	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: October 2, 2023	POLICY NO.: COR.14.08
		SUPERSEDES (Policy No. & Date): COR.14.08 of May 4, 2017	
	SUBJECT: EDUCATION PROGRAM OPERATIONS MANUAL		Page 1 of 4

1.0 PURPOSE

To provide guidelines for the development and maintenance of an operations manual that will govern the education programs at each correctional facility.

2.0 SCOPE

This policy applies to all corrections education programs in the State of Hawaii.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes (HRS), § 26-14.6, Department of Public Safety.
- b. HRS § 353-6(4), Establishment of Community Correctional Centers.
- c. HRS § 353C-2, Director of Public Safety; Powers and Duties.
- d. U.S. Department of Education Office of Elementary and Secondary Education Act of 1965, Title 1, Improving the Academic Achievement of the Disadvantaged, December 2022.

.2 Definitions

- a. Distance Learning: Pre-approved online course modules accessed through the OPE.
- b. Education Program: Academic or career and technical programs approved by the Corrections Education Branch Manager and offered by a facility education program.
- c. MOA: Memorandum of Agreement.
- d. Operations Manual: A collection of policies, procedures, directives, rules, and standards to be followed by the education section within a correctional institution.

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4.0 POLICY

To ensure uniform management of the academic and career and technical programs within all correctional institutions, an operations manual shall be established to govern these programs. The Department of Public Safety Education Program Operations Manual shall be the official operating and reference guideline for all the correctional facility's academic and career and technical programs. The education program supervisors at each correctional facility shall be responsible for developing and maintaining their academic/career and technical program in accordance with the standards established in this manual.

5.0 PROCEDURE

- .1 The Education Program supervisor shall develop, maintain, and update their operations manual according to the following arrangement:
 - a. Section 1
 - 1) Education Program Mission Statement/Program Goals.
 - b. Section 2
 - 1) Current list of full -time staff and their duties.
 - 2) Current list of part-time contract staff and Position Descriptions and, if applicable, their agencies' MOA.
 - c. Section 3
 - 1) Current list of classes offered.
 - d. Section 4
 - 1) Hours of Operation
 - a) Staff
 - b) Instruction
 - e. Section 5
 - 1) General Office Procedures

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- a) Sign-in
 - b) Sick Call
 - c) Telephone
 - d) Photocopying
 - e) Filing
 - f) Mail
 - g) Forwarding Records
- f. Section 6
- 1) Inmate Services Procedures
 - a) Program Request Forms
 - b) Academic and career and technical assessment
 - c) Program standards for on-going evaluation
 - d) Testing/assessment procedures
 - e) Drop/add request forms
 - f) Absenteeism
 - g) Student records
 - h) Employability skills
 - i) Career and technical education
 - j) Correspondence courses
 - k) On-line courses
 - l) Career counseling

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- m) Distance learning
 - n) Blended courses (both computer and web-based courses)
 - g. Section 7
 - 1) Meetings
 - h. Section 8
 - 1) Security Procedures
 - i. Section 9
 - 1) Education Services Branch Policies and Procedures
 - j. Section 10
 - 1) Policies and procedures related to the operation of the education program at individual facilities.
- .2 All information in this manual will be kept current.
- .3 The operations manual will be reviewed by the Education Program Supervisor.

APPROVAL RECOMMENDED:


10/2/2023

 Deputy Director for Corrections Date

APPROVED:


10/2/23

 Director Date

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