

DEPARTMENT OF PUBLIC SAFETY

CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES

11/06/2018

POLICY NO.: COR.10.1A.05

SUPERSEDES (Policy No. & Date): COR.10.1A.05 (02/23/04)

SUBJECT:

POLICY AND PROCEDURE

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1.0 PURPOSE

The purpose of this policy is to provide guidelines for the development, review and implementation of new and revised Departmental policies and procedures.

2.0 SCOPE

This policy and procedures shall apply to all correctional facilities and their assigned personnel.

3.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes (HRS); § 26-14.6, Department of Public Safety.
- b. HRS, § 353C-2, Director of Public Safety, Powers and Duties.
- c. Department of Public Safety (PSD), Policies and Procedures (P&P), ADM.01.01, Policy Coordination and Control.
- d. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails (2018).

.2 <u>Definitions:</u>

- a. Policy: The official position on a particular issue related to an organization's operations.
- b. Procedure: A procedure describes the steps necessary to carry out a policy.

4.0 POLICY

- .1 Chapter Ten, Health Care policies and procedures (Division and facility) shall not violate state laws, federal rules or national standards associated with the delivery of health care services to incarcerated adults.
- .2 Health care services for incarcerated adults are required by state law.

 Correctional policy and procedures shall not conflict with the delivery of health care services to inmates.

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- .3 There shall be an annual review of the Correction's (COR) Administrative Policy and Procedures (P&P) Manual, Chapter 10, Health Care by the Medical Director and the Correctional Health Care Administrator (CHCA). The Correctional Health Care Administrator, or a designee, shall implement the revisions. The COR, P&P Manual shall bear the date of the annual review, the signatures of the CHCA and the Medical Director and a list of new and revised policies by the year of review.
- .4 There shall be an annual review and revisions (if necessary) of the facility (site specific) P&P Manual, Chapter 10, Health Care by the Clinical Section Administrator and any Branch P & Ps. The facility specific P&P Manual shall bear the date of the review and revisions and the signatures of the facility Clinical Branch Administrator (Health Authority) and the responsible physician (Medical Authority). Branch P & Ps shall bear the date of review and revisions and the signatures of the Branch Administrator and the Medical Director.
- .5 Policy and procedures that impact other sections of the facility shall be reviewed and signed by the facility Warden.
- .6 Policy and procedure manuals shall be accessible to correctional employees and health care staff.

5.0 PROCEDURES

- .1 All suggestions for new or revisions of current Department, Division, or facility policies and procedures pertaining to health care shall be submitted using the policy and procedures format and PSD forms in ADM.01.01, Policy Coordination and Control.
- .2 The originator of new or revised changes to existing policy shall ensure that the proposals do not conflict with Federal or State Law, existing Department or facility policies, or labor union contracts. Any necessary recommendations or consultations made by or with these agencies shall be documented and submitted with a cover letter attached to the proposed policy.
- .3 New or revised facility policy and procedures shall be submitted in final draft to the Clinical Services Branch Administrator (CSBA). The originator has thirty (30) days to make corrections to drafts returned by the CSBA.
- .4 The facility CSA shall distribute new and revised policies to all employees in the Health Care Unit and shall implement an education process covering all new or revised policies. This process shall include a system that records evidence that

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		every employee has received, read and has had the opportunity questions related to the implementation of new or revised policies	
	APPROVA	AL RECOMMENDED:	
	La Medical Di	rector November 06, 2018 Date	
	APPROVA	AL RECOMMENDED:	
	Health Car	November 06, 2018 Te Division Administrator Date	
	APPROVA	L RECOMMENDED:	
	Deputy Dir	November 06, 2018 Pector for Corrections Date	
	APPROVE	ED:	
,	_da	P. Pouls November 06, 2018	

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Date