

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**MAUI COMMUNITY CORRECTIONAL CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

Under the general direction of the head of the Institutions Division, manages the Maui Community Correctional Center for the custody, care, security, and redirection of accused and convicted adult misdemeanants and felons.

1. Plans, organizes, controls, coordinates, evaluates, and updates the Center 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 expenditures.
3. Maintains liaison with the Maui Intake Service Center, the courts and other public and private agencies and groups to facilitate Maui Community Correctional Center operations, programs, and services, and enhance public services.
4. Prepares, reviews, and submits regular and special reports for divisional /departmental management purposes.

**OFFICE SERVICES STAFF**

Under the general supervision of the head of the Maui Community Correctional Center Branch, performs office services functions in support of Center operations, programs, and services, and to assist the head of the Branch in managing Center resources.

1. Conducts the budget preparation process and compiles and consolidates budget details for review; prepares expenditure plans 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; conducts the inmate store order process; conducts the inventory process relative to Center 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, stenographic, duplication and other clerical services to operating sections; maintains files and records.

**FISCAL UNIT**

Under the general supervision of the head of the Office Services Staff, performs fiscal record keeping and related operation to assure the propriety of transactions and availability of funds regarding Center 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 and 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.
3. Prepares various regular and special fiscal reports for management purposes; maintains contact with departmental fiscal and supply staff.
4. Tracks and reconciles the award from County grant/Community work line program and submits requisitions and reports maintaining compliance with the County grant.

### **PERSONNEL UNIT**

Under the general supervision of the head of the Office Services Staff, 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 record keeping, workers compensation claims, and other personnel functions.
2. Provides information and assistance to employees regarding training, employee benefits, payroll deduction, etc.; provides information to Center staff on personnel rules and regulations, directives, and the 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.
4. Performs time and attendance functions relating to the New Attendance program by keeping track of leave balances and informing the Chief of Security of possible leave violations for further investigation.
5. Coordinates the Family Leave Act for the facility employees. Monitors eligibility use frequencies and produces monthly reports for the department. Notifies employees of exhaustion of benefits.

### **CLERICAL SERVICES UNIT**

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

1. Performs typing, copying, collating, telephone operator, receptionist, and other clerical service.
2. Requisitions office supplies, and performs physical inventory and record keeping.
3. May assist in processing visitors and others entering the Center.

### **OFFENDER SERVICES SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, plans and provides custodial, social and technical support services to aid the adjustment of inmates to incarceration and to enhance their subsequent release into the community.

1. Analyzes case reports, coordinates with other sections, and determines and implements individualized inmate program plans; counsels' inmates individually or in groups; and provides casework services to resolve problems affecting inmate attitudes and behavior.
2. Develops and implements recreation, religious 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 prescription plans; prepares evaluation summaries for the Hawaii Paroling Authority and program change/inmate transfer purposes.
4. Develops sectional budget and expenditure plans.
5. Manages the reception of newly admitted offenders.
6. Provides initial security classification to newly admitted offenders; arranges assignments of offenders to appropriate housing units at the facility or transfers to other facilities.
7. 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.
8. Observes inmate behaviors and provides and coordinates reports of inmate behaviors.
9. Coordinates the release of offenders to other facilities, parole, and discharge.
10. Maintains a computerized system of recording all case management activities; maintains a tracking system of the facility's initial classification actions.
11. Maintains liaison and coordination with the Department's classification system.

#### **RECORDS UNIT**

Under the general supervision of the head of the Offender Services Section, maintains inmate commitment and release documents, and case records in a current and secure manner.

1. Receives, organizes, files, and controls records.
2. Post term and sentenced information and calculates pre-confinement credits for inmates.
3. Provides information from files and provides files for official use.

#### **SECURITY SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, conducts security relative to facility perimeter, interior inmate movement and inmate transport, in-community security facilities and programs, 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.
2. Plans, develops, and directs security to inmate in-community facilities and program.
3. Develops facility emergency preparedness plans relative to fire, riots, natural disasters, and other major incidents, and conducts/coordinates facility readiness.
4. Develops operating budgets and expenditure plan, and monitors expenditures.
5. Conducts inventory control of equipment; maintains records and prepares operational reports.
6. Maintains surveillance and control of inmates during internal movement, and in and out of the facility; inspects buildings, grounds, etc., for security.
7. Provides security services to in-community facilities and programs, including inmate work lines in the community.

8. Provides security transport of inmates for court appearances, medical, and other authorized purposes.
9. Prevents escapes and injury to inmates; prepares reports on inmates, incidents, and other occurrences.
10. Maintains the security and inventory of the armory; inspects, tests, and perform operational maintenance of firearms and other security equipment.
11. Takes and files fingerprints and photographs of inmates as required.
12. Assists in developing security operations policies and procedures and directives.

### **OPERATING SERVICES SECTION**

Under the general supervision of the head of the Maui Community Correctional Center Branch, conducts repair, grounds keeping, preventive maintenance, 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 Sections for purposes of inmate programming, security, etc.
2. Develops sectional budget and expenditure plan; conducts purchasing and monitors expenditures; recommends contract services.
3. Maintains inventory, performs record keeping and prepares operational reports.

### **MAINTENANCE UNIT**

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of Center buildings, grounds, and related equipment through repair, installation, and other maintenance activities.

1. Inspects buildings, fixtures, equipment, grounds, etc. for repair and maintenance needs; plans work projects, and requisitions supplies and materials.
2. Performs a variety of repair and preventive maintenance work; oversees inmate help as assigned.
3. Secure and accounts for inventory, and performs other record keeping.