
Administration Division



Melanie Martin
Deputy Director for the
Administration Division

The Administration Division provides administrative support services that enable corrections and law enforcement staff to carry out their responsibilities. Some of these services include training and staff development, fiscal and human resources management, management of the operating budget and capital improvements program budget, procurement, management information systems and research.

Administrative Services Office

The Administrative Services Office provides a variety of support services to the entire department through the following sections: Research and Statistics, Budget, Capital Projects, Procurement and Contracts, Information Technology Systems, and Office Services.

Fiscal Office

The Fiscal Office provides fiscal management services to the entire department through three subunits: Accounting, Payroll, and Vouchering. The Accounting Unit maintains the departmental accounts record keeping systems for state appropriations and allotments, as well as grant awards. It also provides federal grant financing reporting services, processes all inter-departmental and intra-departmental reimbursements, and oversees the State's purchasing card (pCard) program that was implement in the department during fiscal year 2006. The Payroll Unit processes all payroll transactions for the department and its attached agencies to the Department of Accounting and General Services (DAGS). This unit audits all payroll claims and ensures compliance with collective bargaining agreements as well as federal and state laws.

Administration Division

The Vouchering Unit processes all purchase orders of the department to DAGS for payment to vendors, based on the decentralized encumbrance of funds by the requisitioning programs.. This unit is responsible for ensuring compliance with state laws, rules, and regulations by auditing each purchase initiated within the department.

Human Resources Office

The Human Resources Office oversees the administration of personnel services and programs for the department. The office includes four major sections: Labor Relations (LR), Staffing & Technical Services (STS), Employee Relations (ER), and Employee Transactions (ET). LR administers seven collective bargaining agreements, as well as Executive Orders, which cover those employees excluded from collective bargaining. STS manages recruitment, examination, classification, and employment suitability for all classes of work in the department. ER manages a myriad of employee assistance programs including, but not limited to safety, worker's compensation, fitness for duty examinations, health fund, retirement benefits, and incentive & service awards. ET manages personnel actions and record keeping, pay adjustments, leave records, and maintains the official personnel files.

Training & Staff Development

Training and Staff Development (TSD) is responsible for training new correctional officers and deputy sheriff recruits. It also provides uniformed and civilian staff training on an ongoing basis, including supervisory management training, and mandated health and safety training. TSD coordinates out-service training requests, facilitates certification training programs, and maintains training records.

Administration Services Office

The Administrative Services Office provides a variety of support services to the entire department through the following units:

Planning and Research Unit

The Research and Statistics area highlights the following activities in FY 2024:

Weekly Reports

- Departmental Population Reports
- Jail Reports
- Intake Services Population Reports

Monthly Reports

- Departmental Population Reports
- Inmate Max Out Report
- VA Report
- IRI Data Extraction
- OHA Fatherhood Report
- Consular Reports

Yearly Reports

- Hawai'i State Recidivism Report
- Federal IRS Report
- National Corrections Reporting Program
- National Prisoner Statistics
- National Inmate Survey
- State Criminal Alien Assistance Program
- Prison Rape Elimination Act reporting
- Survey of Prison Inmates
- Compact of Free Association Reporting

Research Projects

- Grant Submissions
- Bureau of Justice Statistics Prison Population Survey
- ASCA Restrictive Housing Survey
- Population Projections for Facility Rebuild Renovation Projects
- ACA Survey Completion
- Ad Hoc Requests

Administration Services Office

Legislative Coordination

- Triage and Track Bills During Legislative Session
- Report and Testimony Submission
- Attend Legislative Coordinator Meeting at the Governor's Office

The following are Planning area highlights in FY 2024:

O'ahu Community Correctional Center

- OCCC Relocation - The Planning and Preliminary Design Phases to develop the Project Delivery RFP, Bridging Documents, and Financial Budgetary Plan.
- Laumaka Work Furlough Center Repair and Maintenance Improvements - Bids for the project opened on March 21, 2024. Plans to replace the existing LWFC building with a new structure at the existing site is being reviewed pending other priority projects that are currently under planning consideration.

Hālawā Correctional Facility

- HCF Consolidated Healthcare Unit Project - Final design is underway to restart the construction bid for Phase I of the project. The phase will focus on building the required infrastructure for the project. Phase II, which includes completing the remaining interior and medical furniture, fixtures and equipment installation are required for occupancy.
- HCF Perimeter Security Fence and Related Structural Repairs and Improvements, Phase I and II. Phase I starts the construction of the perimeter fence, primarily along the Red Hill side, and mauka end of Main Street. Phase II will start the Planning, Design, Permitting and Construction Phases of the long-term project as per the budget appropriated.

Women's Community Correctional Center

- WCCC New Kitchen Expansion and Related Improvements - CIP Funds were appropriated to begin the Planning, Design, Permitting, Construction for a new WCCC Kitchen, to be located makai from the Olomana Housing Building before the WCCC Maintenance Base yard. DCR is the expending agency, however the Hawai'i Community Development Association (HCDA), thru an approved MOA with DCR, will be responsible to deliver and complete the construction of the project as deemed acceptable by the State of Hawai'i.

Maui Community Correctional Center

- New MCCC at Pūlehunui – Planning and initial public outreach continues on the relocation and building of a new MCCC at the Pūlehunui Regional Development District.

Administrative Services Office

Kaua'i Community Correctional Center

- Planning for a New KCCC – Planning for a new facility is underway, to include the site assessment of potential relocation sites, initial outreach with Kaua'i County, and various State and Local Agencies, and initial engagement with the public and interested community groups.

Hawai'i Community Correctional Center

- Planning for a new West Hawai'i / Kona Jail - Preliminary Budgetary Planning for a new West Hawai'i Facility is currently awaiting CIP Funding to begin the Site Assessment and Planning Phase of a new West Hawai'i / Kona Jail.

Others Various Facilities Statewide

- Proposal and Study for a DCR Job Order Contracting Program - Continued work with DOE and within the DCR to establish an approved working Job Order Contracting (JOC) process for DCR to assist with the deferred maintenance of larger repair projects.
- Architectural Barrier Removal (ABR), DOJ and Non-DOJ Repairs for HCCC Hale Nani Annex, OCCC, HCF, WCCC, and WCF – Subject projects are in the Construction, Bid Award Phase, or awaiting additional funding to award to secure the Construction Award of the project.
- Miscellaneous and Urgent Facility Repairs, Upgrades and Improvements – Ongoing efforts to use CIP General Lump Sum funds (focusing on larger Repair and Upgrade Projects) and CIP Deferred Maintenance funds (focusing on smaller projects that includes those with a cost of less than \$250,000, Urgent and Immediate Repairs Projects).

Administrative Services Office

The Management Analyst reports the following activities:

- Coordinated the relocation of the SAVIN office from the Keoni Ana building to the Crime Victim Compensation Commission office space located on Bishop Street. Finalizing the lease agreement was scheduled for Fall 2024.
- Coordinated Range Safety Officer (RSO) certification and examination proctoring necessary to schedule and access firearms ranges managed by the U.S. Marine Corps. This was in response to the closure of the City and County of Honolulu Koko Head Shooting Complex where firearms training was previously conducted.
- Coordinated the relocation and lease agreement to relocate the Non-State Facilities and Federal Detention Center Branch from a leased space to the Keoni Ana Building downtown.
- Coordinated the revision of performance measures and measures of effectiveness between the department programs and the Department of Budget and Finance.
- Conducted a study on the department initiative to purchase energy efficient motor vehicles. Study results were briefed to the senior leadership.
- Conducted a study on the utilization and management of the departments motor vehicle assets. This study initiated the process to identify program vehicle requirements, revise disposal process of aging fleet, and link disposal with new vehicle procurement.
- Conducted research on the legal terms of occupation of the Kulani Correctional Facility (KCF) and began an inquiry of Steinback Highway maintenance responsibility.
- Attended the Federal Grants Seminar hosted by the Hawai'i Department of Transportation. Prepared Trip Report with recommendations and observations.

The **Capital Improvement Projects (CIP)** reports 41 active projects statewide in FY 2024 (DAGS as expending agency):

- 5 Projects Hālawā Correctional Facility
- 2 Projects Kulani Correctional Facility
- 5 Projects Waiawa Correctional Facility
- 11 Projects Hawai'i Community Correctional Center
- 6 Projects Maui Community Correctional Center
- 4 Projects O'ahu Community Correctional Center
- 3 Projects Kaua'i Community Correctional Center
- 5 Projects Women's Community Correctional Center

Administrative Services Office

The Administrative Projects (DCR – expending agent) reports 29 projects:

- 3 Projects Hālawā Correctional Facility
- 3 Projects Kulani Correctional Facility
- 2 Projects Waiawa Correctional Facility
- 8 Projects Hawai'i Community Correctional Center
- 3 Projects Maui Community Correctional Center
- 3 Projects O'ahu Community Correctional Center
- 3 Projects Kaua'i Community Correctional Center
- 4 Projects Women's Community Correctional Center
- DCR statewide Sustainability Master Plan CIP project
- DCR Facilities Statewide–Architectural Barrier Removal and Related Improvements
- DCR Professional Services Contract (to include A/E Support, Project Assessment, Owner's Representation, and Due Diligence Inspections on behalf of CIP and Deferred Maintenance projects Statewide.)

Procurement and Contracts Unit

The Procurement and Contracts Unit (PC) continues to provide departmental services on the procurement of health and human services, equipment, various goods and services using the formal bid process and the HlePRO.

The following are highlights of PC's activities in FY 2024:

- 43 new solicitations for 103D and 103F contracts
- 24 contract extensions
- Approximately \$2 million in 103F contracts for gender specific services statewide.
- \$2.9 million for CCTV improvements to WCCC.
- \$1.7 million for CCTV repairs and maintenance to security systems statewide.
- \$970,000 for mail screening devices for correctional facilities.
- Offender management system replacement evaluation

Administrative Services Office

Active Contract Log

Department Name: PSD/DCR
Annual Report: 2024

Contract Information*												Period of Performance		
Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
												\$ -		
103(D) Goods, Services, Construction	PSD 410 (ISCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	68979	S - Services	IFB	Controlled Substance And Alcohol Testing Services, Statewide (20-20) 68979	N	Diagnostic Laboratory Services, Inc.	6/24/2020	\$ 100,662.50	\$ 78,000	\$ 178,662.50	07/01/20	06/30/24
103(D) Goods, Services, Construction	PSD 420 (CPS-FS)	PSD Procurement & Contracts Unit - Marc Yamamoto	2228	G - Goods	IFB	Frozen Foods for Various Correctional Facilities on O'ahu, Hawai'i, Maui, and Kauai I (22-28)	N	P & E Foods Incorporated	7/1/2022	\$ 2,743,627.50	\$ 5,592,899	\$ 8,336,526.00	07/01/22	06/30/25
103(D) Goods, Services, Construction	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	24-01	S - Services	IFB	Laboratory Diagnostic Services for the Department of Public Safety, Health Care Division (24-01)	N	Clinical Laboratories of Hawaii, LLP	7/27/2023	\$ 500,000.00	\$ 500,000	\$ 1,000,000.00	09/01/23	08/31/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	69385	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Employment Services for Inmates and Parolees Statewide (21-07) 69385	N	Goodwill Industries of Hawaii, Inc.	2/19/2021	\$ 300,000.00	\$ 450,000	\$ 750,000.00	03/01/21	02/28/25
103(D) Goods, Services, Construction	PSD 404 (WCF)	PSD Procurement & Contracts Unit - Marc Yamamoto	71504	S - Services	IFB	Operation and Maintenance Services of Surface Water Treatment Plant Waiawa Correctional Facility (23-14) 71504	N	Pural Water Specialty Co., Inc.	12/19/2018	\$ 164,720.30	\$ 332,181	\$ 496,901.11	01/01/19	06/30/23
103(F) Health and Humans Services	PSD 420 (CPS-SO)	PSD Procurement & Contracts Unit - Marc Yamamoto	69425	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Sex Offender Treatment Services Statewide (21-24A) 69425	N	Journey to Pono	1/19/2021	\$ 233,300.00	\$ 514,300	\$ 747,600.00	03/01/21	02/28/25
103(F) Health and Humans Services	PSD 420 (CPS-SO)	PSD Procurement & Contracts Unit - Marc Yamamoto	69424	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Sex Offender Treatment Services Statewide (21-24B) 69424	N	Community Assistance Center	1/19/2021	\$ 208,000.00	\$ 462,000	\$ 670,000.00	03/01/21	02/28/25
103(D) Goods, Services, Construction	PSD 808 (NSF)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-02	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Prison Contract Compliance Monitoring Services for Saguaro Correctional Center (22-02)	N	Jennifer L. Bechler	8/30/2021	\$ 77,945.00	\$ 155,890	\$ 233,835.00	09/01/21	08/31/24
103(D) Goods, Services, Construction	PSD (CPS)	PSD Procurement & Contracts Unit - Marc Yamamoto	24-18	G - Goods	IFB	Liquefied Petroleum Gas (LPG) for Various Correctional Facilities, Statewide (24-18)	N	AmeriGas Propane, L.P., dba AmeriGas Kauai	3/15/2024	\$ 2,112,275.00	\$ -	\$ 2,112,275.00	04/15/24	04/14/29

Administrative Services Office

Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	69326	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Correctional Work Furlough and Halfway House Program for Women Inmates on O'ahu (21-06) 69326	N	YWCA	9/28/2020	\$ 399,285.00	\$ 4 90,045	\$ 889,330.00	10/1/2020	8/30/2024
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71152	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Clean and Sober Housing for Adult Male Offenders and Parolees of the Island of O' ahu (23-03A) 71152	N	Makana O Ke Akua, Inc.	1/23/2023	\$ 360,000.00	\$ 1 00,000	\$ 460,000.00	02/01/23	01/31/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71153	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Clean and Sober Housing for Adult Male Offenders and Parolees of the Island of O' ahu (23-03B) 71153	N	Women in Need	1/23/2023	\$ 190,000.00	\$ 1 27,500	\$ 317,500.00	02/01/19	01/31/23
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71220	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Residential, Intensive Outpatient, and Outpatient Substance Abuse Treatment Services for Adult Male and Female Defendants Statewide (23-16A) 71220	N	The Salvation Army - Addiction Treatment Servi ces	1/13/2023	\$ 240,000.00		\$ 240,000.00	02/16/23	02/15/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71255	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Residential, Intensive Outpatient, and Outpatient Substance Abuse Treatment Services for Adult Male and Female Defendants Statewide (23-16B) 71255	N	Care Hawai'i, Inc.	1/13/2023	\$ 80,000.00	\$ -	\$ 80,000.00	02/16/23	02/15/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71256	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Residential, Intensive Outpatient, and Outpatient Substance Abuse Treatment Services for Adult Male and Female Defendants Statewide (23-16C) 71256	N	Care Hawai'i, Inc.	1/13/2023	\$ 140,000.00	\$ -	\$ 140,000.00	02/16/23	02/15/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71298	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Residential, Intensive Outpatient, and Outpatient Substance Abuse Treatment Services for Adult Male and Female Defendants Statewide (23-16D) 71298	N	Lokahi Treatment Centers	1/13/2023	\$ 30,000.00	\$ -	\$ 30,000.00	02/16/23	02/15/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	64151	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	DVI for Inmates at MCCC (19-26) 68213	N	Parents and Children Together	9/26/2019	\$ 85,000.00	\$ 2 33,300	\$ 318,300.00	10/01/19	03/31/24
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	71987	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	DVI for Inmates at MCCC (24-04) 71987	N	Parents and Children Together	2/9/2024	\$ 85,000.00		\$ 85,000.00	04/01/24	03/31/26
103(D) Goods, Services, Construction	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	70570	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	ORAS-PTA Revalidation (22-13) 70570	N	Janet T. Davidson, Ph.D	7/15/2022	\$ 30,000.00	\$ -	\$ 30,000.00	09/01/22	08/31/24

Administrative Services Office

Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
103(D) Goods, Services, Construction	PSD 808 (NSF)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-20	S - Services	IFB	Chartered Inter-Island Air Transport of Passengers, Statewide (22-20)	N	Trans Executive Airlines of Hawai'i, Inc., dba Interisland Airways	1/1/2022	\$ 831,969.80	\$ 2,165,137	\$ 2,997,107.21	01/15/22	01/14/25
103(D) Goods, Services, Construction	PSD 900 (TSD)	PSD Procurement & Contracts Unit - Marc Yamamoto	69014	L		SOH Private Office Lease, Department of Public Safety, Training and Staff Development Office - Lease no. 72-27-0598 (21-13) 69014	N	Castle & Cooke Commercial, Inc., a Hawai'i Corporation	NA	\$ 846,634.03	\$ 3,573,988	\$ 4,420,622.36	08/01/20	07/31/25
103(F) Health and Humans Services	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto		G - Goods	SOLE SOURCE - PREAPPROVED	Design/Development, and Implementation of a Web-based Audit and Inspection System for State Correctional Facilities (23-07)	N	Accreditation, Audit & Risk Management Security, dba AARMS	5/9/2022	\$ 25,804.80	\$ 51,610	\$ 77,414.40	05/09/22	05/08/27
103(D) Goods, Services, Construction	PSD 420 (CPS-FS)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-06	G - Goods	IFB	Bread and Other Bakery Products to Correctional Facilities, statewide (22-06)	N	Hawai'i Foodservice Alliance, LLC	11/1/2021	\$ 182,079.50	\$ 5 05,346	\$ 687,425.08	11/01/21	10/31/24
103(D) Goods, Services, Construction	PSD 420 (CPS-FS)	PSD Procurement & Contracts Unit - Marc Yamamoto	23-09	G - Goods	IFB	Fresh Produce for Various Correctional Facilities Statewide (23-09)	N	Ham Produce and Seafood, Inc.	8/24/2022	\$ 782,603.00	\$ 1,184,139	\$ 1,966,741.88	12/16/22	12/15/24
103(F) Health and Humans Services	32+A32:O32+A32:N32	PSD Procurement & Contracts Unit - Marc Yamamoto	69211	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Residential Treatment Services for Female Offenders (21-09) 69211	N	The Alcoholic Rehabilitation Services of Hawai'i, Inc., dba Hina Mauka	10/16/2020	\$ 422,000.00	\$ 5 72,000	\$ 994,000.00	11/01/20	10/31/24
103(D) Goods, Services, Construction	PSD 404 (WCF)	PSD Procurement & Contracts Unit - Marc Yamamoto	69282	S - Services	IFB	Operation and Maintenance Services of Wastewater Treatment Plant Waiawa Correctional Facility (21-20) 69282	N	Aqua Engineers, Inc.	12/1/2020	\$ 123,000.00	\$ 3 69,000	\$ 492,000.00	12/01/20	11/30/24
103(D) Goods, Services, Construction	PSD 612 (HPA)	PSD Procurement & Contracts Unit - Marc Yamamoto	68798	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Multiple Substance Abuse Treatment Services for Male and Female Parolees on O'ahu (20-07) 68798	N	The Salvation Army, dba The Salvation Army Addiction Treatment Services	3/13/2020	\$ 100,000.00	\$ -	\$ 100,000.00	03/16/20	03/15/24
103(F) Health and Humans Services	PSD 612 (HPA)	PSD Procurement & Contracts Unit - Marc Yamamoto	71440	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Multiple Substance Abuse Treatment Services for Male and Female Parolees on O'ahu (23-29) 71440	N	The Salvation Army, dba The Salvation Army Addiction Treatment Services	5/30/2023	\$ 217,000.00	\$ 2 17,000	\$ 434,000.00	06/01/23	05/31/25
103(F) Health and Humans Services	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-12A	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Temporary Nursing Services at Correctional Facilities Statewide (22-12A)	N	RCM Technologies (USA) Inc., dba RCM Health Care Services	11/1/2021	\$ 4,200,000.00	\$ 2,100,000	\$ 6,300,000.00	11/01/21	10/31/24

Administrative Services Office

Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
103(F) Health and Humans Services	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-12B	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Temporary Nursing Services at Correctional Facilities Statewide (22-12B)	N	ALTRES Staffing Inc., dba ALTRES Medical	11/1/2021	\$ 4,200,000.00	\$ 2,100,000	\$ 6,300,000.00	11/01/21	10/31/24
103(F) Health and Humans Services	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-12C	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Temporary Nursing Services at Correctional Facilities Statewide (22-12C)	N	Staffing Today	11/1/2021	\$ 4,200,000.00	\$ 2,100,000	\$ 6,300,000.00	11/01/21	10/31/24
103(F) Health and Humans Services	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-12D	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Temporary Nursing Services at Correctional Facilities Statewide (22-12D)	N	Hawai'i Nursing	11/1/2021	\$ 4,200,000.00	\$ 2,100,000	\$ 6,300,000.00	11/01/21	10/31/24
103(F) Health and Humans Services	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	22-12E	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Temporary Nursing Services at Correctional Facilities Statewide (22-12E)	N	Worldwide Travel Staffing	11/1/2021	\$ 4,200,000.00	\$ 2,100,000	\$ 6,300,000.00	11/01/21	10/31/24
103(D) Goods, Services, Construction	PSD 421 (HCD)	PSD Procurement & Contracts Unit - Marc Yamamoto	19-23	G - Goods	RFP/COMPETITIVE PURCHASE OF SERVICES	Pharmaceutical (19-23)	N	Contract Pharmacy Services	7/19/2021	\$ 4,800,000.00	\$ 14,400,000	\$ 19,200,000.00	08/01/21	07/31/25
103(F) Health and Humans Services	PSD 420 (CPS-SA)	PSD Procurement & Contracts Unit - Marc Yamamoto	70404	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Family Therapy and Counseling Services for Bridge Program on O'ahu (22-25) 70404	N	The Salvation Army, dba. The Salvation Army-Addiction Treatment Services	5/1/2022	\$ 300,000.00	\$ -	\$ 300,000.00	05/01/22	04/30/25
103(F) Health and Humans Services	PSD 421	PSD Procurement & Contracts Unit - Marc Yamamoto	22-07	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Mobile Dentistry Services for Inmates, Statewide (22-07)	N	Dental Health Management Solutions, Inc., dba Dental Health Management Solutions, Inc.	10/1/2021	\$ 517,920.00	\$ 2 58,960	\$ 776,880.00	10/01/21	09/30/24
103(D) Goods, Services, Construction	PSD 900 (COR)	PSD Procurement & Contracts Unit - Marc Yamamoto	21-11	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Statewide Automated Victim Information Notification (SAVIN) System (21-11)	N	Appriss, Inc.	5/1/2021	\$ 168,376.56	\$ 1 78,680	\$ 347,056.84	05/01/21	04/30/25
103(D) Goods, Services, Construction	PSD 407 (OCCC) 402 (HCF)	PSD Procurement & Contracts Unit - Marc Yamamoto	68784	S - Services	IFB	Refuse Collection Service Oahu Community Correctional Center and Halawa Correctional Facility (20-19) 68784	N	Honolulu Disposal Service, Inc., dba Honolulu Disposal Service, Inc.	6/1/2020	\$ 211,341.60	\$ 7 02,010	\$ 913,351.90	06/01/20	08/31/24
103(D) Goods, Services, Construction	PSD 405 (HCCC)	PSD Procurement & Contracts Unit - Marc Yamamoto	69364	S - Services	IFB	Operation and Maintenance Services of Wastewater Treatment Plant and Lift Station - Hale Nani Work Release Center (21-32) 69364	N	Aqua Engineers, Inc., dba Aqua Engineers, Inc.	1/7/2021	\$ 58,573.00	\$ 1 75,719	\$ 234,292.00	02/01/21	01/31/25


Administrative Services Office

Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
103(F) Health and Humans Services	PSD 808 (NSF)	PSD Procurement & Contracts Unit - Marc Yamamoto	21-28	S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Multi-Custody Level Correctional Facility for the Care, Custody and Confinement of Hawai'i Adult Male Offenders (21-28)	N	Corrections Corporation of America	7/1/2021	\$ 5 0,670,030.00	\$ 1 05,944,170	\$ 156,614,200.00	08/01/21	07/31/24
103(D) Goods, Services, Construction	PSD 408 (KCCC)	psd	69496	S - Services	IFB	Operation and Maintenance of Main Force Sewer Lift Station at KCCC (21-33) 69496	N	Aqua Engineers, Inc.	7/1/2021	\$ 21,600.00	\$ 6 4,800	\$ 86,400.00	07/01/21	06/30/25
103(D) Goods, Services, Construction	PERS	PSD Procurement & Contracts Unit - Marc Yamamoto	17-PERS-33	P - Professional Services	PROFESSIONAL SERVICES	Pre and Post Employment Offer Psychological Evaluation Services for ACO Applicants (24-29)	N	Denise M. Jablonski-Kaye	7/8/2024	\$ 2 61,000.00		\$ 261,000.00	08/01/24	07/31/26
103(D) Goods, Services, Construction	ADM	PSD Procurement & Contracts Unit - Marc Yamamoto	21-ADM-21	S - Services		Security Guard Services for the Keoni Ana Building (24-14)	N	American Guard Services	12/1/2023	\$ 99,432.59		\$ 99,432.59	12/01/23	11/30/24
103(D) Goods, Services, Construction	PERS	PSD Procurement & Contracts Unit - Marc Yamamoto	69169	S - Services	IFB	Controlled Substance Testing Services and Medical Review Officer Services, Statewide (21-08A) 69169	N	Diagnostic Laboratory Services, Inc.	9/20/2020	\$ 46,597.50	\$ 9 3,195	\$ 139,792.50	12/01/20	11/30/24
103(D) Goods, Services, Construction	PERS	PSD Procurement & Contracts Unit - Marc Yamamoto	69702	S - Services	IFB	Controlled Substance Testing Services and Medical Review Officer Services, Statewide (21-08B) 69702	N	Straub Clinic & Hospital	9/20/2020	\$ 16,880.00	\$ 3 4,000	\$ 50,880.00	12/01/20	11/30/24
103(D) Goods, Services, Construction	HPA	PSD Procurement & Contracts Unit - Marc Yamamoto	70902	S - Services	IFB	Document Imaging and Document Management (23-22) 70902	N	SIMS Hawaii Consulting, Inc., dba SIMS Hawai'i	12/14/2022	\$ 79,400.00	\$ 7 9,400	\$ 158,800.00	02/16/23	02/15/25
103(F) Health and Humans Services	CPS	PSD Procurement & Contracts Unit - Marc Yamamoto		S - Services	RFP/COMPETITIVE PURCHASE OF SERVICES	Outpatient & Continuing Care Substance Abuse Treatment for Male and Female Offenders Statewide (24-43)	N	Salvation Army, dba The Salvation Army-Addiction Treatment Services	7/1/2024	\$ 66,315.00		\$ 66,315.00	07/01/24	12/31/24
103(D) Goods, Services, Construction	CPS	PSD Procurement & Contracts Unit - Marc Yamamoto	16-CPS/SA-3	G - Goods	IFB	ENZYME IMMUNOASSAY URINALYSIS DRUG TESTING SYSTEM for Facilities on the Islands of O'ahu, Hawai'i, Maui and Kaua'i Corrections Program Services (22-05)	N	Microgenics Corporation	8/26/2021	\$ 95,000.00	\$ 5 22,500	\$ 617,500.00	08/26/21	08/25/24
103(D) Goods, Services, Construction	COR	PSD Procurement & Contracts Unit - Marc Yamamoto		S - Services		Inmate Pay Telephone System (24-11) SPO VL 23-14 Contract amount is commission.	N	Global Tel*Link Corp	11/28/2023	\$ 4 00,000.00		\$ 400,000.00	11/28/23	12/31/25

Administrative Services Office

Authorized Statute 103(D) or 103(F)	Division // Office Name // Attached Agency	Procurement Officer Name	Contract No.	Type: Goods/ Services/ Construction/HHS	Method of Procurement	Contract Description	Declared Disaster Ready? Could the contract scope be used during a declared disaster? Y/N	Contractor Name	Notice of Award Date	Awarded Amount	Funds added through Modifications	Total Contract Amount	From (MM/DD/YY)	To (MM/DD/YY)
103(D) Goods, Services, Construction	COR	PSD Procurement & Contracts Unit - Marc Yamamoto	71872	S - Services	IFB	INSPECTION, MAINTENANCE, AND REPAIR SERVICES FOR THE ELECTRONIC SYSTEM IN CORRECTIONAL FACILITIES STATEWIDE (23-35) 71872	N	CML Security, LLC	9/1/2023	\$ 1,714,816.40	\$ 2,926,000	\$ 4,640,816.40	10/01/23	09/30/24
103(D) Goods, Services, Construction	COR	PSD Procurement & Contracts Unit - Marc Yamamoto	69934	S - Services		Consultant for the Review of the Scope of Services, Evaluation and Contract Formation for the Corrections Collaboration System (22-17) 69934	N	Berry Dunn McNeil & Parker, LLC	11/24/2021	\$ 1,115,184.00	\$ 9,5707	\$ 210,890.77	11/24/21	07/31/25
103(D) Goods, Services, Construction	COR	PSD Procurement & Contracts Unit - Marc Yamamoto	72359	S - Services	EXEMPT - PREAPPROVED	Real ID, Birth Certificates for Inmates (72359) 24-41	N	City & County of Honolulu - Motor Vehicle Licensing Permitting Division	4/5/2024	\$ 1,110,000.00		\$ 110,000.00	04/05/24	PERPETUAL
103(D) Goods, Services, Construction	COR	PSD Procurement & Contracts Unit - Marc Yamamoto	72331	S - Services	EXEMPT - PREAPPROVED	Medical Assessment (Physical Examination and Testing) (24-23) 72331	N	City and County of Honolulu Health Services Branch	3/27/2024	\$ 1,150,000.00		\$ 150,000.00	03/27/24	03/26/29
103(D) Goods, Services, Construction	CIP	PSD Procurement & Contracts Unit - Marc Yamamoto	72253	S - Services	PROFESSIONAL SERVICES	Laundry Expansion and Related Improvements for Women's Community Correctional Center (24-30) 72253	N	KYA	5/15/2024	\$ 2,244,807.00		\$ 244,807.00	05/15/24	05/14/26

* Note: Definition of Contract for Purposes of this contract log: Any contract or Purchase Order that has a Period of Performance.

\$ 94,577,060 \$ 150,627,769 \$ 242,870,021
 Department Head Signature  Date Jul 19, 2024

Administrative Services Office

Information Technology Systems Unit

The Information Technology Systems (ITS) Unit is responsible for the infrastructure architecture, hardware, software, and networking of computers in the Department to support the delivery of services. We maintain the computer systems and networks across the state, resolving technical problems while managing end-user requests.

ITS support interfaces, in-house applications as well as acquired applications and enhancements. We administer, plan and direct Application System Design, development, implementation, and maintenance of departmental business application computer systems.

We strive to maintain up-to-date technology, knowing the importance of regulatory compliance, security, and increased productivity. We are dedicated to evaluating and managing the software and hardware necessary to keep the network online and functioning at a high level.

The following are projects the ITS unit started/completed in July 2023 – June 2024 and some may continue to the next fiscal year:

- Computer Deployment

Replacement of over 80 DELL computers throughout the Department for technology advances, reliability, security, and productivity.

- Custody Dashboard Upgrade

This application is used to track and monitor daily inmate transports from the facilities to/from the courts. The current software version for the Custody Dashboard was end of life. An upgrade from Heroku-16 to Heroku-20 was successfully completed in July 2023.

- GTL Kiosk Enhancement

The GTL Kiosk project went live back in the previous fiscal year FY23.

Approved visitors can deposit funds for inmates via special GTL kiosks located at all facilities. These funds are then electronically transferred over to the Inmate Trust Acct (ITA) system.

It was later discovered that these GTL Kiosk transactions did not properly account for restitution handling within the ITA inmate accounts. In October 2023, an enhancement was moved in to address this. The enhancement replaced the previous manual record keeping for facilities with a system that ensures the victim restitution process is accurate and timely.

Administrative Services Office

ITS Hardware Relocation

- Due to the decommissioning of the Kalanimoku Data Center, the relocation of all our IT equipment from ETS at the Kalanimoku building to the DCR headquarters at Keoni Ana took place in January. This included the VxRail (VM/virtual servers), SAVIN/VINE devices, data protection/backup appliances, associated network equipment, and server racks. It was a huge undertaking as it affected the majority of DCR applications and connections.

Document Management

- SharePoint sites were created for some of the Administrative Offices
- With ITS guidance, section staff are moving/organizing all their departmental files over to SharePoint for the process of storing, organizing and retrieving documents electronically and physically throughout their lifecycle. The switchover to SharePoint enables them to use cloud storage to securely store all state electronic data. This will promote collaboration, improve efficiency and reduce costs. This will also reduce the risk of data loss or unauthorized access.

Corrections Collaboration System (CCS)

- A Request for Proposals has been posted and the evaluation process is underway. Due to multiple delays, DCR anticipates awarding a contract in early calendar year 2025.
- A critical priority of the Corrections Collaboration System is to replace the current Offender Management System, “OffenderTrak”, before the Department loses vendor support at the end of Fiscal Year 2025. Additionally, the CCS will consolidate all major functions of the Department’s Correctional Institutions Division onto a single platform to provide comprehensive inmate profiles to authorized individuals and provide improved support for data driven decision-making to reduce inmate recidivism.
- Information Technology (IT) Support Desk Online System

Since implementation of the trouble ticket system in FY 2022, response time to user’s issues continue to be timely and reduce service disruption.

Administrative Services Office

Below are the number of trouble tickets received by month for FY 2024:

Month	Trouble tickets received	Trouble tickets resolved
July 2023	222	219
August 2023	236	235
September 2023	242	229
October 2023	276	268
November 2023	290	282
December 2023	289	284
January 2024	358	338
February 2024	338	321
March 2024	273	261
April 2024	345	334
May 2024	353	349
June 2024	275	279
Total	3,497	3,399

Administrative Services Office

- **Transfer Of Law Enforcement Accounts**

Act 278, SLH 2022 created two separate departments: the Department of Corrections and Rehabilitation (DCR), and the Department of Law Enforcement (DLE) effective January 1, 2024. Based on the transformation, various system accounts (see below) for the Sheriff Division, Internal Affairs Office, and Narcotics Enforcement Division were transferred to the Department of Law Enforcement. DCR continues to support DLE as DLE continues to build its department's network system.

- Criminal Justice Information System (CJIS)
- National Crime Information Center (NCIC) system
- Virtual Private Network (VPN)/Host on Demand (HOD)
- Office 365 accounts (email and Microsoft applications)

- **Department Name Transition**

Effective January 1, 2024, the Department of Public Safety (PSD) was renamed to the Department of Corrections and Rehabilitation (DCR). This department name change required revisions to many systems, applications, templates, email groups, department's website and intranet, setting/configuration changes, etc. With proper planning and execution, this was a seamless transition over to DCR.

- **Department of Law Enforcement Separation**

Along with the DCR department name change was the separation of Law Enforcement to their own separate department (DLE). This required the transition of Law Enforcement applications to be handed over from DCR IT to DLE IT (servers, databases, files, along with the related IT administrative responsibilities). The following systems were transferred over in February 2024: NED, Sheriffs, and WIS. RMS eForce was transferred over in June 2024

- **Network Cabling/Devices Refresh:**

Replacement of outdated hardware that includes switches, routers, and cables is ongoing to improve the performance, reliability, and security of the network. The following includes completed or pending work:

- HCF cable/devices refresh started and is ongoing.
- KCCC old equipment and cable removed from the premises.
- OCCC Annex 1 and 2, and Module 20 were completed.
- Sheriff Division switches were replaced.
- WCCC cable/devices refresh started and is ongoing.

Administrative Services Office

- **ITS Help Desk Process Enhancement**

Support requests that users email to the DCR Help Desk email address account (dcr.helpdesk@hawaii.gov) has now been automated. As of May 2024, new tickets are now created automatically and submitted directly into the service desk application. Manual ticket entries have ceased. This has streamlined help desk operations, allowing ITS to better serve user issues and other priority IT projects.

- **Automated Monthly Reports**

Two monthly reports that were previously handled manually are now automated.

The reports that were automated are: 1) Social Security Administration (SSA) report and 2) Random Drug Testing (RDT) report.

Automating these reports has saved staff time and effort each month. This project was completed in May 2024.

- **DCR Policy and Procedures**

With the new department name change effective January 1, 2024, all the existing PSD departmental Policy and Procedures needed to be revised to DCR. Working together with the Executive team, the DCR P&Ps were updated in June 2024, and is now accessible on the DCR website, DCR intranet, and the shared network drive.

- **Criminal Justice Research Institute Pre-Trial Data Collection Project**

A newly created IT position, funded for the Criminal Justice Research Institute Pre-Trial Data Collection Project (ACT 147), was established earlier in the year and then successfully filled effective May 28, 2024. The position is responsible for gathering significant pre-trial data from various systems.

Office Services Unit

- Continue to monitor and adjust DCR at Keoni Ana staff's shredding/ document destruction and media destruction needs.
- Coordinate the mail transition due to the change from the Department of Public Safety into two departments namely, the Department of Corrections and Rehabilitation (DCR) and the Department of Law Enforcement (DLE) effective January 1, 2024.
- Transfer vehicle records to the DLE. Coordinate the DLE transfer with City and County of Honolulu, Division of Motor Vehicles. Update the Public Safety vehicle Registration and Title to reflect the new DCR department name.

Administrative Services Office

Operating Budget Unit

See the following table showing the Annual Expenditure Report for Fiscal Year 2024:

ANNUAL EXPENDITURE REPORT

Fiscal Year 2024

Program	Total	General	Means of Financing		
			Special / Revolving	Inter- Departmental	Federal
Corrections					
Hälawa Correctional Facility	34,994,959	34,994,959			
Kulani Correctional Facility	6,415,844	6,415,844			
Waiawa Correctional Facility*	8,595,821	8,595,821			
Hawai'i Community Correctional Center	14,066,152	14,066,152			
Maui Community Correctional Center	13,637,670	13,637,670			
O'ahu Community Correctional Center	44,120,822	44,120,822			
Kaua'i Community Correctional Center	6,364,581	6,364,581			
Women's Community Correctional Center	13,557,339	13,557,339			
Non-State Facilities	29,259,895	29,259,895			
Intake Service Centers Corrections Program	3,846,958	3,846,958			
Services	24,883,829	24,648,833			234,996
Health Care	31,200,188	30,899,256			300,932
Correctional Industries	5,397,270		5,397,270		
Total - Corrections	236,341,328	230,408,130	5,397,270	-	535,928
Law Enforcement					
Narcotics Enforcement Division	1,039,967	587,690	355,898		96,379
Sheriff Division	18,193,287	12,451,285	355,898	5,564,869	177,132
Total - Law Enforcement	19,233,254	13,038,976		5,564,869	273,511
General Administration and Attached Agencies					
Hawai'i Paroling Authority - Determinations	532,308	532,308			
Hawai'i Paroling Authority - Supervision & Counseling**	4,482,278	4,482,278			
Crime Victim Compensation Commission	1,554,850	997,243	557,607		
General Administration***	65,294,371	44,075,344	994,107		20,224,919
Total - General Administration and Attached Agencies	71,863,807	50,087,173	1,551,714	-	20,224,919
Grand Total	327,438,389	293,534,278	7,304,883	5,564,869	21,034,358

Report is based on MBPE02-1 and includes encumbrances

*Waiawa Correctional Facility includes funds appropriated by Act 125, SLH 2022

**Hawai'i Paroling Authority - Supervision & Counseling includes funds appropriated by Act 117, SLH 2022

***General Administration General Funds include funds appropriated by Acts 117, 118, 245, SLH 2022; Act 147, SLH 2023.

Fiscal Office

The Fiscal Management Office collects, reviews, processes and reports all financial transactions for the Department of Corrections and Rehabilitation. The Fiscal Management Office consists of three distinct units. The Accounting Unit manages all data transactions and provides all the Department's reporting, The Payroll Unit ensures the over 2,000 employees of the department get paid twice monthly. And the Vouchering Unit reviews and processes all the department's non-payroll payments.

ACCOUNTING UNIT

- Informs and instructs operating units on fiscal record keeping, reporting requirements, and related topics.
- Audits, reconciles and makes corrections and reports all department data.
- Audits data and files all State, grant and special fund reports.
- Initiates and oversees and reports on all inventory capital management including the annual Departmental physical inventory. The Accounting section of the Fiscal Office oversees equipment and property additions and equipment disposal activities.
- Confers and supports Capital Improvements Program Coordinator in overseeing the proper maintenance of the capital assets inventory for buildings and improvements.
- Prepares Annual Comprehensive Financial Report (ACFR) for the State Audit, and Schedules of Expenditures for Federal Awards (SEFA).
- Keeps abreast of evolving General Accounting Standards Board (GASB) statements and directs Department-wide implementation based on central agency guidelines and files annual reports.
- Manages all Audit Reporting Requests and Responses to all Agencies

PAYROLL UNIT

Processes departmental payroll and maintains supporting documents.

- Reviews payroll transactions, calculating and verifying adjustments, follows up on discrepancies and corrections, posts changes to the Hawai'i Information Portal (HIP) for preparation of salary Automated Clearing House (ACH) payments and warrants, and performs other related functions.
- Support facilities and sites with review and submissions of HIP timesheets saved but not submitted by employees.
- Receive, review and complete work compensation forms, making necessary changes, calculates and submits for payments.
- Receives, reviews, and completes Temporary Disability Insurance (TDI) forms, calculates, and submit for payments.
- Receives, reviews, and completes Accidental Injury Leave (AIL) forms, calculates, and submits for payment.
- Receives, reviews and works on Leave Without Pay Reports received by HR and facilities and submit for collections.

Fiscal Office

- Support Employment Retirement System (ERS) in assisting with past payroll questions and calculations. Submissions of payroll templates due to errors in reporting.
- Complete forms and calculations of Contributions for Military Leave Under the Servicemen's Act.
- Support facilities and sites regarding any missing pay by researching the causes and communicating said research.
- Provides guidance and direction to site payroll staff.
- Receives, reviews, and processes transfer of vacation and sick leave credits.
- Maintains applicable records, files, and other documents.

VOUCHERING UNIT

Processes departmental encumbrances and expenditures.

- Pre-audits encumbrance and expenditure documents, posts records, and performs data entry to encumber funds or liquidate encumbrances in State's financial management information system; verifies computer printouts.
- Prepares summary warrant vouchers with attachments and submits to the Department of Accounting and General Services for preparation of payment warrants.
- Maintains applicable records, files, and other documents.

Human Resources Office

The Human Resources Office manages a comprehensive system of personnel staff services to assist DCR's management in recruitment, retention, and utilization of personnel resources through programs of staffing and technical services, labor relations, employee relations and safety, and employment transactions and records, while assuring DCR complies with Federal and State employment laws, rules and regulations, and various collective bargaining agreements.

EMPLOYEE RELATIONS & TRANSACTIONS

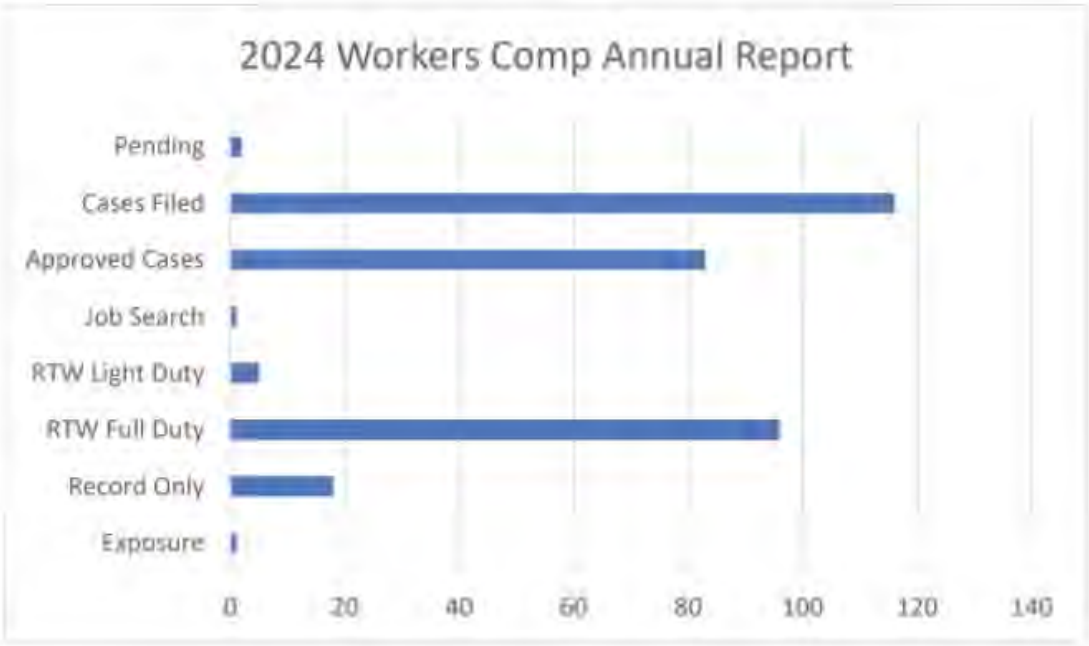
Employee Relations and Transactions (ERT) is one of three sections of the Human Resources (HR) Office.

HR-ERT manages all State employee wage and benefits programs including but not limited to Employer-Union Health Benefits Trust Fund (medical and life insurance), Island Savings Deferred Compensation Plan (IRC 457), Retirement, Family and Medical Leave Act (FMLA), Temporary Disability Insurance (TDI), Leave Sharing, Incentive and Service Awards, Workers' Compensation, Return to Work Priority Placement, and Performance Appraisals.

Workers' Compensation is wage loss replacement benefits provided to employees who suffer a work related injury as defined by §386, Hawai'i Revised Statutes.

2024 Workers Comp Annual Report	
Pending	2
Cases Filed	116
Approved Cases	83
Job Search	1
RTW Light Duty	5
RTW Full Duty	96
Record Only	18
Exposure	1
Denied	1

Human Resources Office



FMLA entitles eligible employees job protection while utilizing authorized leave with or without pay due to personal illness or to care for family members suffering from an illness.

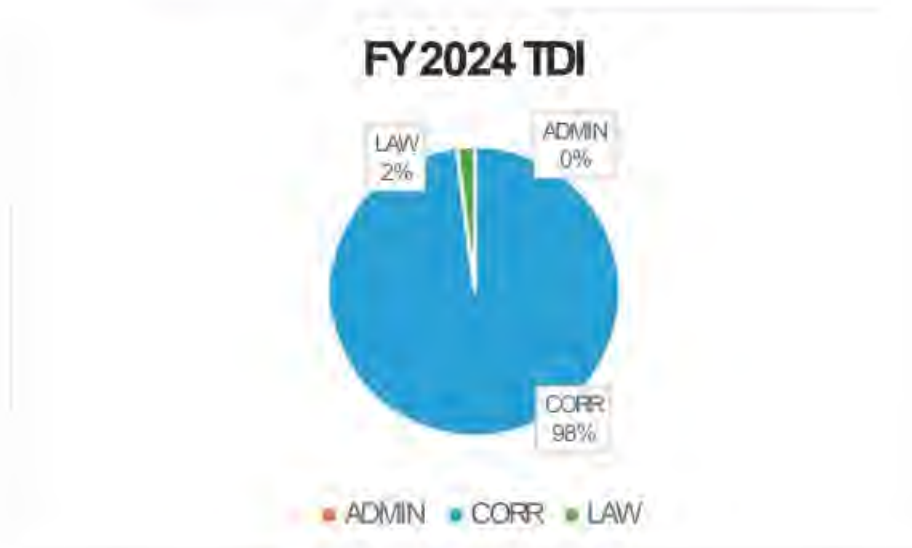
	SELF	FM	BOC	MILITARY
ADMIN	2	4	0	0
CORR	183	210	7	0
LAW	1	7	4	0



Human Resources Office

TDI, like workers' compensation is a wage loss replacement program. An eligible employee who suffers from a non-work-related disability is entitled to receive 58% of his/her average weekly wages.

ADMIN	0
CORR	50
LAW	1



Leave Sharing Program allows employees to donate vacation leave to ease the financial burdens of fellow employees who would otherwise be on leave without pay due to a personal injury or illness or care for a family member who is suffering from a personal injury or illness.

CORR	5
LAW	0
ADMIN	2

Human Resources Office



CORR	57
LAW	2
ADMIN	55



Human Resources Office

In 2024, the State of Hawai'i entered into a settlement agreement for Temporary Hazard Pay (THP) with the Hawai'i Government Employees Association (HGEA) as exclusive representative for Bargaining Unit (BU) 2, 3, 4, 9, 13, and 14. HR-ERT managed the THP project to ensure 820 eligible employees were paid on October 4, 2024.



HR-ERT is also the Department's official record keeper and responsible for providing advisory assistance for all employee leave and compensation matters such as Uniformed Services Employment and Reemployment Act (USERRA), Federal Labor Standards Act (FLSA), Employment Verification, Temporary Assignments, Pay Increases, Step Movements, processing Employee Personnel Action Report (EPAR) data into HRMS. HR-ERT received and processed over 20,000 Departmental Human Resources actions for Fiscal Year 2024.



Official Department Records Room

Human Resources Office

LABOR RELATIONS

The Labor Relations (LR) is one of three units within the Department of Corrections and Rehabilitation's (DCR) Human Resources Office. The LR consists of four Human Resources Specialists and one Human Resources Technician. The LR handles employment matters related to applicable Collective Bargaining Agreements (CBA). DCR employees are covered by three unions: the Hawai'i Government Employees Association (HGEA), United Public Workers (UPW), and the American Federation of State, County & Municipal Employees (AFSCME)-Managerial Confidential Employees Chapter (MCEC).



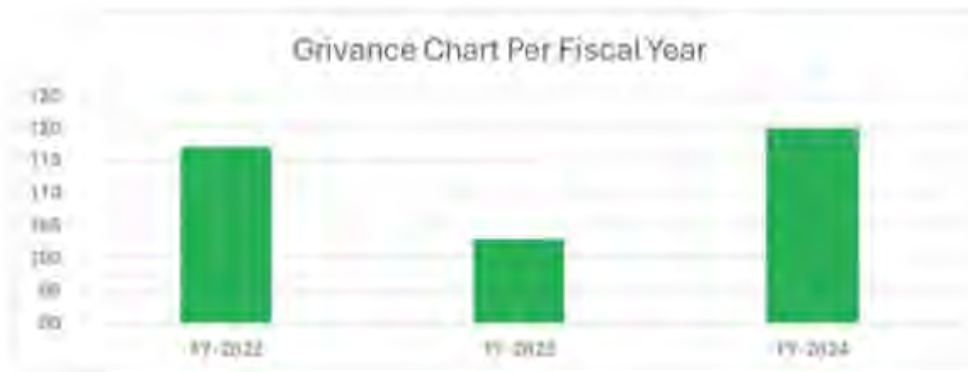
Approximately 52% of these employees are covered by UPW and work as uniform staff in the correctional setting. The remaining employees who work in administrative services and health care are covered by HGEA as well as excluded staff who have voluntarily enrolled as members of AFSCME-MCEC.

A major function of the LR is to work with the HGEA and UPW to resolve grievances that are filed when the union believes an alleged violation of the CBA occurred. In the event a remedy was not reached, it could lead to an arbitration hearing. The LR represents DCR in these arbitration hearings as well as hearings under the Hawai'i Labor Relations Board (HLRB), Merit Appeals Board (MAB) and Unemployment Security Appeals Referees' Office (ESARO).

In addition to handling work-related grievances and unemployment claims, LR handles internal complaints (for violations that do not fall under the CBA), consultation of policies and procedures, advice and interpretation of matters related to the CBA and drug and alcohol testing and compliance.

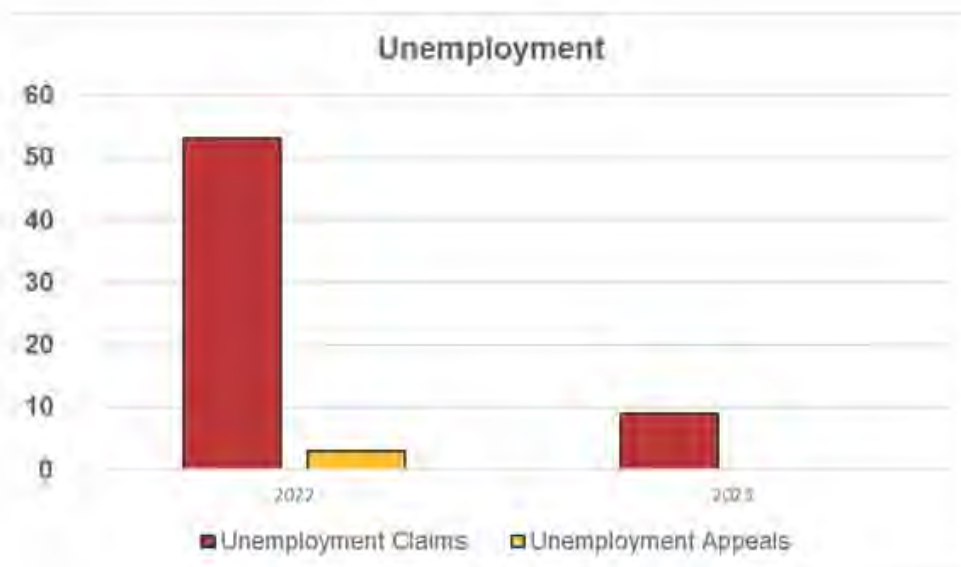
The chart indicates a summary of work-related grievances filed by HGEA and UPW within the past 3 years. There has been an increase in grievances filed during the fiscal year 2024.

Human Resources Office



*Percentage may vary due to excluded employee status

Another function of HR-LR is responding to unemployment claims and attending unemployment appeals filed by current and former DCR employees. There has been a decline in unemployment claims filed. According to the chart below, unemployment claims decreased by approximately 65% from 2022 to 2023. HR-LR represents DCR when an employee files an appeal with the Unemployment Security Appeals Referees' Office (ESARO).



Human Resources Office

STAFFING AND TECHNICAL SERVICES

With the establishment of the Department of Corrections and Rehabilitation, the Staffing and Technical Services' (STS) main focus is now on the management, recruitment, examination, and testing functions for Adult Corrections Officer Recruit positions, including promotions. This process includes a series of 10 testing phases, which an applicant must pass in order to proceed to the next event and culminates in admission to the Basic Corrections Recruit Class training academy.



The department relies on mass hiring of 89-day or emergency-hire employees in the interim when filling permanent vacancies. It resulted in approximately a 17% increase from FY 2023.

Additionally, there was a 2% decrease of position classification actions taken for FY 2024, and an increase of 35% in employment suitability reviews.



Human Resources Office

No. of Positions Filled	FY 2024	FY 2023	FY 2022	FY 2021
Adult Corrections Officer	168	225	228	302
Deputy Sheriff	0	46	35	36
Other (Non-uniform)	194	357	320	280
Total	362	628	583	618

No. of Position Classification Actions Taken	FY 2024	FY 2023	FY 2022	FY 2021
Total	774	791	630	537

No. of Employment Suitability Reviews Processed	FY 2024	FY 2023	FY 2022	FY 2021
Adult Corrections Officer	454	200	227	184
Deputy Sheriff	0	70	30	45
Other (Non-uniform)	254	255	202	168
Total	708	525	459	397

Human Resources Office

The Recruitment unit actively participates in career or job fairs every month in all facets of government and education, such as the quarterly Star Advertiser Career Expo, federal military bases, University of Hawai'i system, State Legislature, etc., and private sector entities.



This year, the Department of Corrections and launched an aggressive recruitment campaign to fill Adult Corrections Officer (ACO) vacant positions and a multitude of other positions in Healthcare Services, Education, Food Service, Human Resources, Mental Health Services and other areas at correctional facilities across Hawai'i. Scan the QR code to access our Job Board.



Training and Staff Development Office



The mission of the Training and Staff Development (TSO) Office is to provide high quality, job-related, and competency-based training for DCR and its employees. TSO is responsible for planning, developing, implementing, and coordinating appropriate training for both uniformed and civilian personnel of the Department.



Training and Staff Development Office

FY23 Training Academy Summary

Basic Courses

1005: Basic Corrections Recruit Course	5 Classes	105 Trained
1001: Corrections Familiarization Training	1 Class	29 Trained
1011: Law Enforcement Recruit Course	1 Class	20 Trained
1031: LE Annual In-Service	9 Classes	168 Trained
3223: First Line Supervisor (Uniform Staff)	2 Classes	35 Trained
Admin Investigations/Report Writing	4 Classes	4 Classes
COR/LE: Firearms Qualifications O'ahu	75 Classes	769 Trained
COR/LE: Firearms Qual. (HI, Maui, Kaua'i)	55 Classes	223 Trained

Training and Staff Development Office

Instructor Certification Courses

AHA Basic Lifesaver Instructor	2 Classes	25 Trained
Arrest & Control Tactics (Basic/Advanced)	1 Class	24 Trained
Basic Instructor Dev. Train-the-Trainer	2 Classes	20 Trained
Firearms Instructor/Armorer	4 Classes	76 Trained
First Line Supervisor Instructor	1 Class	10 Trained
Less Lethal System Instructor	2 Classes	26 Trained
Pepperball	1 Class	26 Trained
Pepperball Armorer	1 Class	25 Trained

Training and Staff Development Office

Corrections Subject Areas Taught During FY 2024

- Academy Orientation & Requirements
- Academy Equipment Turn In
- ACO I UPW BU Attendance 37.17 & 38.A.11
- ADA Rights and Requirements
- Alcohol and Substance Abuse (UPW)
- Attendance FMLA Policies
- Baton Initial Certification
- Bloodborne Pathogens & Comm. Diseases
- Classification & Housing
- Communication & Conflict Resolution
- Computer & Internet Usage
- Confidential Information & Documents
- Constitutional Law for Corrections
- Contraband: Identifying & Processing
- Control Tactics Initial Certification
- Crime Scene and Evidence Preservation
- Criminal & Civil Liability
- Criminal Justice System
- Criminal Law & Hawai'i Revised Statutes
- Crisis Intervention Techniques
- De-escalation
- Department ID
- Department Organization/Chain of Command
- Disturbance I Riot Control
- Diversity in Corrections
- Domestic Violence
- Edged Weapon Defense Initial Certification
- EEO / Unlawful Harassment
- Effective Communication & Conflict Resolution
- Escorting Inmates
- Ethics & Professionalism
- Evidence Preservation & Collection
- Facility Security & Safety Equipment
- Female Offender Considerations
- Fingerprinting & Photographs
- Fire Safety & Prevention
- Firearm Qualification - Low Light
- Firearms 12 GA Less Lethal Initial Certification
- Firearms Fundamental Training: Rifle, Shotgun, Pistol, UOF, Safety
- Firearms Qualification - Pistol / Rifle / Shotgun AHA
- First Aid/ CPR/ AED
- Forced Cell Movement Extraction/ Insertion
- FTO Orders Issued
- Ground Assault Defense Initial Certification
- Health & Wellness Hepatitis B Shot #1 and #2
- Hospital & Special Assignments
- Hostage Incidents & Survival Identification
- Incident Command System (100, 200, 700 and 800)
- Inmate Constitutional Rights
- Inmate Discipline and Grievance
- Inmate Manipulation and Deception

Training and Staff Development Office



- Inmate Mental & Medical Health Services
- Inmate Misconduct, Discipline & Grievance
- Inmate Personal Property Management
- Inmate Substance Abuse
- Inmates with Special Needs: Disabled and Elderly
- Intake, Assessment and Consular Notification
- Intake: Release
- Interpersonal Communication Skills
- Investigating Disturbances
- Issuing and Receiving Equipment and Tools
- Key and Tool Control
- LGBTQ Offenders Considerations
- Managing Offenders and their Behavior
- Media Relations
- Narcotics and Dangerous Drug Identification
- Observation and Monitoring of Inmates
- OC Spray Initial Certification
- PepperBall
- Operator Initial Certification
- Perimeter Security
- Post/Area Logbooks
- Prison Rape Elimination Act
- Processing Mail
- Protective Segregation
- Report Writing
- Responding to Emergencies
- Restraints: Mechanical
- Restraints: The Safe WRAP Restraint

Training and Staff Development Office

- Safety, Security Equipment
- Sanitation Standards and Environmental Health
- Searches: Area, Cell, and Vehicle
- Searches: Persons
- Searching & Inventory
- Security Rounds
- Security Threat Groups
- Standards of Conduct
- Stress Management and Resiliency
- Suicide Detection and Prevention w/ Rescue Cutter
- Supervising Work line
- Tactical Medical
- Telephone and Radio Communication
- Transporting Inmates
- Use of Force Decision Making
- Use of Force in a Correctional Setting
- Use of Force Policy
- Workplace Violence

Law Enforcement Subject Areas Taught During FY 2024

- Academy Orientation and Requirements
- Alcohol and Substance Abuse (HGEA)
- AHA First Aid /CPR/ AED w/Skill Lab
- Americans with Disabilities Act
- Arrest Procedures w/Skills Lab
- Basic Criminal Investigations
- Basic Water Safety w/Skills Lab
- Bloodborne Pathogens and MRSA
- Booking Procedures; Green Box Live Scan

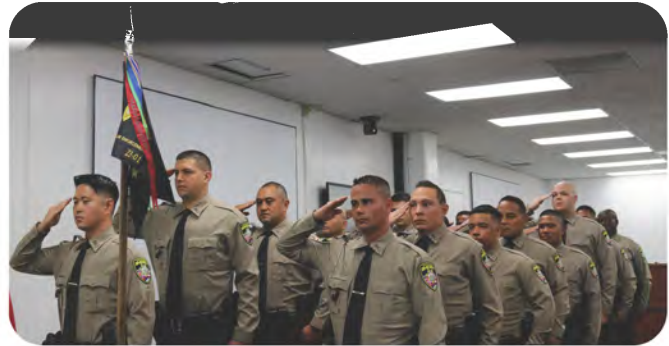
- Cell Extraction with WRAP Restraint
- Conducted Electric Weapon -TASER
- Cognitive Interviews and Note-Taking
- City and County Ordinances
- Civil and Criminal Liability Civil Issues and Process
- Communicating in a Diverse Society
- Communicable Diseases
- Conflict Resolution
- Controlled Substances
- Constitutional Use of Force
- Consular Notifications
- Control Tactics Initial Certification
- Court Orders & Assisting in Warrant Service
- Courtroom Demeanor & Testimony
- Courtroom Security
- Crime Scene Search and Protection
- Crimes and Crime Scene w/Skills Lab
- Crimes Against Persons, Property and Family
- Crisis Intervention Techniques
- Criminal Justice Systems
- Critical Incident Decision Making
- Critical Incident and Problem Solving
- Custodial Search w/Skill Lab De-escalation
- Department History, Chain of Command
- Drug Identification / Evidence Collection
- Edged Weapon Defense w/Skills Lab
- EEO and Unlawful Harassment
- Effective Communication
- Effective Report Writing w/Skills Lab
- Ethics and Professionalism
- Explosives and Responding to a Bomb Threat

Training and Staff Development Office



- Family Code Adult and Child Protective Services
- Flying Armed and Carrying Concealed
- Fingerprinting and Photographing
- Fire Safety and Fire Extinguisher Use
- Firearms and Range Safety
- Firearm Systems and Ammunition Familiarization
- Firearms Qualification - Pistol / Rifle / Shotgun
- Firearms Qualification - Low Light Follow-up Interviews
- General Criminal Offenses
- Ground Assault Defense Initial Certification
- Hawai'i Motor Vehicle Accident Reporting
- Hawai'i Motor Vehicle Law
- HAZMAT Awareness
- High Risk Traffic Stops/ Felony Traffic Stops
- History and Principles of Law Enforcement
- FEMA ICS: 100/200/700/800
- Implicit Bias and Procedural Justice
- Intent and Elements of Crimes
- Interpersonal Communication
- Intoxilyzer Operator 8000/9000
- Introduction to Criminal Justice System
- Introduction to Law Enforcement
- Judicial Security
- Juvenile Law and Procedure
- Latent Prints w/Skills Lab
- Law Enforcement Drivers Training
- Laws of Arrest (Seizure of Persons)
- Less Lethal 12 GA Special Impact Rounds
- Media and Public Relations
- Miranda and Confessions
- Motor Vehicle Crash Investigation Labs

Training and Staff Development Office



- Manipulation and Deception
- OC Spray Initial Certification w/lvl 1 Exposure
- Officer Safety and Survival Skills - Basic Tactics
- Operating a Vehicle under the Influence/HRS
- Opioids and NALOXONE Use
- Patrol Concepts
- Pepperball Systems Operator Initial Certification
- Pre-Alcohol Screeners w/Skills Lab
- Prison Rape Elimination Act w/Search Lab
- Professional Policing and Leadership
- Radio Communication Use and Issue
- Responding to Active Shooter Situations
- Responding to Emergency Incidents
- Responding to Calls for Service w/Skills Lab
- Responding to Domestic Violence
- Restraining Orders and Protective Orders
- Rules of Evidence
- Search and Seizure
- Signs and Symptoms of Mental Illness
- Speed Detection and Enforcement / LTI 2020 I Stalker XLR
- Standardized Field Sobriety Tests (Wet Lab)
- Standards of Conduct
- Substance Abuse and Co-occurring Disorders
- Suicide Detection and Prevention
- Use of Force Policy and Decision Making