hawaii's solution for monitoring Schedule II-IV controlled substances dispensed in Hawaii. Hawaii Revised Statutes (HRS), Chapter 329, Part VIII, Electronic Prescription Accountability System requires the Hawaii Narcotics Enforcement Division to establish and maintain an electronic controlled substances prescription database for the reporting of dispensed prescriptions for all Schedule II-IV controlled substances under federal law. This program was created to improve patient care and foster the goal of reducing misuse, abuse, and diversion of controlled substances; and to encourage cooperation and coordination among state, local, and federal agencies and other states to reduce the misuse, abuse, and diversion of controlled substances.

Chapter 329, Part VIII requires that each dispenser shall submit, by electronic means, information regarding each prescription dispensed for a controlled substance. Each dispenser shall submit the information required by HRS, Chapter 329, Part VIII to the central repository within seven (7) days of dispensing the controlled substance unless the NED waives this requirement for good cause shown by the dispenser.

The HI PDMP database and the information contained within the database are confidential; they are not public records and, therefore, are not subject to public disclosure. The HI PDMP shall ensure the security and confidentiality of the database and the information contained within the database.

During FY 2017, NED's PDMP program collected data from all of Hawaii's dispensers resulting in approximately **1,385,434** new Schedule II through IV controlled substance pre-

scriptions entered into the system or approximately **83,000,000** dosage units being dispensed. Hawaii's PDMP authorizes controlled substance registrants (physicians, pharmacist, veterinarians, APRN and PAs) to access Hawaii's PDMP directly resulting in reduced manual runs by NED Special Agents for practitioners. The per capita ratio is approximately one prescription per person in Hawaii.

## **NED'S PHARMACY ALERT SYSTEM**

NED's Pharmacy Alert System was designed to link all of Hawaii's pharmacies (and soon to all dispensing registrants) electronically to the Division. NED can issue warning bulletins to all of Hawaii's 362 pharmacies registered to dispense controlled substances. This program allows NED to warn pharmacies of individuals suspected of pharmaceutical diversion and to update these pharmacies with information on new laws and amendments to Hawaii's Uniform Controlled Substance Act. NED's Pharmacy Alert System continues to identify multi-doctor patients attempting to obtain controlled substance prescriptions. In 2017, NED sent out 26 alert bulletins to pharmacies across the State.

## **FORENSIC LABORATORY PROGRAM**

In November 2009, the Narcotics Enforcement Division Forensic Laboratory (NEDFL) began operations and during FY2011-2012 the laboratory attained international laboratory accreditation through the American Society of Crime Laboratory Directors/Lab Accreditation Board (ASCLD/LAB) accreditation program. This was a significant accomplishment as laboratories that demonstrate compliance with the highly recognized ASCLD/LAB-*International* standard have demonstrated they operate using sound management practices and are technically competent to perform forensic analytical tests for which they hold accreditation. The NEDFL's scope of accreditation includes controlled substance analysis, general chemical testing and clandestine laboratory analysis.

The NEDFL also serves to educate law enforcement, civilian support, correctional officers, and students in drug awareness, recognition and forensics. NEDFL forensic analysts have done presentations, in Clandestine Laboratory Chemical Recognition and Safety Awareness for law enforcement and civilian responders. Laboratory personnel have also presented seminars on New Emerging Drugs of Concern to educate correctional facility officers in the recognition of spice and bath salt related drugs that are of increasing community concern. Further, the NEDFL is committed to encouraging participation and education of Hawaii's youth in Sciences and has participated in events, such as the Hawaii State Science Olympiad in which high school students statewide compete in their knowledge of forensics.

The laboratory applied to ASCLD/LAB for laboratory accreditation in April 2011 and the on-site assessment was completed in mid-July 2011. The assessment team did not issue any finding that required corrective actions. The assessment team reported their assessment results



back to the ASCLD/LAB Board.

**On August 9, 2011, the ASCLD/LAB Board officially awarded accreditation, under its International Testing Program, to the NED Forensic Laboratory.** Accreditation by ASCLD/LAB is recognized by the criminal justice system as a means of determining that a laboratory has met a set of internationally recognized standards of operation for forensic laboratories.

In the Spring of 2017, the NED was approved by the ASCLD/LAB executive board to continue accreditation of its Forensic Laboratory with no significant corrective actions.

Today, the NED Forensic Laboratory continues its commitment to professional excellence by providing reliable, timely and quality forensic laboratory services. Continued maintenance of the accreditation the laboratory has received is essential is this commitment.

During 2017, NED's Special Agent / Criminalists handled more than 200 new forensic laboratory services requests from law enforcement agencies statewide resulting in 3315 samples being analyzed. Due to fiscal restraints, NED has been screening all forensic drug laboratory requests and prioritizing them by their court or prosecution requirements.

**REGISTRATION SECTION**

In 2017, NED's Registration section processed a combined total of 7373 certificates. NED's registration staff continues to maintain appropriate service levels to the medical community with the controlled substance registration program, chemical warehouse and storage companies through the regulated chemical program and addressing the numerous telephone calls that come in to NED during a normal work day.

**2017 Controlled Substances Registrations Issued:**

Clinic	50
Distributor	219
Laboratory	4
Law Enforcement	16
Long Term Care	27
Manufacture	10
Other	29
Pharmacy	362
Pharmacy-Mail	127
Physician Assistant	233
Practitioner	5822
Registered Nurse	462
Researcher	12
TOTAL	7373

## **NED PHARMACEUTICAL DRUG TAKEBACK PROGRAM AND REGISTRANT DISPOSAL PROGRAM**



With pharmaceutical drug abuse continuing to be one of the fastest growing drug abuse concerns across the country, NED continues to manage the drug take back program in Hawaii. A large percentage of people abusing prescription drugs obtain them from friends and relatives, often raiding the family medicine cabinet. In order to stem this trend, NED, along with our law enforcement and community partners, continues hosting State Prescription Drug Take Back Events. These Take Back Events provide a free, anonymous and environmentally safe opportunity for the public to turn in unused, unwanted or expired prescription medications. NED partnered with Kupuna Alert Partners (KAP) and other community groups and county police departments. The KAP consists of NED, the Department of the Attorney General, Department of Consumer Affairs, Department of Health and UH School of Pharmacy.

The NED also partnered with the DEA in two national drug take back events where approximately 8581 pounds of unwanted medication was taken back and destroyed.

During 2017 NED also received disposals from 41 dispensing registrants of controlled substances. These controlled substances were inventoried and receipt of disposal given to the registrant so that it may be taken off their controlled substance inventory per regulations listed in Chapter 329 HRS and Title 23, Chapter 200 HAR.

## **DOMESTIC CANNABIS ERADICATION / SUPPRESSION PROGRAM**

In 2010, the NED became a recognized agency and participant in the DEA Domestic Cannabis Eradication / Suppression Program (DCE/SP). NED was approached by DEA to coordinate and run marijuana eradication on Hawaii Island since Hawaii Police Department could no longer do so. NED personnel became trained in airborne law enforcement operations involving marijuana eradication and satisfactorily completed initial training in rappelling, short term airborne operations, helicopter operations and ground operations in hazardous working environments. Since officially becoming part of this program, with the assistance of other DCE/SP programs established within the county police departments and the State Department of Land and Natural Resources, the NED has successfully eradicated over 90,000 marijuana plants from various locations on Hawaii Island. During 2017 NED led or participated in 8 eradication missions on the islands of Hawaii, Oahu, Maui, Kauai and Molokai. NED-led missions resulted in the destruction of more than 1500 illicitly grown marijuana plants weighing more than 200 pounds.



# Administration Division

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**Cathy Ross**, Deputy Director for Administration

The Administration Division provides administrative support services that enable corrections and law enforcement staff to carry out their responsibilities. Some of these services include training and staff development, fiscal and personnel management, management of the operating budget and capital improvements program budget, procurement, management information systems and research.





# Administrative Services Office

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The Administrative Services Office provides a variety of support services to the entire department through the following units:

- Planning & Research (includes Capital Projects)
- Operating Budget
- Procurement and Contracts
- Information Technology Systems
- Office Services

## **Planning & Research**

The Research & Statistics area highlights the following activities in FY 2017:

- Published a new updated versions of 8 Facility Handbooks
- Published Statistical Manuals for all 9 correctional institutions
- Worked on the Interagency Council on Intermediate Sanctions Recidivism Report

The Planning area highlights in FY 2017 are as follows:

- Ensured the on time issuance of the OCCC Progress Report due February 1, 2017 to the 2017 Legislature
- Drafted and issued the new PSD Parking Policy and Procedure (P&P).
- Drafted and issued the new P&P for Purchasing of Goods and Services
- Ensured that PSD met all requirements of participation in the State's Energy Star project
- Monitored the comprehensive preventative maintenance program statewide with 3 facilities accomplishing 90% of scheduled PMs and 1 accomplishing 70%.
- Assessing the options for the relocation of outlying PSD offices to the AAFES Building on 919 Ala Moana Boulevard.
- Negotiation with the Honolulu Authority for Rapid Transportation (HART) for new OCCC parking lot (3 sites) pavement installation
- Negotiation with the Navy regarding the Navy Monitoring Wells at Halawa
- Hosted 2 Building Maintenance Seminars in FY 2017
- Sponsored 2 mini-seminars on Maintenance Products and Services



# Administrative Services Office

The Capital Improvement Projects (CIP) reports 72 active projects statewide in FY 2017:

- 5 Projects—Halawa Correctional Facility
- 5 Projects—Kulani Correctional Facility
- 8 Projects—Waiawa Correctional Facility
- 12 Projects—Hawaii Community Correctional Center
- 10 Projects—Maui Community Correctional Center
- 9 Projects—Oahu Community Correctional Center
- 11 Projects—Kauai Community Correctional Center
- 8 Projects—Women’s Community Correctional Center
- 4 Projects—Administrative

## Operating Budget Unit

### ANNUAL EXPENDITURE REPORT

8/24/2017

Fiscal Year 2017 Program	Total	General	Means of Financing			
			Special / Revolving	Inter- Departmental	County	Federal
<b>Corrections</b>						
Halawa Correctional Facility	27,893,311	27,864,593	28,718			
Kulani Correctional Facility	4,968,530	4,968,530				
Waiawa Correctional Facility	7,022,768	7,022,768				
Hawaii Community Correctional Center	11,479,430	11,479,430				
Maui Community Correctional Center	12,983,477	12,865,859			117,617	
Oahu Community Correctional Center	33,603,134	33,603,134				
Kauai Community Correctional Center	5,372,181	5,372,181				
Women's Community Correctional Center	8,352,701	8,352,701				
Non-State Facilities	50,426,319	50,426,319				
Intake Service Centers	3,386,031	3,386,031				
Corrections Program Services	21,763,835	21,346,244				417,591
Health Care	27,712,012	27,712,012				
Correctional Industries	5,499,498	-	5,499,498			
<b>Total - Corrections</b>	<b>220,463,227</b>	<b>214,399,803</b>	<b>5,528,216</b>	<b>-</b>	<b>117,617</b>	<b>417,591</b>
<b>Law Enforcement</b>						
Narcotics Enforcement Division	1,630,321	1,148,793	404,472			77,055
Sheriff Division	25,464,101	19,098,258		6,267,264		98,579
<b>Total - Law Enforcement</b>	<b>27,094,421</b>	<b>20,247,051</b>	<b>404,472</b>	<b>6,267,264</b>	<b>-</b>	<b>175,634</b>
<b>General Administrative and Attached Agencies</b>						
Hawaii Paroling Authority - Determination	418,099	418,099				
Hawaii Paroling Authority - Supervisory & Counseling	3,867,462	3,867,462				
Crime Victim Compensation Commission	1,618,277	403,511	1,045,138			169,627
General Administration	16,356,498	15,586,626	650,471			119,401
<b>Total - General Administrative and Attached Agencies</b>	<b>22,260,335</b>	<b>20,275,697</b>	<b>1,695,610</b>	<b>-</b>	<b>-</b>	<b>289,028</b>
<b>Grand Total - Department of Public Safety</b>	<b>269,817,983</b>	<b>254,922,552</b>	<b>7,628,298</b>	<b>6,267,264</b>	<b>117,617</b>	<b>882,253</b>



# **Administrative Services Office**

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## **Procurement and Contracts Unit**

The Procurement and Contracts Unit (PC) continues to provide departmental services on the procurement of health and human services, equipment, various goods and services using the formal bid process and the HiePRO.

In FY 2017, PC has been involved with State Procurement Office on their cooperative purchase with the National Association of State Procurement Officers for the Procurement Acquisition Support Services. The committee has been meeting every other week to work on the draft solicitation documents for nation-wide distribution.

The following are highlights of PC's activities in FY 2017:

- 34 new solicitations for 103D and 103F contracts
- 24 contract extensions.
- 50 HiePRO Waivers
- 2 sole source requests
- 8 Procurement Violations all for purchase of Regular Gasoline
- 1 protest on the Statewide Inmate Telephone solicitation, which was eventually denied.

## **Information Technology Systems Unit**

The Information Technology Systems Unit (ITS) supports the department in providing a technological system that enhances the delivery of services. ITS supports interfaces, in-house applications as well as purchased applications and enhancements. We administer, plan and direct all Application System Design, development, implementation and maintenance of departmental business application computer systems. We strive to maintain up-to-date technology, knowing the importance of regulatory compliance, security and increased productivity. We manage and oversee the activities of the PSD computer networks including deployment of hardware, software and transmission media to enable connectivity to the Department Local Area Network/Wide Area Network (LAN/WAN).

The following are projects ITS started/completed in FY 2017:

- Provided an eWaste Day for electronic equipment.
- Continuing implementation and processing of going paperless with electronic signing (eSign). This includes working with standardize some of the business practices of the Department.
- Conducted user support to various Programs in utilizing eSign and Microsoft applications (word, excel, power point. etc.).
- Continue to develop access version control for better management of computer program changes for the department's programs.
- Unifying CD117 for the correctional facilities.
- Upgrade of routers and switches for a stable Department network.
- Modification to Inmate Trust Account (ITA) to accept multiple criminal numbers.



## **Administrative Services Office**

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- Increase capacity to store eDocuments.
- Continue to support the users with computer/network trouble ticket issues within a 72-hour period. There were 2,367 of trouble tickets resolved.
- Imaged 57 computers for distribution to Programs.
- Upgraded Waiawa Correctional Facility (WCF), Crime Victims Compensation Commission (CVCC) and Training and Staff Development (TSD) fiber connection.
- Upgraded bandwidth for the neighbor island's Intake Service Centers.
- Plans to implement the rotation of PCs to accommodate new software for better computer performance.

### **Office Services Unit**

The Office Services Unit continues to provide support services that includes messenger and mailroom services, vehicle registration and inventory. In FY 2017, this office initiated additional recycling and document shredding opportunities for those offices in the AAFES building.



## Fiscal Office

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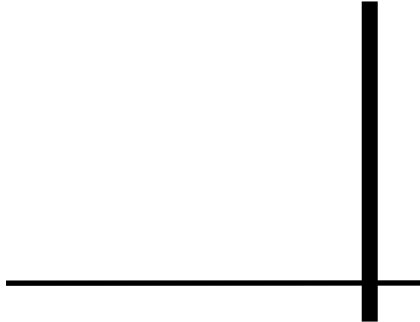
The Fiscal Office services the entire department by providing fiscal management services through three subunits:

- \* Accounting
- \* Payroll
- \* Vouchering

The Accounting Unit maintains the departmental accounts record keeping systems for state appropriations and allotments, as well as grant awards. It provides federal grant financing reporting services, processes all inter-departmental and intra-departmental reimbursements, coordinates all inventory reporting with the Department of Accounting and General Services (DAGS), and oversees the state's purchasing card (pCard) program that was implemented in PSD during FY 2006.

The Payroll Unit processes all payroll transactions for the department and its attached agencies to the Department of Accounting and General Services (DAGS). This unit audits all payroll claims and ensures compliance with collective bargaining agreements as well as federal and state laws.

The Vouchering Unit processes all purchase orders of the department to DAGS for payment to vendors, based on the decentralized encumbrance of funds by the requisitioning programs. This unit is responsible for ensuring compliance with state laws, rules, and regulations by auditing each purchase initiated within the department.





# Personnel Management Office

The Personnel Management Office is responsible for the administration of personnel programs for the department. The office includes three major sections:

**LABOR RELATIONS** (LR) administers seven collective bargaining agreements, as well as Executive Orders covering those employees excluded from collective bargaining.

**STAFFING AND TECHNICAL SERVICES** (STS) manages recruitment, examination, classification and employment suitability for all classes of work in the department. STS continues to conduct civil service examination for the Adult Corrections Officer and Deputy Sheriff recruitments. This include the Written Civil Service Test, physical ability , pre-employment assessment, and oral testing. In addition, STS added two additional testing for the Deputy Sheriff and Adult Corrections Officer the truth verification and psychological testing. STS does outreach to the public by attending career fairs at local universities, colleges, and high schools to educate students about future careers in corrections, law enforcement, and administrative positions.

**EMPLOYEE RELATIONS AND TRANSACTION** (ERT) manages a myriad of employee assistance programs including, but not limited to: safety, worker's compensation, fitness for duty examinations, health fund, retirement benefits, incentive, service awards, personnel actions, record keeping, pay adjustments, leave records, and maintains the official personnel files.

## **HIGHLIGHTS OF FY 2014 ACTIVITIES**

### **Recruitment:**

With an average 7.9% annual turnover rate for more than 2700 authorized positions, the STS workload involves recruitment to fill over 300 vacancies. The results over three fiscal years are as follows:

### **Number of Positions Filled FY 2015 – FY 2017**

Position Class	FY 2017	FY 2016	FY 2015
Adult Corrections Officer	131	153	188
Deputy Sheriff	29	50	8
Other	165.8	124.2	178.5
<b>Total</b>	<b>325.8</b>	<b>327.2</b>	<b>374.5</b>



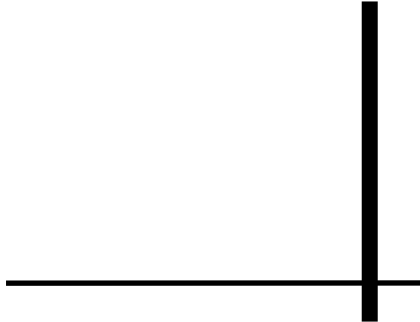
# Personnel Management Office

## Number of Position Classification Actions Taken FY 2015 – FY 2017

YEAR	FY 2017	FY 2016	FY 2015
<b>TOTAL</b>	<b>601</b>	<b>1276</b>	<b>722</b>

## Number of Employment Suitability Reviews Processed FY 2015 – FY 2017

Position Class	FY 2017	FY 2016	FY 2015
Adult Corrections Officer	158	175	139
Deputy Sheriff	40	90	43
Other	213	186	206
<b>Total</b>	<b>411</b>	<b>451</b>	<b>388</b>



# Training & Staff Development Office



The mission of the Training and Staff Development (TSD) Office is to provide high quality, job-related, and competency-based training for Department of Public Safety (PSD) and its employees. TSD is responsible for planning, developing, implementing, and coordinating appropriate training for both uniformed and civilian personnel of the Department.

Please see separate Training and Staff Development Annual Training Report for more information.





# Acknowledgement

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**Editor:**

Toni Schwartz

**Steering Committee:**

Cathy Ross, Deputy Director for Administration

**Thank you to all of the Divisions for contributing to this report.**

