	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.01.09
		SUPERSEDES (Policy No. & Date): 493.01.09 of September 26, 1985	
SUBJECT: CORRESPONDENCE		Page 1 of 4	

1.0 PURPOSE

To establish guidelines for preparing and responding to written communication.

2.0 SCOPE

This policy applies to all branch facilities.

3.0 REFERENCES, DEFINITIONS & FORMS

None

4.0 POLICY

Unless other instructions are provided or superseded, correspondence will be as determined by this policy.

5.0 PROCEDURES

.1 Internal Communications Form

- a. Internal Communications Form (ICF) is the approved means of written communication for use in the Department. The ICF shall not be forwarded to any organization or individual outside of the Department.
- b. The ICF is not intended to interfere with or curtail information communication between employees in the Department pertaining to matters that have been officially initiated and sanctioned and does not curtail the use of route slips for messages or notations.
- c. To facilitate the handling of instar-departmental correspondence, answers will indicate the date of the original communication by showing such, under the subject on the ICF form or by reference to such original.

.2 Directives, Bulletins, Orders, and Instructions

- a. All directives, bulletins, orders, and instructions to the branches of the Corrections Divisions shall be issued by the Deputy Director of Corrections (DEPC).

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CORRESPONDENCE	POLICY NO.: 493.01.09 (COR.01.09)
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 4

- b. Copies of directives, bulletins, orders, instructions, or other communication received at the branches from the Corrections Division office may be circulated among staff members who are concerned with the operations discussed.
 - 1. It is not considered proper, however, to post such communications on bulletin boards or publish them in institution periodicals or otherwise, unless the writer has indicated that they were intended for that purpose, or unless the consent of the writer is first obtained for such posting or publication.
 - 2. This is not intended to discourage the posting or publishing or properly worded statements by Branch Administrators or appropriate members of their staff based on subject matter contained in such communications if the situation justifies such procedures.

.3 Letters and Communications

- a. Letters and communications to the branches involving changes in, or interpretation of policy, or on subjects which may be of a controversial nature, shall be signed by the DEPC.
- b. Letters or communication of a routine nature on matters of established policy may be sent by members of the DEPC's staff to branch officials without the signature of the DEPC but typed under his/her name.
- c. Communication from a central office staff member to a branch shall be addressed from the DEPC, if it is for the attention of another member of the branch staff, an original and carbon copy will be sent for the Branch Administrator to keep a copy in his/her file, if they desire to do so.
- d. Letter and communications originating in the branches and directed to the Corrections Division shall be addressed to the DEPC, if they are for the attention of a particular member of the DEPC's staff, an original and carbon copy shall be sent in order that both the DEPC and designated staff member may have a copy without delay.
- e. The Branch Administrator shall determine the manner in which letters and communications originating in the institutions are to be prepared and signed. However, all communications shall bear the typed signature of the Branch Administrator and, if signed by other members of the branch staff, it

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CORRESPONDENCE	POLICY NO.: 493.01.09 (COR.01.09)
		EFFECTIVE DATE: January 01, 2024
		Page 3 of 4

shall be assumed that they were cleared by the Branch Administrator before transmittal or that he/she has specifically delegated to the staff member full power to act for him/her on the matter discussed.

- f. Letters to the Governor, members of the State Legislature, elective state officers, or to the heads of other departments including the Attorney General which involve policy matters, whether originating in the branch or in the Corrections Division office, shall be cleared with the Corrections Division Administrator before transmittal. The majority of such communications will be cleared with the Director and signed by him prior to mailing.
 - g. The Branch Administrators may answer directly those letters received from heads of State department or state officials where policy matters are not involved. A copy of such letters of reply, signed by the Branch Administrator, shall be forwarded to the DEPC.
 - h. There is no intention to hamper in any way the members of either the branches or the Corrections Division office staff in the performance of their duties and functions. It is because the DEPC, Director, and Branch Administrators need to be kept informed on all matters which relate to operations for which they are responsible, that the statements and all communications be in conformity with established policy, and that both the DEPC and Branch Administrators have assurance that all orders, instructions, and directive are properly carried out.
- .4 Replies to Correspondence Regarding Inmates/Wards
- a. Correspondence regarding inmates/wards confined in branch facilities will be answered by an appropriate branch staff.
 - b. Correspondence regarding inmates/wards who have been transferred from one branch to another shall be forwarded by route slip to the Corrections Division office for routing to the appropriate branch or agency for reply.
- .5 Hawaii Paroling Authority
- a. All correspondence addressed to branches but which concern policies and over-all functions of the paroling authority shall be referred to the paroling authority for reply.


NOT CONFIDENTIAL

COR P & P M	SUBJECT: CORRESPONDENCE	POLICY NO.: 493.01.09 (COR.01.09)
		EFFECTIVE DATE: January 01, 2024
		Page 4 of 4

- b. All correspondence addressed to branches but which concern policies and over-all functions of juvenile parole will be referred to the Hawaii Youth Correctional Facility for reply.


- .6 All correspondence shall be answered in a timely and professional manner. For the purposes of this policy, a period of five days from receipt of correspondence shall be considered timely. Extension of the time period under extenuating circumstances shall be approved by the Corrections Division Administrator.

APPROVAL RECOMMENDED:


JAN 0 1 2024

Deputy Director for Corrections Date

APPROVED:


JAN 0 1 2024

DIRECTOR Date

NOT CONFIDENTIAL