

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**  
**FUNCTIONAL STATEMENT**

Under the general direction of the Governor of the State of Hawaii, the Director of the Department of Public Safety oversees, directs, and coordinates the plans, programs, and operations of the department to provide for the safety of the people of Hawaii. Programs and operations include:

**Administration:** Provides for administrative support services for the departmental functions, services, and operations pertaining to general program planning, programming, and evaluation, program budgeting, capital improvements, fiscal accounting and auditing, payroll, procurement and contracting, human resources, training, information technology, organization and methods, repairs and duplicating services, and other relevant functions consistent with laws, rules, and regulations.

**Corrections:** Providing for the custody, care, and assistance in the rehabilitation of all persons incarcerated by the courts or otherwise subject to confinement based on alleged commitment of a criminal offense.

**Law Enforcement:** Guarding the State property and facilities, preserving the peace and protecting the public in designated areas, enforcing all state laws, rules, and regulations for the prevention and control of crime, enforcing the Uniform Controlled Substance Act and other substance-related regulations, and serving process in civil and criminal proceedings.

1. Plans, organizes, and directs comprehensive staff services in overall departmental planning and budgeting.
2. Directs the review and analysis of programs and operations to ensure effectiveness and economy of activities and compliance with legal and programmatic requirements.
3. Directs planning and programming for the short and long-range development of management systems, program services, and capital improvements.

4. Directs budget formulation and justification, including comprehensive review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies, and contract services.
5. Assess changes in community conditions and outlook that might impact the Department's public safety mission.
6. Directs the development of departmental rules and regulations, policies, and procedures to ensure a sound legal administrative framework for departmental decisions and actions.
7. Communicates departmental policies, goals, and objectives, and provides overall leadership to departmental staff to achieve unity of purpose, effective operation, and a high-level morale.
8. Recommends or approves departmental reorganization as authorized by the Governor, operating and capital improvements budgets, and statutory and other changes; presents justification and oral testimony at legislative hearings and briefings, as well as any other related meeting; and directs necessary follow through and implementation based on approvals and authorizations received.
9. Promotes legislative, community, and inter-agency rapport and support for departmental efforts through informational, personal contact, and other means.
10. Maintains effective working relationships with Federal, State, and County criminal justice agencies to foster coordination, collaboration, enhance the sharing of information and expertise, and improve the delivery of services, as applicable.
11. Authorizes contracts for goods and services. Directs control for the safekeeping and authorized use of departmental equipment, supplies, material, facilities, funds, and other resources.
12. Represents the Hawaii Paroling Authority and Criminal Injuries Compensation Commission with the Governor and the Legislature, as necessary. Directs budget, personnel, and other support services for these agencies, as necessary.

13. Plans, organizes, and coordinates the development of a comprehensive and integrated in-community program for offenders.
14. Provides advisory, consultative, and technical support services to operations in the implementation and management of community programs.
15. Conducts studies and prepares reports on various issues relative to community programs.
16. Monitors the performance of community programs delivered by departmental operations; analyzes and evaluates programs; and modifies program plans and priorities, as necessary.
17. Maintains liaison with community agencies or groups; coordinates program planning with community agencies; negotiates contracts with private providers for community-based programs.
18. Monitors the performance of private service contractors; provides periodic inspection of private and public community-based programs.
19. Maintains liaison with agencies and jurisdictions to resolve major project issues; establishes inter-agency agreements, as necessary.
20. Plans, develops, and organizes a departmental project management system, including a project validation and prioritization system to ensure maximum utilization resources.
21. Establishes time schedules for completion of approved projects; and ensures that projects move expeditiously towards completion.
22. Coordinates and monitors projects; conducts field visits to review progress of projects; and evaluates performance of projects.

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**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.

1. Advises the Director on the physical layout, reporting systems, filing systems, and other administrative aspects of the operations of the Office of the Director.
2. Advises the Director in 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.
3. Maintains an ongoing awareness of departmental operations.
4. Coordinates and oversees inter-division initiatives.
5. Coordinates and provides data, research, and analysis to assist the Director and the Governor's office in matters of corrections and law enforcement.
6. 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.

7. 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.
8. 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 to resolve major issues and ensure that all relevant aspects are addressed.
9. 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.
10. 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.
11. 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 act, as appropriate, in resolving these problems and deficiencies.
12. 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.
13. Assists departmental programs in grant development, locating resources, obtaining grant information, and in drafting grant applications.

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**CORRECTIONAL INDUSTRIES ADVISORY COMMITTEE**

Established in 1990 under Section 354D-5, Hawaii Revised Statute, this nine member governor-appointed committee advises the Department of Public Safety on the feasibility of establishing venture agreements with private sector businesses to utilize the services of qualified, able-bodied inmates pursuant to section 354D-13, Hawaii Revised Statutes.

**HAWAII CORRECTIONAL INDUSTRIES DIVISION**

Based on H.R.S. Chapter 354D, Hawaii Correctional Industries provides opportunities for all able-bodied inmates who are “ready, willing, and able” to work; a blueprint by which they can succeed when released. The program provides comprehensive work rehabilitation and training using non-uniform civilian staff.

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