

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**HALAWA CORRECTIONAL FACILITY BRANCH**  
**FUNCTIONAL STATEMENT**

Under the general direction of the head of the Institutions Division, manages the Halawa Correctional Facility, which consists of two distinct and separate buildings for the care, custody, and redirection of adult male inmates. The first building is known as the Medium Security Facility and the second building is known as the Special Needs Facility.

1. Plans, organizes, controls, coordinates, evaluates, and updates Facility programs, operations, and support services, including setting operating policies, procedures, priorities, goals, and objective.
2. Proposes operating budgets and expenditure plans, and capital improvement needs; reviews and authorizes operating expenditures.
3. Maintains liaison with departmental personnel, law enforcement agencies, other public and private agencies, and groups to facilitate Facility operations, programs, and services, and enhance public relations.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.

**OFFICE SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, provides office services in support of operations, programs, and services, and to assist the head of the Branch in managing Facility resources.

1. Conducts the budget preparation process and compiles and consolidates budget details for review; conducts expenditure plan preparation and allotment control; conducts fiscal recordkeeping and reporting.
2. Conducts purchasing and monitors expenditures and conducts physical inventory and recordkeeping.
3. Conducts employee transactions, recordkeeping, and other personnel support services.
4. Provides various clerical services in support of Branch management; provides information and assistance to management and employees regarding budgetary, fiscal, personnel, and other administrative services.

**CLERICAL SUPPORT SERVICES STAFF**

Under the general supervision of the head of the Office Services Section, provides a variety of clerical services for administration support purposes.

1. Performs typing, copying, collating, mailroom, telephone operator, receptionist, and other clerical services.
2. Requisitions office supplies and performs physical inventory and recordkeeping.

**PERSONNEL UNIT**

Under the general supervision of the head of the Office Services Section, performs the processing of personnel services requests/transactions and assists/informs employees and management regarding personnel processes and other related functions.

1. Reviews and processes various documents for the establishment and filling of positions, performance appraisal of employees, leave recordkeeping, worker's compensation claims, and other personnel functions.
2. Provides information and assistance to employees regarding employee benefits, payroll deductions, etc.; provides information to Branch staff on personnel rules and regulations, directives, and provisions of collective bargaining contracts; maintains liaison with departmental personnel staff.
3. Maintains personnel records and files; prepares regular and special reports for management purposes.

#### **TIME AND ATTENDANCE SUB-UNIT**

Under the general supervision of the head of the Personnel Unit, maintains leave records, payroll files, documents and reports, monitors leave without pay and takes appropriate actions, and prepares reports for management.

1. Maintains timely accounting of leave records, hours worked, overtime and other premium compensations on a daily basis. Initiates the timely recovery process of all overpayments.
2. Monitors leave without pay records and takes appropriate actions. Promptly notifies departmental personnel and fiscal offices.
3. Maintains payroll files, supporting documents and reports relating to time and attendance. Prepares regular and special time and attendance reports for management.

#### **FISCAL UNIT**

Under the general supervision of the head of the Office Services Section, performs fiscal recordkeeping and relations operations to assure the propriety of transactions and availability of funds relative to Branch allotments and inmate funds.

1. Processes purchase orders for availability of operating funds and conformance with purchasing and other administrative requirements; posts encumbrances and expenditures; maintains and reconciles fund control ledgers and expenditure records; provides fiscal and other data for operating budget preparation; informs operating units of fund status, fiscal purchasing procedures, related deadlines, etc.
2. Maintains inmate funds; including receipt and deposit of funds, transfer of funds for inmate expenditures, check issuance, posting to and reconciling fiscal ledgers with bank statements, etc.; calculates and compiles inmate payroll. Prepares escheatment documents related to inactive inmate accounts and stale dated checks.
3. Prepares various regular and special fiscal reports for management purposes; maintains contact with departmental fiscal and supply staff.

#### **SUPPLY UNIT**

Under the general supervision of the head of the Office Services Section, performs the requisitioning, receipt, storage, issuance and inventory of Branch supplies, materials, and equipment, as well as the operation of the Inmate Store.

1. Compiles and consolidates Facility needs for materials, supplies, provisions, and equipment; prepare price list and receives inmate store orders; obtains price quotations from vendors and initiates requisitions.

2. Receives deliveries, operates Facility warehouse, and processes delivery reports; ensures the delivery of inmate store orders.
3. Conducts physical inventory and maintains inventory records.

### **RESIDENCY SECTION**

Under the general direction of the head of the Halawa Correctional Facility Branch, manages the Reception Center to screen, test and assess all felon admissions to the Facility; and controls and coordinates the operation of inmate residency units for the care, custody, and programming of diagnostic, mental health, maximum custody, administrative segregation and general population inmates.

1. Manages the Reception Center for newly admitted felons up to 45 days.
2. Provides initial security classification to newly admitted felons; arranges assignments of felons to appropriate housing units or transfers to other facilities.
3. Schedules and coordinates diagnostic testing with the Education Office, Mental Health Team, Medical Unit, Substance Abuse Treatment, and Sex Offender Treatment Offices, and other program units.
4. Observes inmate behaviors; provides and coordinates reports of inmate behaviors.
5. Coordinates the release of felons to other facilities, parole, and discharge.
6. Maintains a computerized system of recording all case management activities; maintains a tracking system of the Facility's initial classification actions.
7. Maintains liaison and coordination with Facility inmate reclassification staff and the Department's classification system.
8. Evaluates inmates and plans for their adjustment and redirection needs.
9. Counsels and provides casework services to inmates.
10. Ensures the safety and security of residency units are being maintained.

### **CLERICAL SUPPORT STAFF**

Under the general supervision of the head of the Residency Section, provides clerical support for Section operations.

1. Provides typing service in the preparation of reports, letters, memoranda, evaluation summaries, etc.; provides reception services.
2. Provides clerical support relative to staff meetings; maintains inmate case records.
3. Prepares supply requisitions and conducts follow-up with the Office Services Section.

### **OPERATIONS UNIT**

Under the general supervision of the head of the Residency Section, conducts the operation of inmate residency units.

1. Develops, maintains, and updates unit programs and operations; coordinates with Offender Services Section and other Facility Sections in inmate programming.
2. Provides for the control and security of inmates assigned to the Section.
3. Prepares various records and reports; updates and maintains inmate files.

### **COUNSELING SUB-UNIT**

Under the general supervision of the head of the respective residency unit, counsels' inmates and provides casework services.

1. Implements inmate programs, including monitoring inmate progress and coordinating with security staff and others.
2. Counsels inmates individually and in groups; provides various casework services to inmates and their families, including referral to community services.
3. Prepares various records and reports; updates and maintains inmate files.

### **SECURITY SUB-UNIT**

Under the general supervision of the head of the respective residency unit and with the operational support and assistance of the Adult Corrections Officer V assigned to Residency, provides for the control and security of inmates assigned to the Section.

1. Maintains positive contact, surveillance, and controlled movement of inmates; provides security escort, as necessary.
2. Conducts security and cell inspections to control contraband, prevent illicit activities to enhance a safe, sanitary, and humane environment for inmates and staff.
3. Prepares reports of inmate behavior and other occurrences.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, plans and provides services to aid the adjustment of inmates to incarceration and enhance subsequent release, and implements inmate program plans. Coordinates and acts as Facility liaison for inmate and Facility litigation to include tort claims, civil and criminal lawsuits, in forma pauperis declarations, etc. Provides on-site direction to the Education, Library, and Volunteer Coordinator Core Program Services.

1. Plans and provides for the development and maintenance of inmate records, recreation, religious, and other services.
2. Coordinates with other sections, and contract and volunteer service providers.
3. Prepares reports on inmate progress and maintains section files, supplies, and equipment; develops schedule and budgets.

### **INMATE RECORDS UNIT**

Under the general supervision of the head of the Offender Services Section, interprets and processes legal documents that support the incarceration, programming, transfer, and release of inmates assigned to the Halawa Correctional Facility Branch. Serves as facility archive depository for inactive inmate records.

1. Manages inmate legal and court documents; interpret legal documents and review court orders to ensure correctness.
2. Identifies severity of charges to determine status of admission.
3. Computes pre-confinement calculations and tentative date of release.
4. Prepares various records and reports; updates and maintains inmate files (active and inactive) and departmental database.

## **RECREATION UNIT**

Under the general supervision of the head of the Offender Services Section, develops and conducts recreational and athletic activities.

1. Plans and updates the recreation program for inmates; requisitions for necessary resources; coordinates special entertainment and involvement of volunteers.
2. Coordinates unit program and activities with other Facility operations.
3. Monitors inmate behavior, evaluates activities, and takes appropriate actions; maintains equipment and records; prepares operational reports.
4. Assists with the planning, development, and implementation of medical unit/mental health recreation programs.

## **SECURITY SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, conducts security relative to Facility perimeter, interior/exterior movement, inmate transports, and conducts emergency preparedness for major incidents.

1. Plans, develops, and directs security for assigned areas to prevent escapes, prevent presence of contraband, and control movement within the Facility; coordinates with other Sections of the Facility.
2. Develops Facility emergency preparedness plans relative to fire, riots, natural disasters, and other major incidents, and conducts/coordinates Facility readiness.
3. Develops operating budgets and expenditure plan, and monitors expenditures.
4. Conducts inventory control of equipment; maintain records and prepares operational reports.

## **OPERATIONS UNIT**

Under the supervision of the head of the Security Section, maintains Facility security on all watches and provides various support services relative to training, equipment, and inmate identification.

1. Maintains the surveillance and control of inmates during internal/external movement; inspects buildings, grounds, etc. for security, sanitation, and maintenance needs.
2. Provides security transport of inmates for court appearances, medical and other authorized purposes.
3. Prevents escapes and injury to inmates; prepares reports on inmates, incidents, and other occurrences.
4. Conducts training of recruits in corrections security with specific reference to Halawa Correctional Facility Branch; provides firearms training; provides recertification in the use of firearms and cardio-pulmonary resuscitation; maintains training records.
5. Maintains the security and inventory of the armory; inspects, tests, and performs operational maintenance of firearms.
6. Takes and files fingerprints and photographs of inmates; records scars and other marks to identify inmates.
7. Provides operational support and assistance to the Residency Section, Operations Unit, and Security Sub-Unit.

## **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Halawa Correctional Facility Branch, conducts repair and maintenance tasks, grounds keeping, janitorial, laundry, and other operating services.

1. Plans, organizes, schedules, and directs services to maintain and support effective Facility operations and provide inmate work training; coordinates with other Facility Sections for purposes of inmate programming, security, etc.
2. Conducts inspections of the physical plant to ensure structural integrity and efficient operation of Facility equipment and resources; inspects building and grounds, etc. for security, sanitation, and maintenance needs.
3. Develops budget and expenditure plan; conducts purchasing and monitors expenditures.
4. Maintains all prints of the Facility structure including blueprints, photographs, notices of work acceptance/completion, etc.
5. Maintains inventory control of supplies, tool/equipment, etc.; performs recordkeeping, and prepares operational reports.

## **CONSTRUCTION AND MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of Facility buildings, vehicles, and related fixtures and equipment through repair, installation, servicing, and other activities.

1. Plans, organizes, schedules and budgets for preventive maintenance and other projects; requisitions supplies, materials, and equipment; develops requirements for repair and maintenance services to be obtained by contract.
2. Performs electrical, plumbing, carpentry, painting, mechanical, automotive, and other repair and maintenance projects, and the operation of high-pressure boilers; instructs and oversees assigned inmates.
3. Ensures the safe operation and maintenance of equipment.
4. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

## **BUILDING MAINTENANCE SUB-UNIT**

Under the general supervision of the head of the Construction and Maintenance Unit, performs the maintenance of buildings and related fixtures.

1. Plans, organizes, schedules, and performs work projects in the repair and maintenance of Facility buildings; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

## **GROUNDS UNIT**

Under the general supervision of the head of the Operating Services Section, performs the maintenance of Facility grounds by the planting and care of landscaped areas, and general cleaning.

1. Plans, organizes, schedules, and performs work projects in grounds maintenance of the Facility; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **JANITORIAL UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the cleaning of building areas and other janitorial services.

1. Plans, organizes, schedules, and performs work projects in janitorial activities for the Facility; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.

### **LAUNDRY UNIT**

Under the general supervision of the head of the Operating Services Section, provides for the laundering of clothing and linens.

1. Plans, organizes, schedules, and performs work projects in laundry processes for the Facility; instructs and oversees assigned inmates; requisitions supplies, materials, and equipment.
2. Ensures the safe operation and maintenance of equipment.
3. Maintains inventory control of supplies, tool/equipment, etc.; prepares reports on operations and assigned inmates, and keeps applicable records.