

Appendix A
State of Hawaii's Outpatient Substance Abuse Treatment
(Formerly Level II)

Outpatient primary treatment services utilize a cognitive behavioral treatment component lasting approximately 80 hours, meeting twice per week, over a twenty-week period. The curriculum utilized is The Residential Drug Abuse Program (RDAP). Four (4) selected Journals are used as a stand-alone program resulting in a self-assessment. Each Journal systematically builds on the previous Journal, thereby increasing the level of knowledge, skills, and awareness.

Outpatient services are for Inmates who are at lower risk for criminal conduct and meet diagnostic criteria for substance abuse or dependence. They have had minimal disruption in their psychosocial or vocational functioning.

SERVICE ACTIVITIES

A. Assessment services and treatment planning

Individuals will be referred for treatment based on the completed LSI and ASUS instruments (Intake & Initial), multi-leveled assessment instruments initially completed in Halawa's RAD Unit which will indicate level of risk, level of criminogenic needs, and substance abuse problems across 6 domains, involvement, disruption, anti-social, emotional, defensiveness and motivation.

The scope of the assessment shall include a full analysis of the offender's strengths and weaknesses as determined from an evaluation of the following areas: current health status, medical history, alcohol and drug use history, emotional and behavioral functioning, social history, family background, relationships, legal history, occupational and educational history, degree of denial, readiness for treatment, behavioral performance while incarcerated, as well as other pertinent information available.

An individualized comprehensive treatment plan shall be developed from the LSI and ASUS instruments (Intake & Initial) for those who have been identified as having moderate to serious substance abuse problems and who have been accepted for admission to structured Outpatient group education and treatment services. Treatment plans must include, at a minimum, the following information:

- Identification of inmate's problem areas;
- Type(s) of treatment services recommended;
- Short and long range treatment goals;
- Target activities and dates for accomplishing objects as a means of measuring treatment progress;
- Process for periodic review and update of treatment plans; and
- Roles and responsibilities of both inmates and program staff.

Treatment plans will be individualized to meet different inmate needs and will be specific enough to measure each offender's progress through the treatment process. Each

participant's treatment plan and progress will be reviewed periodically and updated as necessary by program staff. PROVIDER's counselors shall also assume case management responsibilities for the substance abuse programming of sentenced offenders and will work closely with treatment staff of the different service components of the substance abuse continuum as well as with appropriate staff at the correctional facilities.

A copy of the treatment plan shall become part of the Inmate's regular institutional file which facility case workers and parole officers may review. As an Inmate progresses through treatment, the plan shall be reviewed on a monthly basis and updated as needed.

Periodic update and review of treatment plans shall occur while participating offenders are receiving structured educational and treatment services and individual and family counseling services. Treatment plans for all sentenced offenders participating in the substance abuse treatment continuum shall be reviewed and updated prior to the inmate's release from the correctional facility.

B. Treatment Services

Following assessment and development of an individualized treatment plan, each sentenced offender shall receive a substance abuse and criminality treatment continuum aimed to provide target group inmates with a structured program of cognitive/life skills training, and group counseling with a behavior/cognitive focus rather than a purely educational or twelve-step oriented approach as a means of facilitating each offender's recovery and preparation for eventual discharge and release into community status.

The Outpatient Program shall consist of Treatment Groups held not less than twice each week for a period of two hours per group covering the four selected Journals of the RDAP curriculum that address cognitive restructuring and initial in-roads to cognitive processes, with homework and Journal requirements outside of the classroom for a period of 20 weeks. Contingent upon inmate availability and meeting room size, the format for treatment groups shall consist of two weekly sessions of 2 hours each, as follows:

- Weekly process or focus group with a maximum of 18 Inmates each facilitated by one counselor; and
- Each of the 18 participating Inmates will receive four (4) hours of structured group counseling per week. The group counseling will include role modeling, role-playing and skill practice activities.

Criteria for admission, discharge and re-admission to the group will be based upon multiple factors. Criteria for admission includes:

1. Inmate is referred for treatment by Department staff.
2. Inmate has been assessed as having a moderate to serious substance abuse problem.
3. Inmate chooses to participate, i.e., voluntary admission.

4. Inmate's substance abuse screening specifies outpatient treatment as part of the overall rehabilitation plan.
5. Inmate's current behavior in the correctional facility merits the opportunity to participate.

Criteria for clinical discharge from the group are based upon attendance, participation, conformity to rules, absence of dirty urinalysis tests, and progress made regarding completion of individualized treatment plan objectives. Participants should be required to demonstrate mastery of the skills practiced in the group sessions. Participants may be terminated from group treatment for failure to comply with their treatment plan or group rules, including non-excused absenteeism.

Criteria for re-admitting Inmates to the group if they are terminated for breaking program rules is based upon: (1) Inmate must wait for at least thirty days before reapplying for re-admission; (2) Inmate must be recommended for re-admission by Department staff; and (3) re-application must be accepted by PROVIDER's counselors and participants of the group.

Treatment sessions shall provide offenders with the first four Journals of the RDAP curriculum:

- Overview of program/building rapport and trust
- Building a desire and motivation to change
- Building the knowledge base to change
- Self-disclosure and receiving feedback: pathways to self-awareness and change
- Preventing relapse and recidivism: identifying high-risk situations
- How do people change: understanding the process of self-improvement and change
- Developing a commitment to change
- In-depth assessment: looking at the areas of need and change

In the process of presenting material in these content areas, counselors are expected to use lecture, group activities, open discussion, role modeling by staff, role-play by staff and inmates, inmate skill practice activities, and written assignments. Outpatient groups will be structured to ensure that the materials are adequately covered, reviewed, and the participant has sufficient opportunity to practice effective behaviors that target the top three criminogenic areas and receive feedback.

The structured group treatment program shall provide weekly group counseling sessions that will emphasize inmates' personal recovery, responsibility and awareness. Group sessions are intended to help inmates internalize and apply lessons from the skill-building groups. Group counseling sessions use the interaction of group participants in order to affect the desired changes necessary to achieve individual treatment plan objectives. Through participation in treatment groups, inmates learn from each other and receive the strength of group support. Through the process of giving and receiving feedback in-group

sessions, inmates become more aware of the skills they need to develop to prevent future criminal activity and begin to accept ownership and responsibility for the consequences of their behaviors and lives in general. (Approximately 80 hours)

Although the program consists mostly of structured group sessions, PROVIDER's counselors shall also be available to provide individual sessions as needed for the purpose of evaluation/treatment planning, individual counseling, case management or individual consultation. (Approximately 16 hours)

C. Individual Counseling

Individual counseling shall be provided according to individual inmate need as indicated in the inmate's treatment plan. While most inmates will require only a minimal amount of individual counseling, other inmates may need more extensive amounts of one-on-one counseling. Individual sessions shall focus on the top three criminogenic areas identified in the offender's treatment plan, and what the inmate needs to do to successfully change their behaviors, to better assist the inmate with the reintegration process necessary for successful transition to community living.

Appendix B
State of Hawaii's Residential Substance Abuse Therapeutic Community
(Formerly Level III)

The PROVIDER shall, in a satisfactory and proper manner as determined by the Department, provide and perform the following services:

1. Provide a program plan for the various types of treatment services that will be gender-responsive in a safe, humane and healing environment.
2. Provide assessments using tools such as the ASI, ASUS, and bio-psycho-social summary that identifies diagnoses, recommendations and master problem lists.
3. Provide treatment planning that is individually based, specific to defined needs and includes the inmates as well as other relevant parties. Set goals, define timeliness and action items, and review charted outcomes.
4. Provide proper documentation management such as charting goals, assess the outcomes, and then based on the results, re-assess the goals and action items.
5. Provide case management to coordinate relevant services and communicate treatment focus when appropriate.
6. Provide individual counseling that is specific to the individual's defined needs.
7. Provide cognitive/behavioral treatment including role modeling, role-playing, and skills practice to provide the inmates with specific skills to further prevent criminal activity.
8. Teach and monitor senior clients in conducting addiction and skill building classes.

Service Activities shall consist of the following:

A. Screening

When possible, the PSD will complete screening for all substance-abusing inmates referred to the PROVIDER.

B. Assessments Services

A Substance Abuse Counselor shall conduct initial personal interviews with inmates who are referred for admission into the TC:

1. The Adult Substance Use Survey (ASUS) or similar instrument(s);
2. The Level of Service Inventory – Revised (LSI-R) provided by PSD;
3. A Bio-Psycho-Social assessment instrument;

4. Identification of lack of social/family support for clean living; and the presence of unsafe housing conditions;
5. Legal issues; and
6. Social and psychological functioning and the impairment of function to each factor.

Within the initial phase of treatment, a complete Bio-Psycho-Social assessment shall be conducted and an Interpretive Summary written. The Interpretive Summary shall contain at a minimum the initial diagnosis, recommendations for treatment, and a master problem list.

Once assessed, the inmate will have a program that is tailored to his needs. Of particular importance is matching the intensity of treatment to the offender's risk level (Risk Principal) target criminogenic needs such as antisocial attitudes (Need Principle) and use cognitive-behavioral approaches to facilitate offender change (Responsivity Principle.)

C. Treatment Planning

PROVIDER shall create a treatment plan with the Inmate and treatment team specific to his needs, based on the assessment focusing on specific problem definition, the top three criminogenic needs, interventions aimed at resolution of identified issues, and agreed upon long term and immediate goals. The treatment team will include the PROVIDER's clinical staff, the Inmate referral sources, and all other affiliated personnel. The treatment plan shall contain at a minimum:

1. Long term goal for treatment;
2. Short term goals to address each problem area;
3. Objectives for each problem area;
4. Specific strategies to be used to achieve the objectives;
5. Target dates for completion of each strategy and objectives;
6. Strengths possessed by the inmate to aid in completing the plan;
7. Weekly reviews of the plan; and
8. Monthly updates.

D. Treatment

1. Counseling

a. Individual

Treatment staff shall provide individual counseling to Inmates as per the treatment plan regarding the Inmate's substance abuse, criminality, and other defined needs. Frequency of individual sessions will vary with the Inmate's need. At a minimum, the counselor will be responsible to meet with the Inmate weekly to review treatment plan progress and to assign homework for the next week.

b. Group

Cognitive/behavioral groups shall be provided daily for all Inmates. A minimum of two-hours each utilizing a cognitive behavioral curriculum such as the Residential Drug Abuse Program (RDAP). The group shall include role modeling of skills by staff, role-playing of skills by staff and Inmates, and skill practice by Inmates.

2. Education

The treatment counselors will train senior program participants to conduct addiction education classes that address basic issues related to addiction and recovery. In addition, senior participants will be taught to teach skill building classes that will improve the inmate's skills in relaxation techniques, stress management, communication, conflict resolution, decision making, parenting, etc. Treatment staff will oversee and assist as necessary all sessions to ensure the accuracy and effectiveness of peer educators.

3. Referral and Discharge Planning

The PROVIDER will coordinate the discharge planning, aftercare support, community sources of support, counseling resources for ongoing family and other therapy, and referrals as appropriate with PSD's Mainland Branch.

E. Case Management

The PROVIDER shall provide case management services to include:

1. Participation of the Addiction Treatment Unit Supervisor in weekly meetings with the facility staff. Case managers and TC staff shall meet weekly to review all Inmates and their progress; and
2. Assistance in the collection of data and preparation of reports.

F. Documentation

PROVIDER's supervisors and senior staff shall ensure that clinical charts are kept in accordance with CARF and ADAD standards and that documentation is entered in a

timely manner so as to reflect current information as to the Inmate's progress. Clinical charts will contain at a minimum the following:

1. Inmate's Screening documents;
2. Intake documents including signed Consents to Treatment, Contracts for Behavior, and appropriate Consents to Release Confidential Information;
3. Inmate's Assessment with Interpretive Summary;
4. Master Problem List;
5. Treatment Plan and all Treatment Plan Reviews;
6. Treatment plans will be reviewed weekly with inmate and updated to reflect current assignments and progress towards completion of past assignments. Every month, a formal treatment plan review will be completed and documented on the treatment plan review form;
7. Weekly Progress Notes, referencing treatment plan Goals;
8. Treatment Activities Log;
9. Discharge summaries including prognosis and recommendations; and
10. Any other required documentation as determined by facility staff and PROVIDER's staff.

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: DEC 15 2009	POLICY NO.: COR.14.26
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.14.26 & 04/01/2004	
	SUBJECT: OFFENDER ASSESSMENT PROTOCOLS	Page 1 of 5	

1.0 PURPOSE

To implement the department-wide use of standardized protocols for adult offender assessment instruments.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Chapter 353-6, HRS, Establishment of Community Correctional Centers
- b. Chapter 353-10, HRS, Intake Service Centers
- c. Chapter 353-62, HRS, Hawaii Paroling Authority (HPA); Responsibilities and Duties; Operations; Records, Reports, Staff
- d. Memorandum of Agreement between the Department of the Attorney General (AG), Department of Public Safety (PSD), Department of Health (DOH), and the Judiciary, State of Hawaii, effective April 17, 2002.

.2 Definitions

- a. Criminal Justice Agencies: The Probation Divisions, the PSD, and the HPA
- b. Interagency Council on Intermediate Sanctions Policy Group: A group established by Order of Appointment, issued by Chief Justice Ronald Moon, January 11, 2002.
- c. Level of Service Inventory-Revised (LSI-R): A predictive risk and needs scale that assesses an offender's propensity for further unlawful and rule-violating behavior based upon criminal history and dynamic risk factors.
- d. Adult Substance Use Survey (ASUS): A comprehensive secondary assessment tool for substance abuse treatment.
- e. Reassessment: A file and/or face-to-face interview to review an offender's risk/needs after the initial LSI and ASUS.
- f. Over-ride: An assignment of an inmate to a different level of treatment/program as determined by risk/need instruments.

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- g. Criminogenic Needs: Attributes that are directly linked to criminal behavior.
- h. Proxy: A jail abbreviated risk-screening instrument used to determine the level of investigation and supervision services to be provided to an offender.
- i. LSI-R/ASUS Consent Form: A pretrial form signed by the defendant acknowledging his/her voluntary participation in being assessed by the LSI-R/ASUS.
- j. Supervision Standards: Minimum required supervision tasks and activities determined by the defendant's classification.
- k. Face to Face Contact: An interview by the assigned officer with the offender at the office, work place, home or other appropriate sites to provide counseling, acquire information, and provide information as part of supervision.
- l. Certification: Passing scores of 3 or less scoring errors on the LSI and a .36 entry-level MI score.
- m. Cyzap: Internet database used by all Criminal Justice agencies to store the offender's scores.

3.0 POLICY

- .1 The PSD shall ensure that all eligible offenders including those in contracted out-of-state facilities are administered the LSI-R/ASUS by certified staff in a timely manner.
- .2 The PSD shall maintain a common information system platform containing current offender-based information for interagency collaboration.
- .3 The PSD shall be responsible for quality assurance in the application of the assessment instruments.
- .4 Any significant changes to this policy will conform to the goal of the Interagency Council on Intermediate Sanctions (ICIS).

4.0 PROCEDURES

- .1 Intake Service Center (ISC)

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- a. Staff shall complete the proxy-screening instrument at the initial intake interview.
- b. Staff shall enter the scores of the proxy into the ISC database.
- c. Staff shall attempt to obtain the offender's written consent to conduct the LSI-R and ASUS at the initial intake interview with all pretrial felon offenders.
- d. Staff shall complete the LSI-R and ASUS on all pretrial felons granted supervised release that have signed a written consent and have a proxy score of 5 or higher.
- e. Staff will complete the LSI-R and ASUS within 30 days of being released on supervised release.
- f. Staff shall use the results of the LSI-R and ASUS data to assign the appropriate level of supervision.
- g. Staff shall use the results of the LSI-R and ASUS data as guidelines to identify and address service and treatment needs of the offender.
- h. Staff shall identify and request a need for score over-ride when deemed appropriate.
- i. Staff will reassess the LSI-R and ASUS scores of the offender every 6 months or upon any significant event that alters the domain identified for change during the period of supervised release.
- j. Staff shall enter the completed LSI-R and ASUS information in the Cyzap Internet database.

.2 Correctional Facilities (In State)

- a. All newly sentenced inmates entering the Reception/Admission/Diagnostics (RAD) Unit shall have a LSI-R and ASUS completed by trained and certified staff within 45 days.
- b. RAD staff shall use the results of the LSI and ASUS to identify appropriate program and treatment level when completing the Initial Prescriptive Plan.
- c. LSI-R and ASUS reassessments shall be completed as part of the inmate transfer request packet submitted to the Inmate Classification Office for transfer to a minimum or community based facility.

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- d. LSI-R and ASUS reassessments shall be completed on all inmates within 24 months to their parole eligibility date.
- e. LSI-R and ASUS Instruments shall be completed within 30 days of placing an inmate on furlough and within 60 days upon placing an inmate on extended furlough.
- f. Staff shall enter the completed LSI-R and ASUS information into the Cyzap Internet database.
- g. Staff shall reassess LSI-R and ASUS scores every 6 months upon admittance into a minimum or community-based facility or any significant event affects the six criminogenic factors identified in the LSI-R.
- h. Staff may request an over-ride to a program and/or an identified level of treatment when appropriate. Such request shall accompany a request for such an exception through the inmate Exception Case form.

.3 Correctional Facilities (Out-of-State)

- a. All inmates transferred out-of-state shall have a current LSI-R and ASUS completed by the sending facility.
- b. LSR and ASUS reassessments shall be completed on all inmates returning to In-State Correctional Facilities for furlough, sex offender treatment programs, and parole, prior to their return to the State.
- c. Mainland Branch staff shall enter the completed LSI-R and ASUS information into the Cyzap Internet Database.

5.0 RESPONSIBILITY

- .1 Wardens and Branch Managers or designee shall ensure that all staff are properly trained and certified in the use of the LSI-R and ASUS.
 - a. Supervisors shall ensure that staff is appropriately trained to complete the proxy screening, LSI-R and ASUS instruments.

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- b. Supervisors shall ensure that staff is properly trained to enter and retrieve LSI-R and ASUS data from the Cyzap Internet database.
- c. Supervisors shall ensure that the proxy-screening instrument is completed on all newly admitted pretrial felons in a timely manner.
- d. Supervisors shall ensure that the LSI-R and ASUS initial and reassessment instruments are completed on all offenders meeting the criteria in a timely manner.
- e. Supervisors shall be responsible for conducting random reviews of staff interviews and scoring of the LSI-R and ASUS instruments to maintain consistency in scoring and to identify any (gross) scoring errors.
- f. Supervisors shall be responsible for identifying staff in need of retraining and developing an action plan. Such plan shall be submitted to the manager or warden for approval.
- g. Supervisors shall be responsible for conducting random case reviews to ensure the LSI-R and ASUS data are being used as part of the case planning process.
- h. Supervisors shall be responsible for reviewing and approving or disapproving any request for score over-rides.

6.0 SCOPE

This policy applies to all supervisors/managers and staff assigned to assess and evaluate offenders.

APPROVAL RECOMMENDED:

 12/11/09
Deputy Director for Corrections Date

APPROVED:

 12/15/09
Director Date

Level of Service Inventory -R

Assessment ID: DOCH-LSI-46650

Assessed: 06/29/10

Name: [REDACTED]

DOB: [REDACTED]	Sentence Date:	Unit: Jail/Prison
Gender: Male	Offense:	County: Hawaii
Assessor: MHo@oahu	Offense Group:	CS Eligibility: No
Purpose: Reassessment	Offense Type: Other_Class B	
Case #:	Assessment Status: Post-Sentence	
SUHM: 3	Disposition: Prison	

Total Score: 24	Change Score: 19	Risk: Moderate
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N	Y		Score	N	Y		Score
		Criminal History	0.50			Leisure/Recreation	0.00
1.	X	Any prior adult convictions Num: 10		30.	X	No recent participation in an organized activity	
2.	X	Two or more prior convictions		31.	2	Could make better use of time	
3.	X	Three or more prior convictions				Companions	0.80
4.	X	Three or more present offenses		32.	X	A social isolate	
5.	X	Arrested under age 16		33.	X	Some criminal acquaintances	
6.	X	Ever incarcerated upon conviction		34.	X	Some criminal friends	
7.	X	Escape history from a correctional facility		35.	X	Few prosocial acquaintances	
8.	X	Ever punished for institutional misconduct		36.	X	Few prosocial friends	
9.	X	Charges filed or status revoked on probation/parole				Alcohol/Drug Problem	0.22
10.	X	Official record of assault/violence		37.	X	Alcohol problem, ever in lifetime	
		Education/Employment	0.90	38.	X	Drug problem, ever in lifetime	
		When in labor market		39.	2	Alcohol problem in last 12 months	
11.	X	Currently unemployed		40.	2	Drug problem in last 12 months	
12.	X	Frequently unemployed		41.	X	Law violations	
13.	X	Never employed for a full year		42.	X	Marital/Family	
14.	X	Ever fired or asked to resign		43.	X	School/Work	
		School or when in school		44.	X	Medical	
15.	X	Less than regular grade 10		45.	X	Other indicators 0	
16.	X	Less than regular grade 12				Emotional/Personal	0.00
17.	X	Suspended or expelled at least once		46.	X	Moderate interference	
18.	0	Participation/performance		47.	X	Severe interference, active psychosis	
19.	0	Peer Interactions		48.	X	Mental health treatment ever in lifetime	
20.	0	Authority interactions		49.	X	Mental health treatment in last 12 months	
		Finance	0.50	50.	X	Psychological assessment indicated 0	
21.	2	Financial Problems				Attitudes/Orientation	0.00
22.	X	Reliance upon social assistance		51.	2	Supportive of crime	
		Family/Marital	0.25	52.	2	Unfavorable toward convention	
23.	2	Dissatisfaction with marital situation		53.	X	Poor toward sentence	
24.	2	Non-rewarding, parental		54.	X	Poor toward supervision	
25.	2	Non-rewarding, other relatives				Comments/Override:	
26.	X	Criminal-Family/Spouse				Section Notes	
		Accommodation	0.67				
27.	1	Unsatisfactory					
28.	X	Three or more address changes last year					
29.	X	High crime neighborhood					

The Level of Service Inventory-Revised (LSIR) by D. A. Andrews, Ph.D and James L Bonta, Ph.D. © 1995, Multi-Health Systems Inc. In USA: 908 Niagara Falls Blvd., North Tonawanda, NY 14120-2060; 1-800-456-3003. In Canada: 3770 Victoria Park Ave., Toronto, Ontario, M2H 3M6; 1-800-268-6011. International: 1-416-424-1700. All rights reserved. Reproduced by permission.

ADULT SUBSTANCE USE SURVEY - ASUS

Assessment ID: DOCH-ASUS-40748

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Assessed: 06/29/10

Name: [REDACTED]

DOB: [REDACTED]	Prior AOD OP TX: 1-2	Last Yr 2010	Assessor: MHo@oahu
Age: [REDACTED]	AOD IP TX:		Employment: Unemp 3+ mo
Gender: Male	MH TX:		Other Status:
Ethnicity: Other mixed	Drug Ed Class:		Age of First Arrest: 16
Marital: Single-never married	AOD Arrests: 2+	2008	
Education: 11 years			

Substance Use History	Life time	Last 6 mo	Age of last use	Drug Category	Life time	Last 6 mo	Age of last use
1. Alcohol	50	0	23	7. Heroin	0	0	
2. Marijuana	50	0	23	8. Other Opiates	0	0	
3. Cocaine	0	0		9. Sedatives	0	0	
4. Amphetamines	0	0		10. Tranquilizers	0	0	
5. Hallucinogens	0	0		11. Cigarettes	No longer		
6. Inhalants	0	0		SUHM/Tx (based on LSTotal)	Intensive	Outpatient	

Critical Summary: Blackouts four to six times. Became physically violent one to three times. Passed out one to three times. Seizure or convulsion one to three times. Committed a crime more than six times. Charged with DUI three to four times. Felt down and depressed a lot. Felt suicidal sometimes. Consider mental health assessment based on mood score.

ASUS Summary Profile

SCALE	Score	Low 1 2	Medium 3 4 5	High Medium 6 7	High 8 9 10	NORM SET
1. Involvement1	8	[REDACTED]				2542 adult probationers screened for potential alcohol or drug problem 668 IP & IOP Tx Clients
2. Disruption1	27	[REDACTED]				
3. Social	19	[REDACTED]				
4. Mood	10	[REDACTED]				
5. Global	64	[REDACTED]				
6. Six Month	0	[REDACTED]				
7. Defensive	8	[REDACTED]				
8. Motivation	18	[REDACTED]				
9. ASUS Rater	14	[REDACTED]				
10. Involvement2	8	[REDACTED]				
11. Disruption2	27	[REDACTED]				

Treatment Guidelines (based on ASUS Involvement and Disruption Score)

Involvement Score	Disruption Score	Level of Use & Problem Description	Tx Level
8	27	Medium involvement, medium-high AOD disruption and needs	4

Referral Guidelines: Comprehensive assessment. Moderate intensity outpatient (3-6 hrs wk), 5-9 months duration. UAs if drug use.

Evaluator Impression

AOD Use Involvement:	7-Moderate-High
AOD Use Disruption:	7-Moderate-High
AOD Use Service readiness:	6-Moderate-High
Comments	

Information in the ASUS summary is based on the client's self report. It is dependent on his or her ability and willingness to validly respond to the questions. It represents the individual's perception of self regarding alcohol and other drug use, concerns about self and relationship to others, and willingness to be involved in the change process. This information should be used only in conjunction with information from all other sources when making referral or treatment decisions. No one piece of information from this or any other source should be used solely to make such decisions. It is always best to engage the client in a partnership when making referral and treatment decisions.

APPENDIX D - INMATE TRUST ACCOUNTS

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: APR 21 2010	POLICY NO.: COR.02.12
		SUPERSEDES (Policy No. & Date).: COR.02.12 & 07/28/99	
SUBJECT: INMATE TRUST ACCOUNTS		Page 1 of 10	

1.0 PURPOSE

To provide guidelines and standards governing inmate trust accounting systems.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Revised Statutes (HRS) Chapter 353- Section 20, Custody of Moneys; Accounts for Committed Persons.
- b. HRS Chapter 353- Section 21, Withdrawals; Forfeitures.
- c. HRS Chapter 353- Section 22, Earnings Exempt from Garnishment etc.
- d. Act 189, Sessions Laws of Hawaii (SLH) 1996, Relating to Garnishment of Inmate moneys.
- e. Departmental Policies and Procedures (P&Ps) COR.02.05, Administrator Activity Trust Fund and COR.02.13, Monetary Donations to Inmate Trust Funds.
- f. Standards for Adult Correctional Institutions, American Correctional Association, 4th Ed., Sections 4-4045, 4-4046, 4-4292, 4-4033, 4-4034.

.2 Definitions

- a. Department Obligations: Articles or services purchased by an inmate from the Department such as copy machine services, drug screen testing, telephone calls, and so forth. For purposes of this Policy, this category does not include purchases from the inmate store.
- b. Family Emergency: Includes but not limited to a family member's funeral or hospitalization due to serious injury or illness.
- c. Facility Trust Checking Accounts: A checking account maintained at a bank under the name of a facility for use by a group of inmates under the trust fund accounting system.
- d. Individual Inmate Savings Accounts: A savings account maintained at a bank under the name of an inmate for their personal use when actively participating in a work furlough program. These are restricted accounts

APPENDIX D - INMATE TRUST ACCOUNTS

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requiring the signature of both the inmate and facility in order to make withdrawals and deposits.

- e. Legal Obligations: Payments ordered by the Court such as fines, restitution, damages, fees, costs, etc.

3.0 POLICY

- .1 In accordance with the provisions of HRS, a trust account shall be established for all money a committed person may receive from either outside sources or from work performed while incarcerated. An accounting system shall be established which will enable the inmate to make withdrawals from their trust account and receive periodic statements showing credits and debits to their accounts. The accounting system shall also incorporate controls, which will ensure accurate record keeping, and the safeguard of funds.
- .2 The trust account shall consist of two portions or accounts, a spendable account and a restricted account. As mandated by Departmental P&P COR.14.02, Inmate Work Program/Compensation, fifty percent (50%) in excess of \$20 in any calendar month of all money earned by an inmate while incarcerated shall be held in a restricted account, which the inmate cannot draw from except under the provisions of this policy. The balance shall be deposited in a spendable account, which an inmate may draw from. The spendable account may consist of a bank checking and/or savings account. All money donated to an inmate from outside sources shall be deposited in the inmate's spendable account.

Upon discharge from incarceration, the balance of all money in the restricted and spendable account shall be given to the inmate.

- .3 Inmates shall be given the option of maintaining their funds in either a joint inmate saving and checking account or an individual inmate savings account. Inmates may have unlimited access to a joint inmate account but the number of times an inmate may access an individual account shall be generally limited.

4.0 PROCEDURES

- .1 Establishing a New Account
 - a. A trust account shall be established for all offenders upon initial entry into a correctional facility including contracted out of state correctional facilities. The account shall be identified by the name of the offender and their State Identification Number (SID). The account balance shall be established only after funds are received from the sending facility. For

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those inmates who wish to have an individual savings and checking account, the bank where the funds are to be maintained shall be notified in writing that the accounts are to be classified as restricted. These restricted accounts shall require two signatures for withdrawal authorization, the inmates' and facility designated authority.

.2 Payroll Accounting

a. Daily

A daily record (timesheet) shall be maintained of hours worked by each inmate. The timesheet shall be verified and signed by the inmate's work supervisor.

b. Monthly

A payroll report shall be generated which shows the total hours for the month worked by each inmate, his or her pay rate and total monthly pay. Based upon this report, a warrant shall be generated for each inmate for his or her total monthly pay through the purchase order process. Upon receipt of the warrant and verification against time sheets and the payroll report, the monthly earnings shall be posted to the individual inmate's ledger. Fifty percent (50%) in excess of \$20.00 shall be deposited in the inmates' restricted account and the balance deposited to their spendable account.

The monthly payroll report shall be verified by:

1. Comparing the total monthly hour amounts against the daily timesheets.
2. Checking that all inmates who received pay are inmates of a facility and that no inmates were left off the payroll report that should be paid.
3. Comparing the batch total of the payroll edit to the total payroll invoice sent to the Facility Fiscal Office for payment.

.3 Deposit of Receipts

a. Daily

1. All receipts shall be posted within two (2) working days from the day they are received to the inmate's ledger (reference

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Departmental P&P COR.02.13, Monetary Donations to Inmate Trust Funds).

2. A batch total of the amounts recorded in the ledgers shall be made and compared to the amount of an adding machine tape of the total deposits for the cash receipts book.
3. All receipts shall be deposited in the bank on the next working day after they are received. If receipts are not sufficient to warrant daily deposits, a Facility may deposit receipts on a weekly basis or every few days. However, no more than \$100 of daily receipts at any time shall be held at a facility.

All monies held for deposit shall be placed in an officially designated secure location daily.

4. The deposit slip from the bank shall be compared and attached to the applicable batch of cash receipt slips in the cash receipt book or in a receipt file.

b. Monthly

A receipt journal shall be generated showing all entries and compared to the entries in the cash receipt book.

.4 Disbursements

a. Check Requests (Spendable Account)

1. Inmates who wish to withdraw funds from their account shall make their request in writing. The written request shall be approved by the inmate's residency manager or other designated authority.
2. Upon approval of the request, a check shall be made and recorded in the check register. The transaction shall be posted to the inmate's ledger with the check number.
3. The inmate's written request shall be kept on file in the Facility's Business Office.
4. A daily comparison shall be made of the total input to the ledgers with the batch total of all checks posted.

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b. Store Orders

All store orders shall be posted to the inmate's ledger (spendable account). A check shall be prepared and drawn from the trust account for the total of the store order. The check shall be recorded in the check register.

Each facility shall be responsible for establishing a control system which will ensure the integrity and accuracy of the inmate store accounting system.

c. Spendable Accounts

The following are authorized deductions from an inmate's spendable account:

1. Articles purchased from the inmate store or commissary.
2. Departmental and facility obligations
3. Articles or services purchased by an inmate from outside sources which are authorized by facility administration.
4. Legal obligations.
5. Special family needs (food, rent, utilities, school supplies, clothing etc.) that are verified and documented by bills or invoices.

Special family needs (contracted out-of-state facilities only) is limited to the inmate's portion of long distance phone bill that is verified and documented by bill/invoice from the phone company. Check will be made payable directly to the phone company and not to the inmate's family member.

6. Payment to the individual Accounts Receivable balance.

d. Restricted Accounts

The following are authorized deductions from restricted accounts, which may be made if sufficient funds are not available in the inmate's spendable account, upon approval of the Warden or designee:

1. Family emergency.

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2. Departmental and facility obligations.
3. Legal obligations.
4. Payment to the individual Accounts Receivable balance.
5. Special program needs (work tools, work clothes, medical services) or for other circumstances based on a case-by-case assessment.
6. Seasonal clothing (Contracted Out-of-State facilities only) that includes winter apparel (i.e. thermals, long-johns, wool socks/caps, and heavy sweatshirts/sweatpants) based on a case-by-case assessment.
7. Electronic Items (Contracted Out-of-State facilities only) for inmates with 15 years or more on TPD and are making regular restitution payments based on a case-by-case assessment.

.5 Savings Accounts

a. Deposits to Accounts

1. An inmate may transfer funds from their checking account to their savings account (spendable or restricted). Those who wish to do so must make their request in writing.
2. The deposit amount shall be posted to the inmate's ledger and the funds deposited to the account at the bank.
3. A copy of the bank receipt shall be forwarded to the inmate.

b. Authorized Withdrawals

1. Spendable Account

The following are authorized deductions from an inmate's spendable account:

- a) Articles purchased from the inmate store.
- b) Department and facility obligations.
- c) Articles or services purchased by an inmate from outside sources which are authorized by facility Warden.
- d) Legal obligations.

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2. Restricted Accounts

The following are authorized deductions from restricted accounts which may be made if sufficient funds are not available in the inmate's spendable account:

- a) Family emergency.
- b) Department obligations.
- c) Legal obligations.

In cases where a family emergency is not covered as defined, the facility Warden shall determine what is or is not a family emergency.

c. Garnishment

Inmate accounts shall be subject to garnishment or attachment for cause of an action or claim against an inmate in the following order of priority (If sufficient funds are not available in the inmate's spendable account, the funds shall come from their restricted account):

- 1. Victim restitution as ordered by the court.
- 2. Child support payments as ordered by the court.
- 3. Replacement costs for damage, destruction, or loss of State property that may have been caused by the inmate including all other costs associated with the damage to the property. If an inmate does not have sufficient funds in their accounts to cover replacement costs, their account shall be debited.
- 4. Reimbursement for the extraordinary cost of photocopying or postage which has been advanced by the facility to an inmate for litigation purposes.

d. Withdrawal Procedures

- 1. All requests for withdrawal from accounts shall be made in writing by the inmate. The request shall be approved by the inmate's residency manager or other designated authority.
- 2. Upon approval, the inmate shall complete and sign the bank's withdrawal form. The staff member in charge of inmate accounts shall also sign the withdrawal form.

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3. The withdrawal shall be posted to the inmate's savings ledger.
4. A copy of the bank receipt for the withdrawal shall be forwarded to the inmate.

e. Monthly Accounting and Reconciliation

1. All bank statements for joint inmate savings and checking accounts shall be reconciled. The amounts of the bank statements shall be reconciled to the individual ledgers.
2. Any discrepancies reported by an inmate concerning their bank statement shall be promptly investigated by the facility. If the facility cannot reconcile the discrepancy, the situation shall be reported in writing through the chain of command to the Department Business Management Office.

.6 Quarterly Trust Fund Accounting

- a. A copy of the inmate's ledgers (spendable and restricted) shall be made and forwarded to the inmate each quarter. However, inmates shall be allowed to request a copy of their ledger anytime in between the quarter periods but not more than once a month. This request shall be made in writing.
 1. Any discrepancies reported by and inmate concerning their bank statement shall be promptly investigated by the facility. If the facility cannot reconcile the discrepancy, the situation shall be reported in writing through the chain of command to the Department Business Management Office.
- b. Form PSD 1996, Funds Not Deposited in State Treasury (see attached) shall be prepared quarterly by the 15th day after the end of the quarter for each type of inmate account and the balance on the form reconciled with the ledger balances. Upon completion, Form PSD 1996 shall be forwarded to the Fiscal and Supply Services Office in Department Administration.
- c. The Fiscal and Supply Services Office shall summarize the receipts and disbursements for all correctional facilities using Form PSD 1996 and prepare a journal voucher recording all receipts as revenue and all disbursements as expense. The journal voucher shall be forwarded to the Department of Accounting and General Services.

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.7 Discharge of an Inmate

- a. Upon notification that an inmate will be discharged from custody, the inmate's account shall be reviewed prior to release to ensure the balance is current and all transactions (payroll, purchases, etc.) have been posted.
- b. The inmate may be allowed to keep their individual savings and checking account at the bank. Upon day of discharge, the inmate shall be given their savings passcard and other financial documents held by the facility. A notice that the account is not longer restricted shall be sent to the bank.
- c. Approval for payment of all compensation due an inmate shall be made only by the facility administrator or their designee. Form PSD 1995, Release of Inmate Funds (see attached), shall be used for this authorization.
- d. Upon day of discharge, inmates with their funds in a joint account shall be given a check for the full amount of their balance. In those cases where there is a delay in the posting of transactions such as monthly payroll or if a release occurs without prior notification to the Facility Fiscal Office, the inmate shall be notified in writing of the reason for the delay.
- e. The Facility Release Section shall inform the inmate that he may return during the Facility Fiscal Office's normal work hours to obtain his funds. The Facility Release Section shall obtain an address where the inmate's funds may be forwarded, if the inmate fails to report to the Facility Fiscal Office.
- f. The Facility Fiscal Office shall forward all of the inmate's funds to the address specified by the inmate at the time of release within 5 working days.
- g. If the Facility Fiscal Office receives the inmate's check back due to problems with the mailing address the check shall be voided. The funds shall be maintained as an inmate spendable account, until the inmate makes an inquiry or returns to incarceration. If the inmate is re-incarcerated then all funds will be forwarded to the appropriate facility as spendable account funds.

.8 Transfer of an Inmate

- a. When an inmate is transferred to another facility, the receiving facility shall establish an account for the inmate.

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- b. Within 24 hours after the date of transfer, the sending facility shall review the inmate's accounts to ensure the balance is current and all transactions (payroll, purchases, etc.) have been posted. A check for the current balance shall then be forwarded to the receiving facility where applicable, along with any other financial documents held by the sending facility such as bank passcard, etc.

5.0 SCOPE

This policy applies to the inmate trust accounting functions at all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

4/19/10
 Date

APPROVED: 

 Director

4/21/10
 Date

APPENDIX D - INMATE TRUST ACCOUNTS

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

FUNDS NOT DEPOSITED IN STATE TREASURY

Division _____ For Period Ended _____

Branch _____

Section/Unit _____

TITLE _____

Beginning Balance: _____ (Date) \$ _____

Receipts:

Source Codes _____ Amounts \$ _____

Total Receipts:

Disbursement:

Personal Services _____

Other Current Expenses _____

Capital Outlay _____

Other Government Costs _____

Non-Government Cost Payments _____

Total Disbursements \$ _____

Transfers \$ _____

Ending Balance: _____ (Date) \$ _____

Contact Person: _____

Telephone: _____

I certify that the information
shown in the above statement
is correct to the best of my
knowledge and belief.

Signature

Date

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

RELEASE OF INMATE FUNDS

In accordance with the provision of Department of Public Safety Policies and Procedures,
all funds in our control, which are due _____

APPENDIX E - INMATE TRUST ACCOUNT (Inmate)

SSN _____ are approved for payment upon release from the custody of

_____ on _____
(Facility) (Date/Time)

Clerk Verification Approved _____
(Administrator/Designee)

Check No. _____

Date _____

Date Issued _____

PSD 1995 (11/2009)

_____ tear _____

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY

RELEASE OF INMATE FUNDS

In accordance with the provision of Department of Public Safety Policies and Procedures,
all funds in our control, which are due _____

(Inmate)

SSN _____ are approved for payment upon release from the custody of

_____ on _____
(Facility) (Date/Time)

Clerk Verification Approved _____
(Administrator/Designee)

Check No. _____

Date _____

Date Issued _____

PSD 1995 (11/2009)

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: 2/19/09	POLICY NO.: COR. 18.01
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): 02/10/2000	
	SUBJECT: INMATE CLASSIFICATION SYSTEM		Page 1 of 11

1.0 PURPOSE

To provide a manual of policy and instructions for effecting branch facility custody levels and custody designations for branch facilities, and to provide an organized and efficient method of implementing the Department's inmate classification system

2.0 REFERENCES & DEFINITIONS

.1 References

- a. Hawaii Administrative Rules of the Corrections Division, Title 23, Subchapter 107, Inmate Classification
- b. Hawaii Revised Statutes, Chapter 706, Disposition of Convicted Defendants
- c. ACA: Guidelines for the Development of a Security Program, Second Edition, Classification and Facility Security Levels
- d. Department of Public Safety, Policy and Procedure No. 493.18.07, Exception Case
- e. Department of Public Safety, Classification Coding Instructions Manual

.2 Definitions

a. Initial Classification

The initial classification of a jail or prison inmate is conducted to determine the custody designation appropriate to the inmate's needs and the risk the inmate represents to security. The five custody designations to which an inmate can be assigned are: maximum, close, medium, minimum, and community.

- 1. Jail inmates should have an initial custody screening instrument completed within seventy-two hours (72) hours of admission to the department; and
- 2. Prison inmates shall have an initial custody instrument completed within sixty (60) days upon transfer to the RAD unit.

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b. Reclassification

A formal re-assessment of the inmate's custody designation. Reclassification shall be conducted at least every six months (after the last classification action) or every 12 months for inmates designated as community custody and after any change which may affect the inmate's security or custody designation, i.e., following new sentence(s), sentence reduction, or adjudicated major (high or greatest) misconduct(s).

c. Classification Committee

The authority for all adverse institutional classification actions is delegated to this committee. The classification committee should consist of one or more members. The composition of the committee may include the Facility Classification Coordinator/designee, case manager, or other members as deemed appropriate by the branch facility Warden or their designee.

d. Initial Classification Instrument

The initial prison classification instrument shall be completed by the RAD case manager assigned to the inmate.

e. Reception, Assessment, Diagnostic (RAD)

A Reception, Assessment, Diagnostic Unit that conducts an Initial Classification, Level of Service Inventory-Revised (LSI-R), Adult Substance Use Survey (ASUS), and a prescriptive plan for services based on information from the LSI-R and ASUS on all newly sentenced felons in the Hawaii correctional system.

f. Facility Classification Coordinator

Ensures that all classification actions or recommendations conform to departmental policy and procedures on Inmate Classification.

g. Custody Designation

The result of a classification process that determines placement at or within a facility based on housing, programming, and the degree of staff supervision required by the inmate.

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h. Custody Level

Custody level will determine the degree of physical control and staff supervision that an inmate requires. This will determine the inmate's facility designation and types of programs the inmate will have access to. Custody level is based upon a number of factors, including but not limited to operational and physical plant criteria. A single facility may have more than one level of security within its perimeter. There are five custody levels: maximum, close, medium, minimum and community.

i. Prison Inmate

Any inmate committed to serve more than a one (1) year sentence, including sentenced misdemeanants with consecutive terms totaling greater than one year. Also includes parole violators.

j. Jail Inmate

Any inmate committed to serve less than one year (probation felons, sentenced misdemeanants, sentenced petty misdemeanants), pre-trial detainees, federal/other state holds. Also includes probation violators pending violation hearing adjudication.

k. Initial Classification Instrument

The form used to determine initial prison inmate custody designation and to determine initial inmate facility placement. This form is completed by the Reception, Assessment and Diagnostic (RAD) unit assigned case manager.

l. Reclassification Instrument

The form used to determine adjustments in inmate custody designation after the establishment of the minimum term by the Hawaii Paroling Authority and also used to recommend transfer to a different facility or housing level than currently assigned.

m. Initial Custody Screening Instrument

The form used to determine initial jail inmate custody designation and

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recommend housing assignment. This form is completed by the Intake Service Center social worker at the various Intake Service Centers.

n. Jail Classification Review Instrument

The form used to determine adjustments in a jail inmate's custody designation upon a change of status from pre-trial to sentenced jail.

o. Exception Cases

Cases in which administrative action may override the custody scoring to ensure appropriate placement. These actions will provide for the safety of staff, inmates and the community, and will help ensure the good management of the facility.

p. Inmate Housing

Principal area of housing assignment, i.e., residency module, annex, holding unit or other living accommodations for offenders within a facility perimeter.

q. Institutional Program Areas

Areas within a facility perimeter where inmates participate in programs such as educational, vocational, and specialized treatment, that allow for freedom of movement under general supervision.

r. Security Area

Established limits within a facility where inmates cannot proceed past unless under escort.

s. Security Perimeter

The outer most fence or wall that defines the secure boundaries of a facility.

t. Periphery of Property

The outer most boundary of the property upon which the correctional facility is situated.

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u. Orientation/Intake Unit

Each facility with sentenced felon populations should have an intake Orientation Unit where newly admitted/transferred inmates shall be housed until the transfer assessment process is completed, and appropriate housing and program assignments are determined.

v. Adverse Classification Action

Adverse classification action is any increase of one step or more in custody designation. Other types of adverse actions are: transfer of a pretrial or state/federal hold inmate to prison and transfer of an inmate for the purpose of providing more restrictive security, the result of misconducts, and/or change in sentencing status.

3.0 POLICY

A systematic and objective classification program shall be established to facilitate correctional goals which promote public safety and reintegration opportunities through placement in programs involving increasing degrees of community involvement.

Classification shall be based on a need for differential care and handling of inmates, according to the individual's assessed needs and the risks presented. The classification process is two-fold: i.e., initial classification for appropriate facility assignment and reclassification for movement between security levels and/or facilities. While evaluations are consistently based on a specific set of variables, sensitivity to the inmates changing needs and behavior are not precluded.

Each inmate under the care and custody of the Department of Public Safety shall be classified for security purposes according to the level of risk he/she represents to the facility and to the community at large. It is also the Department's policy that each inmate should be classified at the least restrictive capacity consistent with security needs. No inmate should receive more supervision or be kept at a more secure status than his/her potential risk dictates. Whenever possible, inmates shall be assigned to housing consistent with their custody.

In the implementation of the classification system, the following shall be adhered to:

- .1 Segregation of inmates shall not be based on race, color, creed, national origin, or religion.

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- .2 Whenever possible, violent, predatory inmates, and inmates who may be subjected to violent acts shall be housed separately from the general population.
- .3 Jail inmates shall be housed separately from prison inmates, unless a threat is posed to the good management of the facility, and an exception case transfer form (DOC 8202) is initiated through the adverse custody hearing process. Approval shall be retained through the Classification Office.
- .4 Males shall be housed separately from females.
- .5 All adverse classification actions shall be conducted in an objective manner to ensure due process safeguards.

4.0 CLASSIFICATION DESIGNATIONS

The following classification designations will be used in assigning inmates to appropriate supervision:

.1 Maximum Custody

Maximum custody will be reserved for inmates who have shown through their institutional behavior that they are unable to function appropriately in the general population, regardless of the amount of time left to serve. This will include the violent, predatory, chronically disruptive, and serious management problem inmates who disrupt the safe operation of a facility. The decision to place an inmate in maximum custody must be judiciously made through an exception case request and will be subject to monitoring by the facility classification committee at a minimum of every 6 months.

When classified maximum custody, the inmate is assigned to a highly restricted area or to a maximum security-type facility. These inmates definitely present an escape risk and/or management problem. Public safety is a major concern for these types of inmates. The level of supervision required for maximum custody is as follows:

Supervision Required

Residency Area:

Restricted to room or quadrant; constant surveillance.

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Security Area:	Movement under escort and with or without restraints; constant supervision
Outside Security Area, within Perimeter:	Movement under escort of two uniformed officers, with restraints; constant supervision.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of confidential Policies COR. 08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints
Meal Movement:	Fed in cell or quadrant.

.2 Close Custody

This custody will be used for those inmates with long minimum sentences (21 years or longer), serious escape risks, and other types of inmate characteristics that may require higher controls in the general population. Inmates placed in close custody as a result of a long minimum sentence shall be reviewed after five years of observation for consideration of reduction of custody to medium. Should a reduction of custody level not be granted at the first review, the inmate shall be reviewed every year thereafter until medium custody is attained. The close custody inmate will be assigned to facilities designated as medium, but will be subject to restrictions concerning the hours they are allowed to mix with the general population and the types of programs they may participate in. Close custody inmates cannot be assigned to programs outside the security area, such as motor pool or outside worklines. Close custody inmate will be subjected to security headcounts every two hours outside their residency area. The levels of supervision for close custody inmates are as follows:

Supervision Required

Residency Area:	Freedom of movement; constant surveillance.
Security Area:	Movement under constant surveillance; report for count every two hours. Must be under escort after daylight hours.

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Outside Security Area, within Perimeter:

Movement under escort; constant surveillance.

Outside Perimeter:

Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.

Meal Movement:

In general population dining area under constant supervision.

3 Medium Custody

Medium custody may include long term moderate and low risk prison inmates or marginal risk inmates. The inmate's institutional conduct and adjustment indicates a need for continuous control and frequent supervision. Medium custody is also assigned to parole/probation violators prior to a revocation hearing.

The medium custody inmate is assigned to a more secure residency area within a multi-level security facility or to a medium security-type facility. These inmates may present an escape risk or management problem(s). The levels of supervision for medium inmates are as follows:

Supervision Required

Residency Area:

Freedom of movement; constant or intermittent supervision.

Security Area:

Movement with constant or intermittent supervision.

Outside Security Area, within Perimeter:

Movement under escort; constant surveillance.

Outside Perimeter:

Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court

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appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.

Meal Movement: Under general supervision.

.4 Minimum Custody

Minimum custody is for low risk prison and jail inmates who have 48 months or less to parole/release eligibility and have demonstrated through their institutional conduct and adjustment a minimal need for control and supervision, have no felony hold or detainer, have not been involved in a violent episode within the last 12 months, and did not escape or attempt to escape from the department within the last seven years. Medical and mental health clearance is required for transfer to a minimum-security facility. Inmates who refuse to actively participate in available correctional programs to address-identified problem areas shall be excluded from minimum or community custody. Inmates on psychotropic drugs are also excluded, unless they have been approved/cleared by the facility psychiatrist. Inmates identified for sex offender treatment must obtain clearance from the Administrator of the Sex Offender Treatment Program. The inmate is assigned to the least secure housing area available within multi-level facility or to a minimum-security facility. These inmates tend to present low escape risk or management problems. The levels of supervision required for minimum custody are as follows:

Supervision Required

- Residency Area: Freedom of movement is allowed within the residency and multi-purpose area with intermittent supervision.
- Security Area: Movement under intermittent surveillance.
- Outside Security Area, within Perimeter: Movement under escort; constant surveillance.
- Outside Perimeter: Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.

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Meal Movement: Under general supervision.

.5 Community Custody

Community custody is a program custody for low risk prison or jail inmates who have met the requirements for minimum custody and are within **24** months to discharge or parole eligibility. Medical and mental health clearance is required to ensure participation in community service worklines and/or furlough **with** or **without** restrictions. Inmates on psychotropic drugs are to be excluded, unless they have been approved by the facility psychiatrist. Those inmates identified for sex offender treatment require a Sex Offender Custody Level Review recommendation for community custody (see attachment, form DOC 8760). Those inmates identified for sex offender treatment who do not have the recommendation of the Sex Offender Treatment Program Administrator will be excluded from community custody. This is to ensure satisfactory completion of the Sex Offender treatment program in a secured setting and appropriateness for furlough participation.

Inmates who refuse to actively participate in available correctional programs to address-identified problem areas shall be excluded from minimum or community custody.

Community custody inmates require the following levels of supervision:

Supervision Required

Residency Area:	Freedom of movement with intermittent surveillance.
Security Area:	Movement under intermittent surveillance.
Outside Security Area, within Perimeter:	Movement with or without escort.
Outside Perimeter:	Movement with or without escort. There are instances in which security requires an inmate to be restrained.
Meal Movement:	Under general supervision.

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5.0 RESPONSIBILITY

- .1 Wardens, in coordination with the Department Classification Officer, have the ultimate responsibility of administering this policy.
- .2 The designated Facility Classification Coordinator is responsible for ensuring that all actions and recommendations of the committee conform to the requirements of Chapter 18 of the Corrections Administration policy and procedures manual.

6.0 CLASSIFICATION ACTIONS

Classification of inmates shall be made in accordance with instructions contained within the Classification System Manual and Coding Instructions.

7.0 SCOPE

This policy shall apply to all correctional facilities.

APPROVAL RECOMMENDED:



Deputy Director for Corrections

[Handwritten Signature]
1/20/09

Date

APPROVED:



Director

2/19/09

Date

State of Hawaii
Department of Public Safety
Sex Offender Treatment Program



CONFIDENTIAL
WHEN COMPLETED

SEX OFFENDER CUSTODY LEVEL REVIEW

INMATE'S NAME: _____
(Last) (First) (Middle Name or Initial)

INMATE'S ID #: _____ DOB: _____
(SID # / SS #) (Date of Birth)

PED/EPH: _____ TODAY'S DATE: _____
(Parole Eligibility Date/Early Parole Hearing)

1. The inmate is incarcerated at:
 Halawa Correctional Facility Kulani Correctional Facility Other _____

Case Manager _____

2. In which Circuit was the inmate sentenced?
 First, Oahu Third, Hawaii
 Second, Maui Fifth, Kauai

3. Is inmate currently incarcerated because of a conviction for sexual offense?
 Yes. CR# _____ Charge: _____
 No. If not a sexual offense, on what charge is inmate convicted? CR# _____
Charge: _____

4. If inmate is NOT convicted for a sexual offense, he may qualify as a sex offender because of a:
 Instant offense sexually motivated.
 Prior sex offense conviction as an adult.
 Prior sex charge as an adult.
 Prior sex offense conviction as a juvenile.
 Prior sex charge as a juvenile.
 Other: _____

5. Noteworthy factors include any history or incidents during incarceration of: (all that apply)
 Substance abuse, dirty UAs
 Pornography in cell, seeks subscription to erotica
 Violence/threats/attacks on ACO's, staff, or inmates
 Health problems that hinder work
 Poor performance on work details, firings, quitting
 Deviant sexual behavior/proposition to staff or inmates
 Non-compliance with programs, educational goals
 Escapes (including attempts)
 Other: _____

6. Does offender refuse to participate in SOTP or deny he needs further treatment?
 Yes No

7. Comments

SOTP Administrator's Recommendation
 Medium
 Minimum
 Community

SOTP Administrator's Signature

Date