	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.14.01
		SUPERSEDES (Policy No. & Date): COR.14.01 of March 03, 2010	
	SUBJECT: ARREST WARRANTS FOR FURLOUGHED INMATES		Page 1 of 4

1.0 PURPOSE

To establish guidelines on the issuance of arrest warrants for inmate furlougees.

2.0 SCOPE

This policy covers the issuance of any warrant of arrest originated by the Department of Corrections and Rehabilitation (DCR) with regard to furloughed inmates.

This policy does not apply to felon probationers on court ordered release programs. Problems with felon probationers should be reported to their probation office or respective court.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Departmental Policy and Procedures (P&P), COR.13.03, Adjustment Procedures Governing Serious Misconduct Violations and the Adjustment of Minor Misconduct Violations.
- b. Hawaii Revised Statutes (HRS), Section 353-17, committed persons, furlough, and employment.
- c. HRS, Section 353-8, Conditional Release Centers for Committed Persons.
- d. HRS, Section 353-A, Director of Corrections and Rehabilitation; powers and duties.
- e. HRS, Section 710-1020, Escape in the first degree.
- f. HRS, Section 710-1021, Escape in the second degree.

.2 Definitions

- a. Furlough – Refers to the conditional release of inmates.
- b. Warrant – Refers to the warrant document submitted to the police, which authorize the retake (arrest) and reimprisonment of an inmate.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: ARREST WARRANTS FOR FURLOUGHED INMATES	POLICY NO.: COR.14.01
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 4

4.0 POLICY

The Department may issue warrants of arrest for their inmates when there is probable cause to believe that they have violated their conditions of furlough and/or Corrections Administrative Rules. In addition, warrants of arrest shall be issued when:

- .1 The inmate will not voluntarily return to the furlough facility and/or;
- .2 The safety of the community requires their apprehension by the police.

5.0 PROCEDURES

- .1 All inmates on furlough shall abide by the terms and conditions of their furlough and the Department's P&P, COR.13.03, Adjustment Committee Procedures Governing Serious Misconduct Violations.
- .2 Corrections staff shall enforce the rules and conditions of furlough and the Administrative Rules.
- .3 Wardens or their designee shall be an authorized agent of the DCR for purposes of issuing warrants of arrest for furloughed prisoners in accordance with this policy.
- .4 Each inmate participating in a furlough shall be provided the terms and conditions of their furlough and shall agree to same in writing.
- .5 If there exists probable cause to believe that a furloughed inmate has violated the terms and conditions of their furlough and:
 - a. The inmate will not voluntarily return to the furlough facility and/or;
 - b. The inmate's furlough pass has not yet expired, however the inmate cannot be located.
 - c. The safety of the community requires their apprehension by the police.

The Warden may prepare and issue a warrant of arrest and submit it for processing to the Warrants Section of the Police Department or Sheriff Division of their respective jurisdiction. To ensure receipt of the warrant and to facilitate the processing of the warrant, a telephone call to the respective jurisdiction may be made.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: ARREST WARRANTS FOR FURLOUGHED INMATES	POLICY NO.: COR.14.01
		EFFECTIVE DATE: January 01, 2024
		Page 3 of 4


- .6 In the event that a Warden or in his absence, the Acting Warden or the next senior administrator is unavailable for the issuance of a warrant of arrest, the request for issuance shall be forwarded to the Institutions Division Administrator (IDA) who is also empowered to issue warrants as authorized agents of the Director of the DCR.
- .7 Upon execution of a warrant of arrest, the inmate shall be securely housed and shall be provided with an Adjustment Committee hearing on the alleged violations of terms and conditions of furlough and/or Corrections Division Administrative Rules.
- .8 Any major program change shall require a program committee meeting and appropriate action (major program changes could be a transfer to another program/facility; an increase in security classification, etc.)
- .9 Form Preparation:
 - a. Warrant of Arrest document, DCR 8254 shall be processed by respective branches with an accompanying cover letter.
 - b. Corrections personnel shall hand-carry the warrant document to the Police Department or Sheriff Division and shall provide the police/sheriff in a cover letter with any information that will assist the police/sheriff in their execution of the warrant. Facility contact person and telephone number, photograph of the inmate, information regarding violence/suicide, etc.
 - c. Copies of the warrant document and cover letter shall be forwarded to the Warden. A Central Warrants File shall be maintained by the Warden and shall be reviewed at least quarterly to update the status of outstanding warrants.
 - d. The longest period a warrant of arrest as issued, for the purposes outlined in this policy, should remain outstanding is thirty (30) days. This time limitation is based upon the premise that the longest period of furlough granted at one time is thirty (30) days (extended furlough). If the inmate named in the warrant is not apprehended by that time, a formal report of escape should be made to the police and sheriff.
 - e. A warrant of arrest should be recalled when:
 - 1. An inmate returns or is returned to the custody of the DCR.

NOT CONFIDENTIAL

DCR P & P M	SUBJECT: ARREST WARRANTS FOR FURLOUGHED INMATES	POLICY NO.: COR.14.01
		EFFECTIVE DATE: January 01, 2024
		Page 4 of 4

2. An inmate has been officially reported to the police/sheriff as an escapee at the expiration of this furlough pass.
- .2 A warrant of arrest shall be recalled using the format established in the attached sample letter. The branch shall prepare the letter, which shall be forwarded to the IDA for signature.
- .3 Upon receipt of the recall notice by the Police or Sheriff's Warrant Section, staff shall be notified and the apprehension of the inmate terminated.

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

NOT CONFIDENTIAL

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

In the Matter of)
I.D. Number:)

An inmate under the jurisdiction of the Department of Corrections and Rehabilitation

-WARRANT OF ARREST-

STATE OF HAWAII:

to the Sheriff of the State of Hawaii or his Deputy; or any law enforcement officer in any county of the State of Hawaii.

GREETING: Pursuant to Hawaii Revised Statutes, Section 353-17, you are hereby directed forthwith to arrest and take the body of the above-named , a furlough inmate, accused of violation of the terms and conditions of his furlough, if he/she can be found, and returned as soon as possible to the custody of the Administrator of ,

State of Hawaii, there to be held by said Administrator pending a hearing before an Adjustment Committee for the purpose of ascertaining and determining whether or not, because of the alleged violation by said inmate of his/her furlough terms and conditions, there is sufficient cause to warrant the revocation of furlough of said inmate, or other action authorized by law.

It is alleged that the above-named inmate did violate the terms and conditions of furlough dated in the following manner:

Make due return of your proceedings upon this writ.

WITNESS: The Department of Corrections and Rehabilitation of the State of Hawaii, this day of ,

ATTEST:

Administrator

-OFFICER'S RETURN-

Executed the within Warrant on the person of named therein, this day of , at the hour of ,

Name and Title of Officer

JOSH GREEN, M.D.
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF CORRECTIONS
AND REHABILITATION
1177 Alakea Street
Honolulu, Hawaii 96813

ATTACHMENT B

TOMMY JOHNSON
DIRECTOR

MELANIE MARTIN
Deputy Director
Administration

PAMELA STURZ
Deputy Director
Corrections

SANNA MUNOZ
Deputy Director
Rehabilitation Services
and Programs

No. _____

January 01, 2024

Name
Chief of Police
_____ Police Department
City and County of _____
Address

Dear Chief _____:

This letter is to officially recall the warrant of arrest issued on _____, for John Doe, SSN #123-45-6789, an inmate under the jurisdiction of the Department of Corrections and Rehabilitation.

The aforementioned inmate

(has returned, or has been returned, to the custody of the Oahu Community Correctional Center.)

(has been officially reported to the police as an escapee.)

Thank you for your continued assistance and cooperation in these matters.

Sincerely,

Division Administrator