

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

Under the general direction of the head of the Institutions Division, manages the Kulani Correctional Facility for the care, security, and redirection of adult male inmates.

1. Plans, organizes, controls, coordinates, evaluates, and updates Facility programs, operations, and support services, including setting operating policies, procedures, priorities, goals, and objectives.
2. Proposes operating budgets and expenditure plans, and capital improvement needs; reviews and authorizes operating expenditure.
3. 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 enhance public relations.
4. Prepares, reviews, and submits regular and special reports for divisional/departmental purposes.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Kulani Correctional Facility Branch, performs office services functions in support of Facility operations, programs and services, and assists the head of the Branch in managing Facility resources.

1. Conducts the budget preparation process and compiles and consolidates budget details for review; prepares expenditure plan and sets up fiscal control accounts; maintains operating and inmate fiscal records and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment and materials, and control of expenditures; conducts the inventory process relative to Facility property.
3. Performs time and leave record keeping and reporting, and processes employee transactions; assists employees and provides information regarding benefits, training, workers compensation; etc.

4. Provides reception, typing, duplicating and other clerical services to operating units; maintains files and records.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Kulani Correctional Facility Branch, plans and provides services to aid the adjustment of inmates to incarceration and enhance subsequent community release.

1. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans; counsel's inmates individually or in groups, and provides casework services to resolve problems affecting inmate attitudes and behavior.
2. Develops and implements recreation, religious, educational, treatment and other programs and activities in collaboration with other sections and involving volunteer and other community resources.
3. Evaluates inmate progress and adjustment and modifies program plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes; maintains case records.

### **SECURITY SECTION**

Under the general supervision of the head of the Kulani Correctional Facility Branch, provides for the control and security on inmates.

1. Maintains positive contact, surveillance, and controlled movement of inmates and visitors; provides security escort; responds to escape situations.
2. Conducts inspections to control contraband, prevent illicit activities, and enhance safety for the general public, inmates, and staff; develops and maintains emergency preparedness.
3. Prepares reports of inmate behavior and other occurrences.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Kulani Correctional Facility Branch, provides the maintenance and repair of Facility buildings, grounds, equipment, as well as water treatment and wastewater treatment operations.

1. Plans, organizes, schedules, and directs operating services to maintain and support effective Facility operations, and respond to emergencies, coordinates section activities with other sections for security and offender program purposes.
2. Reviews and evaluates operating services for effectiveness and efficiency and makes necessary adjustments.
3. Develops budget estimates and monitors expenditures.

## FARM UNIT

Under the general supervision of the head of the Operating Services Section, conducts the production of crops for Facility and other departmental use.

1. Plans and organizes crop development, care, etc.; prepares requisitions for supplies and equipment and repairs and maintenance services on equipment, tools, and farm implements.
2. Conducts care, planting, cultivating, and harvesting of crops; instructs and supervise inmates on work lines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.

## **CONSTRUCTION AND MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, conducts general construction and maintenance activities in the improvement and repair of Facility buildings, grounds, roadways, and other projects, including land clearing; conducts maintenance of repair on Facility vehicles, heavy equipment, and other machinery.

1. Plans, organizes, and budgets for preventive maintenance, general construction projects and automotive equipment service and repairs; prepares requisitions for supplies and equipment and maintenance of shop facilities; develops requirements for repair and maintenance service to be obtained by contract.
2. Conducts electrical, plumbing, carpentry, painting, and other repairs and maintenance; conducts tire service and fueling/lubrication of equipment; conducts engine repairs, body and fender work; maintains grounds and clears roadside areas of brush; clears trails and roads, etc.; instructs and supervises inmates on work lines; maintains tools and equipment.
3. Completes time and other records on inmates; maintains inventory.

## WATER TREATMENT PLANT SUB-UNIT

Under the general supervision of the head of the Operating Services Section, performs water treatment, maintenance, and repair of the Facility's drinking water treatment plant operations.

1. Plans, organizes, and budgets for water treatment services and repairs; prepares requisitions for supplies and equipment, and the repairs and maintenance of shop facilities.
2. Conducts the treatment and monitoring of drinking water; conducts mandatory testing of drinking water; maintains drinking water plant tools, equipment, and supplies.
3. Completes drinking water records; maintains inventory.

APPROVED 6/30/2020