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|  | <b>DEPARTMENT OF CORRECTIONS<br/>AND REHABILITATION</b><br><b>CORRECTIONS ADMINISTRATION</b><br><b>POLICY AND PROCEDURES</b> | <b>EFFECTIVE DATE:</b><br>January 01, 2024                              | <b>POLICY NO.:</b><br>COR.21.04 |
|   |  | <b>SUPERSEDES (Policy No. &amp; Date):</b><br>COR.21.04 & July 16, 2008 |                                 |
|   | <b>SUBJECT:</b><br><b>CORRECTIONAL INDUSTRIES</b>  |   | Page 1 of 3                     |

## 1.0 PURPOSE

To identify and differentiate Correctional Industries from other facility-operated programs. Notwithstanding those areas where this differentiation is made, this policy and procedure clarifies the significant difference in Correctional Industries' operations and operating procedures.

## 2.0 SCOPE

This policy applies to all Divisions and Branches under the Department of Corrections and Rehabilitation.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Section 354-D, Hawaii Revised Statutes, Hawaii Correctional Industries.
- b. Sections 37-62, Hawaii Revised Statutes, Definitions (The Executive Budget), "Revolving Fund" means a fund from which is paid the cost of goods and services rendered or furnished to or by a State agency and which is replenished through charges made for the goods or services or through transfers from other accounts or funds.

### .2 Definitions

- a. Facility-operated program: A specific program within a correctional facility establishment or outside a facility, utilizing a civil service worker or workers.
- b. Correctional Industries operated program: Shall be utilized in this policy statement to mean an enterprise operating within a correctional facility that utilizes exempt workers develops self-sustaining programs that generate revenues that allow for capital investment and reimburses the general fund, when possible, for the expense of correctional services.
- c. Exempt workers are employed by Correctional Industries on a year-to-year contract paid out of the Correctional Industries revolving fund.
- d. Civil service workers are employed by DCR, under a facility, and paid out of general fund monies.

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#### 4.0 POLICY

To develop a reasonable understanding regarding Correctional Industries' mandate to be self-sustaining. Depending on the financial impact, Correctional Industries may not be able to adhere and comply with policy written, developed, and implemented for general funded or facility-operated programs.

#### 5.0 PROCEDURES

##### .1 Establishment and Operation

The Correctional Industries Program is mandated to perform as follows:

- a. To generate revenue to sustain its operation and allow for capital investment, and when possible, reimburse the general fund for the expense of correctional services.
- b. To provide specific training skills to offenders that specifically increase their employment prospects and successful reintegration after release.
- c. To provide the maximum level of work and training opportunities for all able-bodied inmates.
- d. To provide an environment for the operation of correctional industries similar to private business operations.
- e. To develop cooperative training ventures between the correctional industries program, State and County agencies, and the private sector.
- f. To develop programs for inmates to learn skills used in construction and other industries while providing low-cost construction, renovation, and repairs of facilities grounds, furniture, vehicles, and equipment for private, nonprofit social service, education agencies and health program.
- g. To utilize labor services of qualified, able-bodied inmates in the manufacture or production of goods and services needed for the construction, operation, or maintenance of any office, department, institution, or agency supported in whole or in part by the State, the counties, or the federal government.

These mandates differentiate the Correctional Industries Program from a facility-operated, general funded programs.

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.2 Correctional Industries Employees

Correctional Industries employees are hired by contract for temporary exempt positions.


.3 Revolving Fund

- a. Correctional Industries operates utilizing a revolving fund. All moneys collected by Correctional Industries from the sale or disposition of goods and services produced in accordance with this chapter and any inmate Correctional Industries deductions shall be deposited in the Correctional Industries revolving fund.
- b. The proceeds in the Correctional Industries revolving fund shall be used for: the purpose or lease of supplies, equipment, and machinery; the construction, leasing, or renovating of buildings used to carry out the purposes of this chapter; the salaries of personnel necessary to administer the enterprises established in accordance with this chapter; payment of inmates for work assignments; the reimbursement of incarceration costs of the inmates related to the inmates' participation in Correctional Industries and other necessary expenses; provided that the Correctional Industries revolving fund shall not be maintained in excess of the amount necessary to carry out the purposes of this chapter.
- c. This fund must be self-sufficient.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections                      JAN 01 2024  
Date

APPROVED:

  
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DIRECTOR    JAN 01 2024  
Date

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