	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.01.18
		SUPERSEDES (Policy No. & Date): COR.01.18 of January 13, 2016	
SUBJECT: INTAKE SERVICE CENTER AUTHORITY		Page 1 of 2	

1.0 PURPOSE

The purpose of this policy is to identify the individual with the overall responsibility for the management and supervision of services provided by the Intake Service Center (ISC) at each facility.

2.0 SCOPE

This policy applies to all ISC branches and their assigned staff.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes: Section 353-1O; Intake service centers; and Section 353C-2, Director of public safety powers and duties.

.2 Definitions

- a. Branch Manager: ISC Manager I or II responsible for the management of intake and related services for felony and misdemeanor adult offenders in each county.
- b. Division Administrator: ISC Administrator responsible for administering ISC operations statewide.

4.0 POLICY

- .1 The Branch Managers shall be responsible for the management and operation of all ISC-related duties in their respective counties.
- .2 The Branch Manager shall maintain effective relationships with criminal justice and other public and private agencies.
- .3 The Branch Manager shall seek general direction and guidance from the ISC Division Administrator.


5.0 PROCEDURES

NOT CONFIDENTIAL

COR P & P M	SUBJECT: INTAKE SERVICE CENTER AUTHORITY	POLICY NO.: COR.01.18
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 2

- .1 The Branch Manager shall plan and coordinate the delivery of all services required of ISC and ensure services are provided.
- .2 The Branch Manager shall work with wardens and other branch administrators to ensure compliance with legally mandated duties and departmental goals.
- .3 The Branch Manager shall represent ISC at facility administrative meetings.

APPROVAL RECOMMENDED:




Deputy Director for Corrections

JAN 0 1 2024

Date

APPROVED:



DIRECTOR

JAN 0 1 2024

Date

NOT CONFIDENTIAL