	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: MAY 23, 2024	POLICY NO.: COR.01.01
		SUPERSEDES (Policy No. & Date): COR.01.01 of March 10, 2010	
SUBJECT: CHAIN OF COMMAND		Page 1 of 4	

1.0 PURPOSE

To set forth guidelines concerning the chain of command within the Corrections Division of the Department of Corrections and Rehabilitation (DCR).

2.0 SCOPE

This policy applies to all employees of the Department, Corrections Division.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Departmental Policies and Procedures (P&P); COR.01.14, Corrections Missions and Goals; COR.01.23, Responsibilities of Program Administrators and Officers.
- b. American Correctional Association (ACA), Standards for Adult Correctional Institutions, 4th Edition, January 2003, 4-4010.
- c. ACA, Performance-Based Standards for Adult Local Detention Facilities, 4th Edition, June 2004, 4-ALDF-7D-04.

4.0 POLICY

- .1 There shall be clear, defined lines of authority in an apparent command structure, so that decisions can be made and orders issued at the proper level, with appropriate participation by affected persons, and review by proper supervisors. This shall assist with proper reporting and communication flow.
- .2 The chain of command shall be strictly adhered to. All communication must go through immediate supervisors before being submitted to a higher authority. In the *event* communication with your immediate supervisor is not possible or an issue is unresolved by the supervisor, and communication with the next higher authority is made, notification shall be given to your immediate supervisor notifying him/her of that action.
- .3 It is the responsibility of each employee and staff member of the DCR, Corrections Division to know the chain of command. This includes the following:
 - a. Who are his/her subordinates;

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CHAIN OF COMMAND	POLICY NO.: COR.01.01
		EFFECTIVE DATE: MAY 23, 2024
		Page 2 of 4

- b. Who is his/her immediate supervisor;
- c. What is his/her sections relationship to other department's, division's, units or sections.
- d. The formal and informal lines of communication and reporting in which he/she and the unit, section or division is expected to participate.
- e. Names and titles of Department, Division, branch and section administrators and other key personnel.

5.0 PROCEDURES

- .1 Table of Organization
 - a. The Director, Deputy Director for Correctional Institutions (DEP-C), Deputy Director for Rehabilitation Services and Program (DEP-R), Division Administrators (DA), Branch Wardens, and Administrators, shall be required to issue as needed, tables or charts that indicate the organization of staff into sections and units, showing in a schematic manner the relationships, lines of authority and chain of command that exists.
 - b. Such tables of organization shall be made available to all Corrections Division personnel.
 - c. Sections may issue more specific tables of organization that break down their sections chain of command.
 - d. These tables may be distributed to personnel, posted on bulletin boards, etc. so that all employees may be apprised of current tables of organization.
- .2 Division, section and unit supervisors shall issue, as needed, memoranda indicating changes in personnel and ensure that they are distributed to all persons affected by the changes.
- .3 Supervisors are responsible to instruct their personnel on their role within the organization, channels for reporting and action as well as any other pertinent information.
- .4 The Corrections Division chain of command is structured as follows:

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CHAIN OF COMMAND	POLICY NO.: COR.01.01
		EFFECTIVE DATE: MAY 23, 2024
		Page 3 of 4

- a. Director of Department
 1. Deputy Director of Correctional Institutions (DEPC)
 - a) Institutions Division Administrator (IDA):
 - i) Inmate Classification Office
 - ii) Correctional Facilities
 - (1) Halawa Correctional Facility (HCF) Warden
 - (2) Waiawa Correctional Facility (WCF) Warden
 - (3) Women's' Community Correctional Center (WCCC) Warden
 - (4) Mainland Branch Office (MBO) Administrator
 - iii) Community Correctional Centers
 - (1) Hawaii Community Correctional Center (HCCC) Warden
 - (2) Kauai Community Correctional Center (KCCC) Warden
 - (3) Maui Community Correctional Center (MCCC) Warden
 - (4) Oahu Community Correctional Center (OCCC) Warden
 2. Deputy Director of Rehabilitation Services and Programs (DEPR)
 - b) Corrections Program Services Division Administrator (CPSA)
 - (1) Education Services
 - (2) Food Services
 - (3) Library Services
 - (4) Sex Offender Treatment Services
 - (5) Substance Abuse Treatment Services
 - (6) Volunteer Services
 - c) Hawaii Correctional Industries Division Administrator (HCIDA)
 - d) Health Care Division Administrator (HCDA)
 - e) Intake Service Center Division Administrator (ISCDA)
 - (1) Hawaii intake Service Center (HISC) Branch Manager
 - (2) Kauai Intake Service Center (KISC) Branch Manager
 - (3) Maui Intake Service Center (MISC) Branch Manager
 - (4) Oahu Intake Service Center (OISC) Branch Manager
 - g) Program Coordinator Office
 - h) ReEntry Coordinator Office

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CHAIN OF COMMAND	POLICY NO.: COR.01.01
		EFFECTIVE DATE: MAY 23, 2024
		Page 4 of 4


- .5 Employees on Temporary Assignment {TA}, regardless of their regular assignment, shall assume their position in the chain of command based on the TA.
- .6 Review and Revision
 - a. The respective Deputy Director shall periodically review, as needed.
 - b. If revision is needed the respective Deputy Director shall:
 - 1. Assign a person to prepare a draft.
 - 2. Consult with the Division Administrator for input
 - 3. When the revision is completed, have it typed in final form and forward it to the Director for approval.
 - c. Each Branch shall be responsible for developing a branch level policy and procedure and have it reviewed and approved by the appropriate Division Administrator.

APPROVAL RECOMMENDED:


 _____ **MAY 23, 2024**
 Deputy Director for Correctional Institutions Date


 _____ **MAY 23, 2024**
 Deputy Director for Rehabilitation Services and Programs Date

APPROVED:


 _____ **MAY 23, 2024**
 DIRECTOR Date

NOT CONFIDENTIAL