

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**  
**INSTITUTIONS DIVISION**  
**NON-STATE FACILITIES/FEDERAL DETENTION CENTER BRANCH**  
**FUNCTIONAL STATEMENT**

Under the general direction of the Head of the Institutions Division, manages the monitoring of State contracts for the care, custody and redirection of Hawaii adult male and female inmates that are housed in non-state facilities and the Federal Detention Center (FDC) in Hawaii.

1. Develops, plans, organizes, negotiates, coordinates, evaluates facility programs, operations and support services, including monitoring operating policies, procedures, standards, priorities, goals and objectives in accordance to the State's contracts with local counties (IGA), private vendors and the Bureau of Prisons (BOP).
2. Proposes a non-state/FDC budget and expenditure plan in accordance with Legislative funding requests for each FY; reviews and authorizes appropriate expenditures.
3. Maintains liaison with departmental personnel, statewide/nationwide law enforcement authorities, other public and private agencies, and groups to facilitate operations, programs and services, and enhance public relations in accordance with the State's contracts with IGA's, private vendors and the BOP.
4. Prepares, reviews, and submits quarterly and special reports for divisional/departmental purposes.
5. Implements inmate program plans, including monitoring inmate progress and coordinating with program staff, security staff and departmental staff.
6. Provides individual counseling and in groups, maintains concise, accurate, chronological case records of inmate to assist in making appropriate classification and program decisions.
7. Maintains liaison with community resources and agencies, including the inmate's family.
8. Prepares reports of inmate behavior, prepares updated reports for private and public agencies involved in inmate programs.
9. Inspect/visit State contracted facilities on a quarterly basis to assure compliance with contracts with IGA's, private vendors, and BOP.

10. Collects and coordinates information about gangs and gang members, gang-related crimes and provides intelligence information to law enforcement personnel to proactively target and suppress gang/criminal activities in the facilities.
11. Monitors various organized crimes and gang-related activities between non-state facilities, FDC and State facilities.
12. Conducts background investigations, complex undercover and surveillance work to gather supporting evidence for cases involving dangerous or illegal drugs and/or other prison contrabands; prepares report for submission to respective courts for criminal proceedings and/or administrative proceedings; testify in related arbitrary hearings.
13. Responds to calls seven (7) days a week, 24-hours a day when necessary to investigate allegations of suicides, serious gang-related assaults and any other event deemed appropriate which could result in criminal, administrative, or civil action.
14. Prepares, compiles, and maintains investigative reports, exhibits, and documents in STG activities, criminal and administrative investigations.

#### **OFFICE SERVICES SECTION**

1. Conducts the budget preparation process, compiles, and consolidates budget details for review; conducts expenditure plan preparation and allotment control; conducts fiscal record-keeping and reporting.
2. Conducts purchasing and monitors expenditures and maintains physical inventory and supplies.
3. Makes travel arrangements and completes all required travel documents for non-state.
4. Conducts employee transactions, record-keeping, and other personnel support services; maintains personnel files; maintains timely accounting of leave records, hours worked, overtime and other premium compensations on a daily basis.
5. 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.
6. Provides clerical services in support of Branch offender services section in maintaining inmate records.
7. Plans and provides for the appropriate availability of programs and services that meet identified inmates' needs within the framework established by facility, division, and departmental guidelines.

8. Provides quality control supervision over all inmate progress reporting, transfer recommendations, and correspondence.
9. Assists in planning process on program level in relation to policy formulation, program implementation, budget preparation and development of operational guidelines.
10. Prepares various records and reports; updates inmates files (active and inactive); maintains master inmate database.
11. Plans staffing requirements, prepares documents for the establishment of positions, assists with reorganization proposals

APPROVED 6/30/2020