	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.21.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.21.01 & February 19, 2009	
	<b>SUBJECT:</b> <b>FACILITY WARDEN/CORRECTIONAL INDUSTRIES'</b> <b>ADMINISTRATOR'S ROLES AND RESPONSIBILITIES</b>		Page 1 of 4

**1.0 PURPOSE**

To delineate the areas of authority, responsibility, and accountability for the Correctional Industries program. Defines the role of the warden(s) and Correctional Industries Division Administrator in relation to all Correctional Industries operations throughout the state of Hawaii.

**2.0 SCOPE**

This policy applies to all Correctional Industries' operations throughout the State and pertains to Correctional facilities and centers outlined in the reference section of this policy.

**3.0 REFERENCES, DEFINITIONS & FORMS**

.1 References

- a. Hawaii Revised Statutes, 354D Hawaii Correctional Industries
- b. Corrections Division Policies and Procedure Manual, COR.14.02 - Inmate Work Program/Compensation
- c. Warden Position Descriptions:
  - 1. Warden - Halawa Correctional Facility (Oahu)
  - 2. Warden - Women's Community Correctional Facility (Oahu)
  - 3. Warden - Oahu Community Correctional Center (Oahu)
  - 4. Warden - Waiawa Correctional Facility (Oahu)
  - 5. Warden - Maui Community Correctional Center
  - 6. Warden - Kulani Correctional Facility (Hawaii "Big Island")
  - 7. Warden - Hawaii Community Correctional Center (Hawaii "Big Island")
  - 8. Warden - Kauai Community Correctional Center (Kauai)

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<b>COR</b>  <b>P &amp; P M</b>	<b>SUBJECT:</b>  <b>FACILITY WARDEN/CORRECTIONAL INDUSTRIES'</b> <b>ADMINISTRATOR'S ROLES AND RESPONSIBILITIES</b>	<b>POLICY NO.:</b> <b>COR.21.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 2 of 4</b>

d. Position Description of the Correctional Industries Division Administrator

**.2 Definitions**

- a. Warden: An administrator of a correctional facility or center.
- b. Correctional Industries Program: Shall be used in this policy statement to mean any enterprise, temporary or permanent, part-time, or full-time, within or outside a correctional facility, that is established by the Correctional Industries Office for the purpose of providing goods and services to state agencies for a fee as provided in Chapter 354D, Hawaii Revised Statutes.

**4.0 POLICY**

All wardens shall work with the Correctional Industries Division in supporting Correctional Industries programs as mandated by HRS 354D-6(c) in accordance with reference (a) of this policy throughout the state. Wardens shall cooperate with Correctional Industries to operate their programs in accordance with the safety, security, and good government of the facility.

The Correctional Industries Division Administrator shall work with the Wardens and support the mission statement of the Department of Corrections and Rehabilitation. The administrator shall also manage the Correctional Industries programs that provide essential products and services for each of the State's correctional facilities, for other state agencies, and for the counties as may be required. Because Correctional Industries operates within correctional facilities throughout the State, they shall cooperate and work with each facility's warden who has responsibility for the safety and well-being of staff and inmates within their facility.

**5.0 RESPONSIBILITY**

**.1 Respective Wardens**

- a. Responsible for controlling, planning, and directing the overall operations of their facility. Responsible for controlling, planning, and directing all activities related to safety, security, care, custody, and administration of their respective facility. Responsible for assuring, to the greatest extent possible, that the number of inmates required for the operation of a plant is made available for work on a daily basis. Responsible for assuring, to the greatest extent possible, that the number of inmates agreed upon via Departmental contract and or agreement are made available for work on a daily basis. Responsible for assisting in the identification of all inmates in

**NOT CONFIDENTIAL**

<b>COR</b>  <b>P &amp; P M</b>	<b>SUBJECT:</b>  <b>FACILITY WARDEN/CORRECTIONAL INDUSTRIES'  ADMINISTRATOR'S ROLES AND RESPONSIBILITIES</b>	<b>POLICY NO.:</b> <b>COR.21.01</b>
		<b>EFFECTIVE DATE:</b> <b>January 01, 2024</b>
		<b>Page 3 of 4</b>

the State who are incarcerated for a violent crime listed in section 351-32 of the Hawaii Revised Statutes:

§ 351.32 Violent Crimes:

- (1) Murder in the first degree (section 707-701);
- (2) Murder in the second degree (section 707-701.5);
- (3) Manslaughter (section 707-702);
- (4) Negligent homicide in the first degree (section 707-702.5);
- (5) Negligent homicide in the second degree (section 707-703);
- (6) Negligent injury in the first degree (section 707-705);
- (7) Negligent injury in the second degree (section 707-706);
- (8) Assault in the first degree (section 707-710);
- (9) Assault in the second degree (section 707-711);
- (10) Assault in the third degree (section 707-712);
- (11) Kidnapping (section 707-720);
- (12) Sexual assault in the first degree (section 707-730);
- (13) Sexual assault in the second degree (section 707-731);
- (14) Sexual assault in the third degree (section 707-732);
- (15) Sexual assault in the fourth degree (section 707-733);
- (16) Abuse of family [or] household member (section 707-906); and
- (17) Terrorism, as defined in Title 18 United States Code section 2331. [am L 1998, c 239, §3]

.2 Correctional Industries Division Administrator

Responsible for financial and operational matters of the Correctional Industries programs located at the numerous facilities throughout the State outlined above in reference (c) of this policy. The program also includes a number of joint ventures with private profit and non-profit contractors who operate business utilizing inmate labor.

**6.0 PROCEDURES**

On a continuous basis:

- .1 Respective wardens shall endeavor to allow Correctional Industries to operate programs to the greatest extent possible as outlined in current statutes, policies, and/or directives.
- .2 The Correctional Industries Division Administrator shall oversee all Correctional Industries operations, but shall operate in accordance within the respective facility policies and procedures.

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COR P & P M	<b>SUBJECT:</b>  FACILITY WARDEN/CORRECTIONAL INDUSTRIES' ADMINISTRATOR'S ROLES AND RESPONSIBILITIES	<b>POLICY NO.:</b> COR.21.01
		<b>EFFECTIVE DATE:</b> January 01, 2024
		Page 4 of 4

.3 Respective Wardens and the Correctional Industries Division Administrator shall resolve any conflict of interests not involving safety and/or health issues through mutual understanding of each other's roles & responsibilities and through mutual respect. Where compromise is unattainable, resolution shall be sought through the chain of command with the IDA and Deputy Director.

**7.0 REVIEW**


This policy shall be reviewed at least annually.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections

**JAN 0 1 2024**  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR

**JAN 0 1 2024**  
\_\_\_\_\_  
Date

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