

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT**  
**NARCOTICS ENFORCEMENT DIVISION**  
**DIVERSION BRANCH**  
**REGISTRATION SECTION**  
**FUNCTIONAL STATEMENT**

Under the general supervision of the head of the Diversion Branch of the Narcotics Enforcement Division, Department of Public Safety, the Registration Section is responsible for the registration and recordation of all individuals and agencies authorized to handle in any manner any controlled substance or regulated chemicals delineated under Chapter 329, HRS. To carry out its responsibilities, the Section:

1. Maintains files and record systems relating to the general office functions; the receipt, registration, and collection of applications for controlled substance registrations; the receipt, issuance, and collection of applications for regulated chemical permits and the receipt.
2. Maintains files and issues oral code numbers to all practitioners in the State who possess a state license number. Verifies with pharmacies whether practitioners are authorized to handle controlled substances in the State of Hawaii and verifies practitioner's oral code numbers.
3. Gathers data and keeps statistics of controlled substance registrants, which includes medical doctors, dentists, veterinarians, podiatrists, osteopaths, physician assistants, manufacturers, wholesalers, distributors, pharmacies, researchers, and laboratories for the State of Hawaii.
4. Compiles and mails applicant renewal notices; composes and prepares special notices and letters to be sent to registrants, and types other reports as requested.
5. Maintains computerized information on case investigations, suspect identification files, registrants, permit holders, medical use of marijuana patients and caregivers, and records system.
6. Works directly with the U.S. Department of Justice, Drug Enforcement Administration in verifying if a practitioner is authorized to apply for a federal controlled substance number in the State of Hawaii.
7. Assists wholesalers, retailers, hospitals/clinics, and pharmacies in verifying if individual practitioners are authorized to handle controlled substances in accordance with state laws.
8. Answers questions and disseminates information to the public and registrants relating to oral codes, controlled substance registrations, and regulated chemical permits.
9. Works with the Diversion Branch Investigators in referring all pre-registration inspections of all individuals or agencies applying to handle controlled substance or regulated chemicals permitted under the provisions of Chapter 329, HRS.

10. **Receives and records all controlled substance disposal packages mailed to the Division from registrants that are old, outdated, contaminated or unfit for human consumption under provisions of Chapter 329, HRS, Chapter 200-20 Hawaii Administrative Rules Title 23, relating to Procedures for Disposal of Controlled Substances, and Title 21, Part 1307.22 of the Code of Federal Regulations.**
11. Maintains records, reports and statistical information that reflect the effectiveness of the Section's activities.
12. Cooperates with Federal, State, and County agencies in matters relating to the control of any substances as delineated under Chapter 329 or any other matter of a mutual concern.
13. Communicates to the head of the Diversion Branch on a current basis, the Section's progress, problems, and accomplishments.
14. Submits budget requests for resources in order to keep operations of the Section's program activities on a level that fulfills its responsibilities.
15. **Submits suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes relating to substances, under Chapter 329, HRS.**
16. Performs such other duties as may be required by the Administrator.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT**

**NARCOTICS ENFORCEMENT DIVISION**

**ENFORCEMENT BRANCH**

**FUNCTIONAL STATEMENT**

**PRESENT**

Under the general supervision of the head of the Narcotics Enforcement Division, Department of Public Safety, through the Deputy Chief Investigator this branch is responsible for the enforcement of the provisions of the Uniform Controlled Substance Act and the investigation of offenses of Part IV, Chapter 712, HRS. The Investigations Section is more involved in investigation and apprehension aspects of the Uniform Controlled Substance Act and Part IV, Chapter 712, HRS, relating to illicit drugs and clandestine laboratories utilized to unlawfully manufacture controlled substances and precursor chemicals. The Supervision of the NED Hilo and Kauai Offices comes under the Enforcement Branch. The mission of the Forensic Laboratory is to provide quality forensic services and support to the law enforcement community by using reliable and scientifically sound methods while performing their duties with professionalism and integrity.

1. Initiates and conducts investigations into all alleged violations of the Uniform Controlled Substance Act and Part IV, Chapter 712 that is brought to its attention, either by referral from the Diversion Branch or any other source.
2. Conducts investigations involving illicit anabolic steroid distribution, sale, possession and use as stipulated in Chapter 329-18 (g), HRS.
3. Participates in the High Intensity Drug Area (HIDTA) taskforces and Drug Enforcement Administration's Organized Crime Drug Enforcement Task Force (OCDETF).

4. Coordinates, assists, and further investigates controlled substance and regulated chemical arrest cases initiated by the Department's Sheriff Division and Executive Protection Section.
5. Investigates the controlled substance offences generated at the State Hospital's court committed persons unit.
6. Coordinates, assists, and further investigates controlled substance offences generated at State correctional facilities to include contraband cases involving civilian persons arrested or detained by corrections personnel for drug offenses.
7. Conducts investigations into the possession, use, unlawful importation, manufacturing, and distribution activities of suspects involved in the illegal diversion or manufacturing of controlled substances or regulated chemicals to the general public.
8. Conducts investigations of illegal cultivation of a variety of plant life, restricted and controlled under the Uniform Controlled Substance Act.
9. Conducts seizure and forfeiture cases on currency, vehicles and property permitted under the provisions of the Uniform Controlled Substance Act and Chapter 712.
10. Conducts seizure and forfeiture cases on currency, vehicles and property utilizing the Federal asset-sharing program with agencies of the U.S. Department of Justice and U.S. Department of Treasury.
11. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations that are of mutual interest.
12. Coordinates and cooperates with the Diversion Branch of the Narcotics Enforcement Division on investigations and apprehensions under the Uniform Controlled Substance Act.
13. Submits investigative reports, records, and information reflective of actual investigative findings.
14. Gathers and secures all evidentiary material relevant to case investigations.
15. Apprehends and, where applicable, charges violators of the statutes with offenses appropriately substantiated through investigation.
16. Confers with the State Attorney General, U.S. Attorney, or prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be filed against violators.
17. Testifies in court proceedings relative to investigations and/or other activities of the Division.
18. Maintains records, reports and statistical information that reflect the work of the branch and its progress in fulfilling its responsibilities.
19. May assist in providing training in narcotics arrest procedures, search and seizure and drug identification to law enforcement personnel within the Department.
20. Communicates to the head of the Enforcement Branch on a current basis the section's progress, problems, and accomplishments.
21. Submits budget request for resources through the head of the Enforcement Branch to the Administrator in order to keep operations of the section's program activities on a level that fulfills its responsibilities.

22. Annually reviews and assists the Administrator with updating the scheduling and/or designation of substances and chemicals that fall within the provisions of the Uniform Controlled Substance Act.
23. Conducts special investigations and assignments assigned by the Division Administrator.
24. May assist Federal, State and County law enforcement agencies with training and intelligence relating to the investigation of clandestine laboratories and investigations of the diversion of regulated chemicals to unlawfully manufacture controlled substances.
25. Assists the Division Administrator by submitting suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes relating to controlled substances or regulated chemicals.
26. Offers forensic services in drug analysis to the State of Hawaii law enforcement community. The types of service are illicit drug identification, licit pharmaceutical drug identification, clandestine laboratory samples (precursors, products, and related chemicals), and quantitative analysis (limited).

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