	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.01.13
		SUPERSEDES (Policy No. & Date): COR.01.13 or March 19, 2018	
SUBJECT: MONTHLY BRANCH REPORTS		Page 1 of 2	

1.0 PURPOSE

To set forth minimum branch reporting requirements and review of significant incidents, program accomplishments, and goal achievements.

2.0 SCOPE

This policy applies to all Corrections Divisions.

3.0 REFERENCES, DEFINITIONS & FORMS

References

Hawaii Revised Statutes (HRS), Chapter 353C-2, Director of Corrections and Rehabilitation; Powers and Duties.

4.0 POLICY

Monthly Kamakani Report shall be submitted by the Branch Administrators and the Wardens to the respective Division Administrators by the fifteenth (15) calendar day following the month being reported on.

5.0 PROCEDURES


Reports shall include, but not be limited to:

- .1 Major programs: old programs terminated or modified; new programs initiated; Problems, Accomplishments, or Happenings - specific to branch solutions and steps taken, according to proper procedures to correct deficiencies; and/or any physical improvements. List average daily inmate populations and any identifiable causes that affected a population fluctuation and identify individual sub-programs that experienced an unusual change or accomplishment.
- .2 Other Significant Items - any item of unusual program, inmate, or personnel news that would be of interest to other branches or divisions of the department and to the public.

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APPROVAL RECOMMENDED:


 _____ JAN 01 2024
 Deputy Director for Corrections Date

APPROVED:


 _____ JAN 01 2024
 DIRECTOR Date

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