

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INTAKE SERVICE CENTERS DIVISION
FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Corrections, provides casework services to assist accused and convicted offenders, and to facilitate determinations by other criminal justice agencies; recommends alternative placement of offenders in diversionary programs in lieu of incarceration; and supervises offenders conditionally released by the courts.

1. Recommends goals, objectives, policies, procedures, rules, regulations, directives, and proposed legislation pertinent to statewide intake service center operations.
2. Develops program plans, budget estimates, and expenditure plan; evaluates program operations and needs, and recommends program adjustments, operational changes, additional resources, and other revisions to improve effectiveness and efficiency.
3. Develops and maintains operational relationships with criminal justice and other agencies or organizations, such as county police departments and prosecutor offices, the courts, community correctional centers, social service agencies, and community diversionary programs.
4. Develops and maintains an on-going drug testing and counseling program for those pre-trial offenders qualified for supervised release monitoring.
5. Develops and implements social services to offenders and their families, such as crisis intervention, counseling and referral to community social welfare and other agencies.
6. Prepares operational reports to keep top management informed of progress and problems, and to facilitate coordination within the department and with other agencies; maintains operational statistics.

APPROVED 6/30/2020

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INTAKE SERVICE CENTERS DIVISION
HAWAII INTAKE SERVICE CENTER BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Hawaii, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains the operation and coordination of the electronic monitoring program, which services the Third Circuit Court and the Hawaii Community Correctional Center.
5. Maintains operational relationships with criminal justice and other agencies and organizations, such as county police departments and prosecutor's offices, the courts, community correctional centers, social service agencies, and community diversionary program to assure timely and effective Branch services and facilitate integration of efforts.
6. Maintains an on-going drug testing program for pretrial offenders who qualify for supervised release monitoring and/or sentenced offenders participating in home detention/furlough programs.
7. Maintains the operation of the community service program for the Third Circuit Court.

OFFICE SERVICES STAFF

Under the general supervision of the head of the Hawaii Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Assists in budget preparation process and compiles budget details for review; maintains operating and fiscal records; and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment, and materials; provides inventory management for the Branch.
3. Performs transcription and typing of case records, reports, and other legal documents.
4. Maintains files and implements a file retention system for the Branch; and distributes files, correspondence, and other documents.
5. Operates and maintains various office machines and equipment.
6. Provides all other secretarial and clerical services to the Branch and operating sections.

7. Maintains leave and other personnel records and information,

WEST AND EAST HAWAII SECTIONS

Under the general supervision of the head of the Hawaii Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and pre-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders in the community; recommends security classification levels for offenders admitted into the community correctional center; maintains the operation of the electronic monitoring program for eligible pre-trial and sentenced offenders; and implements the Community Service sentencing program for the courts.

1. Provides initial screening for all persons charged with a criminal offense and detained at the HPD Cellblock; conducts pretrial investigations and assessments on offenders in HPD Cellblock; prepares a written report for the courts, including an evaluation of and recommendation for/against pretrial diversion.
2. Provides direct social services as needed, including but not limited to crisis intervention, counseling, and referral services for offenders at the Police Cellblock and/or District/Circuit Courts.
3. Coordinates services with the Judges, court staff, Sheriff's Deputies, Jail Diversion Program representatives, Public Defender and Prosecutor's Office, and community correctional centers, to facilitate the release of eligible offenders from custody.
4. Evaluates offenders for initial housing assignment and security classification levels; provides case management by assessing or reassessing on an on-going or requested basis, all offenders who are awaiting final adjudication in the courts; and prepares reports of findings for court consideration.
5. Provides direct supervision to selected offenders released into the community pending adjudication; assists offenders in appearing in court; and provides direct social services, including but not limited to crisis intervention, family counseling, and referrals.
6. Monitors the offenders' compliance with terms and conditions of release through individualized supervision, substance abuse testing, and electronic monitoring; and prepares violation reports for the court, prosecutors, and public defenders, documenting offenders' adjustment to supervision.
7. Utilizes drug testing as a supervision tool, adhering to Department and Division Policies and Procedures; and controls and manages the use of the on-site drug testing machine.
8. Provides adjustment summaries of supervised offenders to the District/Circuit Court, and Adult Probation Department for sentencing.
9. Maintains daily liaison with the Courts and Prosecutors, police, probation, parole, and others in order to facilitate assistance to offenders; provides testimonies in court for preliminary and dispositional hearings.
10. Conducts case and operations reviews in order to assure adequacy and consistency of services.
11. Maintains a computerized system of recording all case management activities.
12. Installs and maintains the electronic monitoring equipment and monitors offenders' compliance with the program, for both pre-trial offenders under supervised release and sentenced offenders on home detention/furlough.

13. Interviews, places, and monitors offenders' compliance with the Community Service Restitution Program; maintains daily liaison with community service agencies for proper placement and monitoring of offenders; and prepares compliance reports for the courts as scheduled.

APPROVED 6/30/2020

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INTAKE SERVICE CENTERS DIVISION
KAUAI INTAKE SERVICE CENTER BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Kauai, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice social welfare agencies, and community diversionary programs to assure timely and effective Branch services and facilitate integration of efforts.

OFFICE SERVICES STAFF

Under the general supervision of the head of the Kauai Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Provides reception, typing, duplicating, shorthand, filing, and other services in support of Branch program staff; provides various secretarial services to the head of the Branch
2. Carries out workflow of correspondence, reports, and other documents to meet administrative and other deadlines, and maintains control, processing, and filing procedures.
3. Maintains leave and other personnel records and information, and budget and expenditure records; handles purchase and receipt of office supplies, and vendor servicing of office equipment; maintains inventory records and control.

OPERATIONS SECTION

Under the general supervision of the head of the Kauai Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and pre-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders. Coordinates the court-ordered confinement of misdemeanants and provides evaluations regarding felony offenders slated for confinement in a correctional institution.

1. Conducts intake screening, investigation, referral, prepare reports and other documents to meet court deadlines and other services to assist offenders, and the courts and other elements of the criminal justice system.

2. Maintains liaison with the courts, police, prosecutors, community diversionary programs and others in order to facilitate assistance to offenders and coordinate efforts.
3. Conducts case reviews in order to assure adequacy and consistency of services.
4. Conducts community supervision for pre-trial, pre-sentence, and post sentence cases.
5. Conducts assessment, placement and monitoring of community supervision for electronic monitoring.
6. Conducts assessments referrals to community resource programs, secure the necessary court documents and maintain the compliance with the terms and conditions of release by the court.
7. Conducts induction interviews into the correctional institutions and provide introduction information for those entering the correctional center.

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DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INTAKE SERVICE CENTERS DIVISION
MAUI INTAKE SERVICE CENTER BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general supervision of the head of the Intake Service Centers Division, manages intake and related services for felony and misdemeanor offenders in the County of Maui, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends policies, goals and objectives, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and the delivery of services.
2. Develops, recommends, updates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice and social welfare agencies to assure timely and effective Branch services and facilitate integration of efforts.
5. Represents the Intake Service Centers Division and participates in inter-agency planning and advisory councils/teams on Maui.
6. Works collaboratively with other criminal justice and social welfare agencies to plan and develop new programs that address offender risks/needs and improve outcome for offenders.

OFFICE SERVICES STAFF

Under the general supervision of the head of the Maui Intake Service Center Branch, maintains office services in assisting program staff and in carrying out administrative housekeeping functions for the Branch.

1. Provides reception, typing, duplicating, shorthand, filing, and other services in support of Branch program staff; provides various secretarial services to the head of the Branch.
2. Carries out workflow of correspondence, reports, and other documents to meet court, administrative and other deadlines, and maintains control, processing and filing procedures.
3. Maintains leave and other personnel records and information, and budget and expenditure records; handles purchase and receipt of office supplies, and vendor servicing of office equipment; maintains inventory records and control.

OPERATIONS SECTION

Under the general supervision of the head of the Maui Intake Service Center Branch, provides casework services to assess felony and misdemeanor offenders for release alternatives pending trial, supervises pre-trial and re-sentence felony and misdemeanor offenders as ordered by the courts, provides and arranges for social welfare and other services to assist offenders, coordinates the court-ordered confinement in a correctional institution.

1. Conducts offender assessments, screening, and investigation and prepares reports for court with recommendation pertaining to offender bail status.
2. Provides case management, supervision, and referral services to offenders who have been released into the community and provides courts with a summary of offender adjustment on release status.
3. Provides case management, supervision, electronic surveillance, and referral services to sentenced felons and sentenced felon probationers to facilitate their transition to parole or probation following their incarceration.
4. Provides placements and monitoring of community service compliance for sentenced misdemeanants and felons who have Court ordered community service.
5. Maintains liaison with the courts, police, prosecutors, and other state and social welfare agencies in order to facilitate assistance to offenders and coordinate efforts.
6. Conducts case reviews in order to assure adequacy and consistency of services.

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DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
INTAKE SERVICE CENTERS DIVISION
OAHU INTAKE SERVICE CENTER BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general supervision of the head of the Intake Service Centers Division, provides intake and related services for felony and misdemeanor offenders, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends goals and objectives, policies, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and delivery of services.
2. Develops, plans, coordinates, and implements program plans, policies, and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice and public and private agencies to assure timely and effective Branch services and facilitate integration of efforts.

OFFICE SERVICES STAFF

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides secretarial and clerical support services to the Branch, and carries out administrative housekeeping functions for the Branch.

1. Assists in budget preparation process and compiles budget details for review; assists in preparing expenditure plans; and maintains operating and fiscal records and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment, and materials; provides inventory management for the Branch.
3. Performs transcription and typing of case records, reports, and other legal documents.
4. Maintains files, verifies requested data and other information for reports; distributes files, correspondence, and other documents.
5. Operates and maintains various office machines and equipment.
6. Provides all other secretarial and clerical services to the Branch and operating sections.

CENTRAL INTAKE SECTION

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides investigations, assessments, evaluations, and casework services to pre-trial, pre-sentence and post-sentence offenders at various locations within the Criminal Justice System

1. Conducts intake, investigations, assessments, evaluations, and referrals, and other services to assist offenders, Prosecutors, Courts, Institutions, and other elements of the Criminal Justice System in the processing of cases.
2. Maintains liaison with the courts, police, prosecutors, probation, parole, and others in order to facilitate assistance to offenders.
3. Conducts case and operations reviews in order to assure adequacy and consistency of services.
4. Plans, develops, and implements new programs and processes in coordination with the branch Administration and elements of the Criminal Justice System.
5. Coordinates and monitors programs and processes carried out by the units, and coordinates efforts with Criminal Justice Agencies.
6. Maintains a computerized system of recording all case management activities.

ASSESSMENT AND CLASSIFICATION UNIT

Under the general supervision of the Central Intake Section, the unit screens and assesses all offenders admitted to correctional institutions for early release alternatives; identifies and arranges medical, mental health, and other service requirements to meet offender needs; and recommends initial offender housing, security classification levels and other services for confined pre-trial and short-term offenders.

1. Provides initial intake screening for all offenders newly admitted into correctional facilities; conducts screening for medical problems, psychiatric conditions, and suicide risk; refers for appropriate services.
2. Completes security classification to determine recommended initial housing assignment; provides orientation and individual counseling services.
3. Assesses and reassesses on an on-going or requested basis, all offenders who are awaiting adjudication in the courts; prepares reports of findings for court consideration; and recommends bail or non-bail status changes and other diversionary dispositions to the courts.
4. Conducts in depth assessment for special populations such as mental health, substance abuse for placement in community-based services to address needs while on supervised release as an alternative to incarceration.
5. Maintains liaison with the Courts, Prosecutors; and defense attorneys; provides testimony in court for preliminary and dispositional hearings.

COURT UNIT

Under the general supervision of the Central Intake Section, screens and assesses all arrested misdemeanants at the Police Cellblock and District Courts for release alternatives; and arranges medical and psychiatric and other social and referral services for the courts to meet the needs of non-detained or detained offenders.

1. Provides initial screening for all persons charged with misdemeanor offenses and detained at the Police Cellblock or District Court detention; performs verification of offender's present status, personal, and criminal history to determine appropriate pretrial release recommendation.
2. Provides risk and needs assessments on eligible misdemeanants at the Police Cellblock and District Court to determine financial (bail) or non-financial release, applicable

conditions thereof, fitness to proceed for hearing and other services deemed appropriate to ensure appearance in court and community and personal safety.

3. Provides direct social services as needed, including but not limited to crisis intervention, counseling and referral services at the Police Cellblock and District courts.
4. Coordinates services with the Court Judges, Special Services Deputies, Court and Corrections Mental Health Team, Jail Diversion Team, Public Defender and Prosecutor's Office, Hawaii Armed Services Police and Bailiff's Office.

SUPERVISION UNIT

Under the general supervision of the Central Intake Section, performs casework supervision in the court-ordered supervision of pre-trial felon and misdemeanor offenders awaiting trial or sentencing in the community.

1. Reviews terms and conditions with offenders or sponsor/program representatives.
2. Provides direct supervision to selected offenders released into the community pending adjudication; utilizes appropriate assessment tools to assist in identifying current and ongoing risk and needs to reduce recidivism.
3. Monitors the offenders' compliance to terms and conditions of release through individualized supervision, substance abuse testing and through ongoing projects to ensure appearance in court.
4. Provides direct social services, including but not limited to crisis intervention, family counseling, and referrals.
5. Provides adjustment summaries of supervised offenders to the District/Circuit Court, District Court Counseling Services and Adult Client Services for sentencing.
6. Prepares court orders for offenders who violate terms and conditions for release; testifies in court.
7. Provides supervision to pretrial and post sentenced offenders through an electronic monitoring program.
8. Monitors and reviews daily reports to validate the offender's authorized location.
9. Maintains direct liaison with caseworkers or agencies to report violations of terms and conditions for electronic monitoring program participants.
10. Maintains direct contact (face-to-face) with participant offenders, and monitors compliance with the terms and conditions of the program.
11. Periodically and randomly inspects electronic equipment; maintains equipment.
12. Maintains a case management record of each participant offender.