	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.01.14
		SUPERSEDES (Policy No. & Date): ADM.01.14 of June 25, 2008	
	SUBJECT: REFERRAL FROM GOVERNOR, LEGISLATURE, AND CONGRESSIONAL DIGNITARIES RESPONSE SYSTEM		Page 1 of 3

1.0 PURPOSE

To establish responsibilities for the coordination and control of Governor's referrals which will ensure a prompt response by the Department.

2.0 SCOPE

This policy shall apply to all divisions and staff offices within the Department of Corrections and Rehabilitation (DCR).

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. The Write Way – a writing manual for the State of Hawaii.
- b. Governor’s Referral – Pink document with Governor’s referral stamp.

.2 Definitions

- a. Referral Designee - The office responsible to complete the Governor's referral.
- b. Governor's Suspense Date - Seven working days from date stamped on referral stamp.

4.0 POLICY

- .1 All referrals from the Office of the Governor shall receive immediate attention and a completed response or request for extension with suspense date promptly forwarded within seven working days from the receipt date on the Governor's referral stamp.
- .2 All responses to a Governor's referral shall have the Governor's referral number on the document.
- .3 All responses shall be approved through the chain of command prior to forwarding to the party specified in the Governor's referral.

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- .4 Copies of all responses or requests for extension shall be forwarded to the Governor's Referral Coordinator.

5.0 PROCEDURES

.1 Governor's Referral Coordinator (GRC)

The Director shall designate a staff member to coordinate the function of expediting Governor's referrals.

.2 Responsibilities

a. Office Services Unit (OSU) of the Administrative Services Office

OSU shall input all incoming and outgoing Governor's referrals into the Director's correspondence log. All referrals shall be forwarded to the designated GRC for immediate action.

b. Governor's Referral Coordinator (GRC)

The GRC Shall:

1. Assign Governor's Referral for immediate response.
2. Maintain a referral tracking system which includes:
 - a) Governor's Referral number,
 - b) Office/Assignee
 - c) Suspense date
 - d) Extension granted to the referral designee beyond the Governor's suspense date(s), and
 - e) Dates of progress from the Department to the Governor's office.

c. Referral Designee

The office/assignee shall:


1. Respond as indicated on Director's Correspondence Control Form, DCR 1008.

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2. Write the response using one of the standard formats as outlined in Attachment C-1/C-2(Direct Reply or Draft Reply for Director's signature).
3. Notify the GRC, via telephone, in addition to copies of request, if extension date is needed.
4. Maintain own tracking system if assigning to outlying units and insure that assignment is completed.

APPROVAL RECOMMENDED:



Deputy Director for Administration JAN 0 1 2024
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

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