

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**TRAINING AND STAFF DEVELOPMENT OFFICE**  
**FUNCTIONAL STATEMENT**

Under the general direction of the Deputy Director for Administration, manages training and staff development functions and needs, developing overall plans and strategies, and designing curricula, course content and examinations for Corrections, Law Enforcement, Supervision and Management Leadership training needs; coordinates and conducts training courses, including the training of trainers; and monitors adherence to training programs, schedules, and other requirements.

1. Develops methods and procedures, and conducts studies of training and staff development needs, including a review and assessment of departmental, State, and community resources such as facilities, equipment, established curricula, and subject matter resources.
2. Drafts and recommends policies, procedures, priorities, and resource requirements for departmental training and staff development; informs departmental components of approved policies, procedures, and other related matters; and prepares budget justifications and operational expenditure plans.
3. Plans, organizes, directs, and coordinates the work of subordinate staff to meet operating requirements of the department, and to comply with State central staff agency and legislative directives.
4. Monitors training programs and makes changes to schedules, course content, instructional methods, and so forth for the improvement of departmental training and staff development.
5. Maintains liaison with Federal, State, and County agencies, institutions of higher education, employee unions, and other public and private organization to enhance service delivery through cooperation and coordination.

**ADMINISTRATIVE PROGRAMS AND SUPPORT UNIT**

Under the general supervision of the head of the Training and Staff Development (TSD), coordinates and/or conducts supervisor development training and administrative in-service training; provides curriculum development support for all training matters in public safety functions; and provide administrative technical support to TSD operations.

- a. Plans and develops curricula, lesson plans, examinations, training aids, use of outside subject matter experts and resources, and other elements, including the training of trainers to meet the needs of Public Safety's training programs and initiatives.
- b. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates such involvement.
- c. Coordinates and conducts training and staff development courses and other activities.
- d. Facilitates and/or conducts training needs assessment, monitors, and reviews the effectiveness of training programs and recommends changes, as necessary.
- e. Processes departmental in-service and out-service training request.
- f. Processes travel arrangements for recruit training and/or other related trainings.

- g. Maintains and updates all departmental training records and informational data.
- h. Conducts routine inventory of training equipment, supplies, and so forth.
- i. Facilitate and process purchases (and payments) for TSD operational needs.

### **FIREARMS UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic and in-service firearms training programs, provides routine department wide weapons repair and maintenance; coordinates with facilities to ensure that all weapons are inventoried and accounted for.

- a. In collaboration with the Administrative Programs and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of the Departmental firearms training initiatives.
- b. Utilizes nationally recognized firearms resources for certification and/or specialized training.
- c. Coordinates and conducts basic recruit firearms training for corrections and law enforcement programs.
- d. Coordinates the scheduling and utilization of the firearms range for recruit and in-service training, and ongoing firearms qualification for uniformed personnel.
- e. Provides the Administrative and Support Training Unit all updated training records and required informational data.
- f. Provides routine maintenance and repairs of weapons statewide.
- g. In collaboration with the Administrative Programs and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modifications, as necessary.
- h. Provides preliminary fiscal budgetary needs for Firearms training programs.
- i. Maintains inventory maintenance of Unit related weapons, ammunitions, equipment/tools, supplies, etc. assigned to TSD.
- j. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.

### **LAW ENFORCEMENT UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic law enforcement training for Deputy Sheriff (DS) recruits; coordinates facilitate and/or conducts in-service law enforcement functions for DS and other Law Enforcement employees.

- a. Plans, coordinates, conducts, and monitors Law Enforcement basic and in-service training programs.
- b. In collaboration with the Administrative Programs and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of law enforcement training initiatives.
- c. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates

such involvement.

- d. In collaboration with Administrative Programs and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modification, as necessary.
- e. Maintains inventory and maintenance of Unit related equipment/tools, supplies, etc. assigned to TSD that are used for pre-service and in-service trainings.
- f. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.
- g. The Law Enforcement staff may be detached to the Law Enforcement Division to assist in situations as directed by the Director of Public Safety.

### **CORRECTIONS UNIT**

Under the general supervision of the head of the TSD, coordinates and conducts basic corrections training for pre-service uniformed recruits and abbreviated basic training for other specified departmental employees with offender contact responsibilities; and in-service training in public safety functions for uniformed and non-uniformed Corrections workforce.

- a. In collaboration with the Administrative Program and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of the Corrections training initiatives.
- b. Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates such involvement.
- c. In collaboration with the Administrative Program and Support Unit, conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modification, as necessary.
- d. Conducts routine inventory of training equipment and supplies.
- e. Maintains inventory and maintenance of Unit related equipment/tools, supplies, etc. assigned to TSD that are used for pre-service and in-service training.
- f. Ensures that TSD vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.
- g. The Correctional staff may be detached to the Corrections Division to assist in situations as directed by the Director of Public Safety.

#### (1) TSD Sub-Unit

- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Oversees TSD facility operations and maintenance, as requested.
- (c) Maintains and updates training records.
- (d) Provides correctional facility assistance and support, as directed.

#### (2) Halawa Correctional Facility (HCF) Sub-Unit

- (a) Coordinates and conducts basic corrections training for recruits and non-uniform Corrections staff.

- (b) Coordinates and conducts in-service training for Correctional staff at the HCF.
- (c) Maintains and updates training records.
- (d) Assist the Corrections Unit, as assigned.
- (3) Waiawa Correctional Facility (WCF) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Coordinates and conducts in-service training for Corrections staff at the WCF.
- (c) Maintains and updates training records.
- (d) Assist the Corrections Unit, as assigned.
- (4) Hawaii Community Correctional Center (HCCC) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Coordinates and conducts in-service training for Corrections staff at the HCCC.
- (c) Maintains and updates training records.
- (d) Assist the Corrections Unit, as assigned.
- (5) Kauai Community Correctional Center (KCCC) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Coordinates and conducts in-service training for Corrections staff at the KCCC.
- (c) Maintains and updates training records.
- (d) Assist the Corrections Unit, as assigned.
- (6) Maui Community Correctional Center (MCCC) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
- (b) Coordinates and conducts in-service training for Corrections staff at the MCCC.
- (c) Maintains and updates training records.
- (d) Assist the Corrections Unit, as assigned.
- (7) Oahu Community Correctional Center (OCCC) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.

- (b) Coordinates and conducts in-service training for Corrections staff at the OCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (8) Women's Community Correctional Center (WCCC) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the WCCC.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.
- (9) Kulani Correction Facility (KCF) Sub-Unit
- (a) Coordinates and conducts basic corrections training for recruits and non-uniformed Corrections staff.
  - (b) Coordinates and conducts in-service training for Corrections staff at the KCF.
  - (c) Maintains and updates training records.
  - (d) Assist the Corrections Unit, as assigned.

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