

	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.01.20
		SUPERSEDES (Policy No. & Date): COR.01.20 of April 22, 2010	
	SUBJECT: CORRECTIONAL INDUSTRIES ADVISORY COMMITTEE		Page 1 of 4

1.0 PURPOSE

The Correctional Industries (CI) Advisory Committee (Committee) is established to advise the department of the feasibility of establishing venture agreements with private sector businesses to utilize the services of qualified, able-bodied inmates pursuant to Hawaii Revised Statute (HRS) §354D-12.

2.0 SCOPE

This policy applies to the CI Advisory Committee and the Corrections Division.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

HRS Chapter 354D, Hawaii CI.

.2 Definitions

- a. **Able-bodied Inmate:** A person in the custody of the Department of Public Safety (PSD) who, as determined by the department, is physically or mentally able to participate in a work program or other training program authorized by this policy.
- b. **Administrator:** The Administrator of the correctional industries program.
- c. **Advisory Committee:** The CI Advisory Committee as established in on 354-D-5.
- d. **Director:** The Director of the Department.

4.0 POLICY

The CI Committee will review and advise the Director of the Department on matters pertaining to CI activities.

5.0 PROCEDURES

- .1 The CI Committee will perform the following functions:

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a. Feasibility of Venture Agreements

The Committee shall advise the Department of the feasibility of establishing venture agreements with private sector businesses to utilize the services of qualified, able-bodied inmates pursuant to Section 354D-13.

b. Venture Agreements

The Department working through CI may enter into venture agreements with private persons for the utilization of qualified, able-bodied inmate labor in the manufacture, processing, or assembly of components, finished goods, services, or product lines within facilities owned or leased by the Department, or at other sites approved by the Director. The Department may enter into agreements allowing for shared financing by the administrator and the private contractor for the facility, equipment, raw materials, and operation of industries developed pursuant to this section. The Committee shall review these agreements as to form.

c. Inmate Rates of Compensation

The Director and Deputy Director for Corrections shall establish the rate of compensation. The advisory committee shall establish payment rates on an annual basis after review.

d. Annual Budgets

The administrator shall submit a proposed annual budget of CI Program as part of the total budget of the PSD. The Committee will review the annual CI budget.

.2 Composition of the Committee

The Committee shall consist of nine members who shall be appointed by the governor in accordance with section 26-34. The governor shall appoint at least two members representing private sector businesses and at least two members representing labor unions. The members shall serve without compensation but shall be reimbursed for expenses, including travel expenses that are necessary for the performance of their duties.

.3 Term of Office

Appointed members shall serve a term of four years and may be reappointed by the Governor to subsequent terms upon recommendation

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of the Director.
Vacancies in the Committee may be filled by an initial two-year appointment.

.4 Committee Organization

The governor shall designate a member to be chairperson of the advisory committee. The director or a designee shall serve as an ex officio nonvoting member of the advisory committee.

.5 Meetings

The Committee shall meet at least four times (quarterly) during each fiscal year, but may hold additional meetings on the call of the Chair or by a majority of the Advisory Committee.

.6 Quorum

Five members of the Advisory Committee shall constitute a meeting quorum.

.7 Rules

The Committee may establish rules, policies or guidelines in regards to attendance, organization or other matters it deems necessary to conduct its business.

.8 Authority

The Committee will serve as an advisory body to the Director and shall have no authority over State employees or inmates and shall not issue instructions to such employees or inmates.

