

**NEIL ABERCROMBIE**  
GOVERNOR



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**2013 Legislative Budget Briefing**  
**January 2013**

I. MISSION STATEMENT	1
II. ATG-100 LEGAL SERVICES	1
A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT	
B. FEDERAL FUNDS	
C. BUDGET REQUEST	
III. ATG-231 HAWAII CRIMINAL JUSTICE DATA CENTER	4
A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT	
B. FEDERAL FUNDS	
C. BUDGET REQUEST	
IV. ATG-500 CHILD SUPPORT ENFORCEMENT AGENCY	6
A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT	
B. FEDERAL FUNDS	
C. BUDGET REQUEST	

**I. MISSION STATEMENT**

To provide excellent legal and public services in a timely manner.

## II. ATG-100 LEGAL SERVICES

### A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT

#### Legal Divisions

Economic conditions and consequent restrictions in funding have adversely impacted the ability of the Department to properly respond to the legal needs of our client agencies. The Department has had to fulfill its mission with numerous vacant positions as a result of the high level of budgeted vacancy savings. Because our vacancy savings are budgeted at 17.8% of payroll, the Department is stretched thinner than it should optimally be to respond to our clients' legal needs. This can result in longer times for Deputies to respond to clients and an increase in the number of pending assignments at any given time.

Because of the critical nature of their work and the requirements to adhere to standards of professional conduct, Deputy Attorneys General often work long hours and weekends, as necessary, to manage their caseloads. The increased work load, along with past furlough days, the current 5% salary reduction, and a lack of adequate clerical staff support decreases the attorneys' efficiency. These circumstances have contributed to some deputies leaving the Department, thus creating a loss of critical knowledge and/or skills, and have hampered our ability to hire appropriate personnel with the requisite knowledge skills and experience to fill vacancies. Several former deputies have indicated that the effect of pay reductions to their salaries contributed to their decision to leave the Department. Recently, a number of very well qualified applicants have indicated that they chose not to pursue the available positions because the pay, after the 5% reductions, was lower than expected. The result is fewer qualified candidates and a significant delay in filling the vacancies that have been approved to fill. Specifically, some current delays in our services to our clients are due to an inability to fill positions. Deputies who usually serve other clients are temporarily handling some of the workload of different clients, but the work takes longer because their experience is primarily with their main clients.

We note that the Department continues to lose attorneys to the county prosecutors and Corporate Counsel offices that on average pay about \$10,000 - \$15,000 (13% to 20%) more.

Although everyone has been doing the best they can under the circumstances, because of the decreased manpower and the increased volume of work, our deputies are faced with more cases, more deadlines, and more trials and hearings with less time to prepare and handle the cases or matters. At some point, this may result in adverse results in State matters and/or litigation.

Generally, we are meeting our current performance measures. However, in a few areas, due to external circumstances, we are slightly below the normal metrics for the following reasons:

- **Number of cases settled, tried or decided** is down 36% (7,139). This is due in part to 4,900 fewer cases in the Family Law Division as a result to merging of cases in families with multiple children (previously each child had their own case), in addition, vacancies within our Civil Recoveries Division have resulted in a decline of 2,449 cases closed.
- A lower number (17%) of **legal opinions and advice issued**, which is a reduction in the number of requests.
- Less **contracts** (25%), due to a decline from the Department of Hawaiian Homelands.

### Crime Prevention and Justice Assistance Division

Software maintenance for the **Juvenile Justice Information System (JJIS)** is a key component in sustaining an operational, statewide information system that provides crucial information on juvenile offenders and missing and runaway juveniles on a 24/7 basis to its participating agencies, such as the various police forces on all islands. Budget cuts in previous fiscal years have depleted the JJIS software maintenance budget. As the Next Generation (NG) JJIS becomes operational, it is even more critical that adequate funds are available for software maintenance. JJIS has requested additional funds in the supplemental budget to pay for software maintenance to ensure that any issues related to software can be resolved in a timely manner.

The risk in not providing maintenance for the hardware and software of a mission critical system like the NG JJIS is the potential for extended downtime and unavailability of the system when there is a hardware or software failure. The system is especially critical when dealing with missing and runaway juveniles as the JJIS forwards this information to the National Crime Information Center via an automated interface whenever a missing or runaway juvenile case is entered into JJIS. Maintenance is also important in minimizing hardware and software incompatibilities between various manufacturers. If the maintenance is not fully funded, the JJIS team must conduct a risk assessment and prioritize which hardware and software components are the most critical based on their impact to the operation of the system if a component fails causing downtime. Depending on the manufacturer and the support structure that it has in place, remediation of a failure could result in greater expense for technical consultation and software or hardware upgrades required to fix a problem than would otherwise be covered with current maintenance. OIMT's *State of Hawaii Business and IT/IRM Transformation Plan, Enterprise Architecture, Appendix A* states that systems in the Justice Line of Business "must be available 24/7, due to justice information needs." Ensuring that the maintenance is current and available for all NG JJIS system components is critical in meeting this initiative

The Missing Child Center-Hawaii's services to families and law enforcement when a child goes missing have been affected by the past furlough days and, more critically, by the past 2008 Reduction In Force (RIF). Due to the past RIF, there is only one staff member for MCCH. Although availability should be 24/7, in the event of an emergency, e.g., AMBER Alert, the one staff member is unable to answer calls and respond on a 24/7 basis and no one else is available to respond if the staff member is sick or on leave. Cases that involve mainland contacts are difficult to investigate due to the time difference and furloughs. Many times staff is playing phone tag with the parties, which delays the assistance. Currently, the Friends of the Missing Child Center-Hawaii (FMCCCH) are able to fund a half-time Assistant Coordinator. However, FMCCCH is not a permanent source of funding, and we request that the Assistant Coordinator's position be re-established and funded by State general funds.

The economic conditions since 2008 have also drastically reduced the Career Criminal Prosecution (CCP) Program and the Victim Witness Assistance (VW) Program. The programs support deputy prosecutors, investigators, victim/witness counselors and clerical positions for the Hawaii Office of the Prosecuting Attorney, Maui Department of the Prosecuting Attorney, Kauai Office of the Prosecuting Attorney, and the City and County of Honolulu Department of the Prosecuting Attorney. The current funding is \$931,801 (CCP \$639,957 and VW \$291,844). In FY 2008 state funding for the program was \$2,576,072 (CCP \$1,769,311 and \$806,761). The Legislature established the CCP (HRS Chapter 845) because it found that a substantial and disproportionate amount of severe crimes were committed by repeat offenders. The Legislature also established the VW (HRS Section 28-111) to provide information, assistance, and support services to the victims of and witnesses to crimes committed in the State.

Usually, all appropriations for these programs are requested through the Department on behalf of all of the Counties. Last year, due to the severe budget restrictions on the State, the Department informed the Counties it would not be able to ask for additional funding above the prior year. This resulted in separate funding bill requests by the Honolulu and Maui Prosecutors. These separate budget requests created a certain amount of confusion. Only Honolulu, was actually funded. This year, the Department is working with all Counties to make a combined request to restore funding to 2008 levels for this important program. The Department's budget request contains the 2012 funding of \$931,801 (CCP \$639,957 and VW \$291,844) for all counties as a pass through amount. However, in order to accommodate and include the requests of the counties to be restored to 2008 levels, we have submitted a separate Governor's Message request for an increase at \$1,745,834 million. These additional sums would be pass through amounts and go wholly to the counties.

## **B. FEDERAL FUNDS**

The most immediate needs within Legal Services result from the loss of federal funding for the DNA Swabbing Unit, which can temporarily be funded by the DNA special fund, and funding for our evidence tracking, which will require general funds effective January 1, 2014.

The impact of the loss of federal funds within the Crime Prevention and Justice Assistance Division is anticipated to be \$329,000. Of the \$329,000, \$169,000 is from the Crime Victim Assistance Grant Fund which provides direct victim assistance services (including providing victims with information about the criminal justice system, accompanying victims to court, assisting with victim safety planning, and providing domestic violence, sexual assault crisis intervention, counseling, interpreter, and referral services); \$77,000 is from the Justice Assistance Grant which provides funds to improve a range of criminal justice programs that include law enforcement, prosecution and courts, corrections and community corrections, drug treatment and enforcement, and planning, evaluation, and technology improvement; \$76,000 is from the Violence Against Women STOP Grant which promotes a coordinated, multidisciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women; and \$5,000 is from the Residential Substance Abuse Treatment for State Prisoners Grant which provides funding to improve treatment services so substance abusing offenders can successfully transition from the prison to the community. The decrease in funding will reduce the availabilities of criminal justice programs and victim services in Hawaii. We are not requesting general funds to replace the anticipated reductions.

### **C. BUDGET REQUEST**

Significant budget requests are;

1. \$250,591 in general funds to replace funds lost as a result of an adjustment in reimbursements by the U.S. Department of Health and Human Services for legal services provided to foster children.
2. \$443,617 in general funds to reduce budgeted vacancy savings to 15% of salaries.
3. \$400,000 in general funds and \$350,000 in various special funds for a 4% salary increase for attorneys.
4. Add one position to the Personnel Office to address the backlog of classification work resulting from reorganizations dating back to 2005.
5. \$25,000 in general funds for NG JJIS systems maintenance fees.
6. Reinstate the position of Assistant Coordinator of the Missing Children Center Hawaii, funding it with general funds saved through the realignment of resources within the Crime Prevention, Justice Assistance Division.

### **III. ATG-231 HAWAII CRIMINAL JUSTICE DATA CENTER**

#### **A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT**

ATG-231 and the Hawaii Criminal Justice Data Center (HCJDC) are recovering from a 34% vacancy rate as recent as FY 10-11 that depleted mission critical and public service programs that HCJDC provides and significant progress is being made to restore these

services that impact public safety.

The current economic and fiscal conditions have affected the ATG-231 programs most significantly as it relates to federal funding availability for criminal justice initiatives which has noticeably been reduced. Impact has been felt in the ability to be aggressive with implementation deadlines and resources to assist criminal justice statewide.

In addition, the ability to support the State's mission critical criminal justice systems which require 24x7 on-call services to law enforcement and criminal justice agencies remains a high priority, in particular, the ability to keep the State's Automated Fingerprint ID System (AFIS) up and operational due to the age of the system. The ongoing maintenance of this system becomes critical to all criminal justice agencies in the State, but most importantly to law enforcement officers who rely upon it to make positive identifications on a real time basis while police officers are on the street dealing with possible arrests, and needing to know the identification of the individual.

## **B. FEDERAL FUNDS**

HCJDC is currently not impacted by loss of federal funds due specifically to sequestration; however, the ability to compete for dwindling federal grant funds will be of major impact going forward.

## **C. BUDGET REQUEST**

Significant budget requests are;

1. \$127,000 AND \$200,000 in general funds for FY 2014 and FY 2015 respectively for AFIS maintenance fees.

During the previous and ongoing budget restrictions and economic downturns, AFIS system maintenance in HCJDC's ATG-231 budget has been reduced by almost 50% since it is by far, the largest single line item besides personnel that could be targeted. In recent years, ARRA funds have assisted in sharing the burden of sustaining this statewide public safety function; however, that funding source has ended.

It is important that this mission critical system be maintained 24x7, 365 days a year and accessible to law enforcement for their "live" booking functions. Being able to identify an individual during the arrest process is a public safety issue. Without additional general funds, Hawaii's Statewide AFIS will be without maintenance.

2. \$1,228,529 reduction in revolving funds attributable to the transfer of State ID to DOT.

The State ID program is transferring to the Department of Transportation on

1/1/2013 as authorized by Act 310, SLH 2012, and as such appropriate revolving funds will be part of this transfer.

#### **IV. ATG-500 CHILD SUPPORT ENFORCEMENT AGENCY**

##### **A. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE CHILD SUPPORT ENFORCEMENT AGENCY**

The Child Support Enforcement Agency (CSEA) has continued to suffer from the impact of a substantial vacancy savings budget. Vacancy Savings Issues are as follows:

- The agency continues to have a budgeted vacancy savings of more than \$400,000 in general funds. This requires nearly 18% of the budgeted positions to be held vacant. The existing 5% reduction in pay has led to further resignations and retirement, and there continues to be a lack of qualified candidates which exacerbates the situation.
- This issue has resulted in a number of unfilled vacancies in the Call Center. Staff from Oahu Branch has to rotate into the Call Center daily to answer calls. Resources in managing cases in Oahu Branch are stretched thin and have started to affect the agency performance statistics. A prolonged period of continued vacancies likely will result in a loss of Federal Incentive Funding (\$1.6 million annually) which is 100% Federal.
- Agency vacancies for CSEA now total in excess of 50. It is imperative that this number of vacancies be reduced to ensure that agency performance does not materially degrade further.

Lack of General Funds to upgrade the current child support enforcement system:

The agency's child support enforcement system (KEIKI) was installed in June 1998 and the underlying technology is outdated. However, the agency does not have the funding to upgrade the system to increase its efficiency and effectiveness. Since the majority of the child support enforcement functions are automated on KEIKI, any possibility of a system slowdown or breakdown will severely hamper the agency's ability to provide essential services to customers. It is estimated that about five to seven million dollars in general funds will be required in the next two years to renovate the agency platform.

##### **B. FEDERAL FUNDS**

The Child Support Enforcement Agency (CSEA) has been identified by the Office of Management and Budget at the Federal level to be exempt from most aspects of sequestration. The current estimate of loss of funds is \$3,000 annually in Federal funds. This loss of funds is not significant and will not impact service levels. The agency will not request the lost funds to be replaced if the loss continues to be as nominal as projected.

### **C. BUDGET REQUEST**

Significant budget requests are;

1. \$100,000 in general funds to reduce budgeted vacancy savings to 15% of salaries.
2. \$123,000 and \$50,000 in general funds in FY 2014 and FY 2015 respectively, to begin to replenish the Child Support Trust Fund which has a \$2.4 million deficit.



Department of the Attorney General  
Prioritized List of Functions

Table 1

<u>Priority</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
1	Represents the State in civil litigation in which the State is a party.	Number of cases completed and the outcomes.	ATG100	HRS§28-1
2	Provides legal services to State agencies and employees; drafts and approves as to form the legality of various documents.	Number of legal opinions and advice issued and number of contracts and legislative bills reviewed.	ATG100	HRS§28-1, §28-3, & §28-4
3	Prosecutes criminal offenses, such as Medicaid fraud, elder abuse, welfare fraud, tax fraud, unemployment fraud, organized crimes, and other crime against the public order; initiates, develops, and performs or coordinates programs and activities on the subject of crime.	Number of cases and investigations completed and the amount of judgments collected for the State.	ATG100	§28-91
4	Administers the Child Support Enforcement Program, which involves initiating legal or administrative actions required to secure financial support for children.	Number of cases establishing paternity and support orders established, plus percentage of current support collections and delinquent support collected.	ATG500	HRS§576D
5	Responsible for the statewide criminal justice information system (CJIS-Hawaii), the statewide Automated Fingerprint Identification System (AFIS), Sex Offender Registration, National Crime Information Center (NCIC), Expungements, and State Identification card.	Average number of days to enter disposition data and complete expungements; percentage of completed dispositions; State ID applicants served; crime scene hits; registered and compliant sex offenders; average number of days to complete criminal history record checks and submission of fingerprint records to the FBI.	ATG231	HRS§846, HRS 846E, HRS Section 831-3.2
6	Conducts civil, criminal, and administrative investigations.	Number of investigations completed.	ATG100	HRS§28-11, §28-2.5
7	Recovers money owed to the State.	Amount of money recovered.	ATG100	HRS§40-82, §128D-5, §480-14 & §231-9

Department of the Attorney General  
Department-Wide Budget Summary

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ 24,645,773.00	\$ (1,140,839.00)		\$ 23,504,934.00	A
\$ 2,506,835.00			\$ 2,506,835.00	B
\$ 25,839,788.00			\$ 25,839,788.00	N
\$ 52,760.00			\$ 52,760.00	R
\$ 6,221,728.00			\$ 6,221,728.00	T
\$ 9,498,427.00			\$ 9,498,427.00	U
\$ -			\$ -	V
\$ 6,401,168.00			\$ 6,401,168.00	W
\$ 75,166,479.00	\$ (1,140,839.00)	\$ -	\$ 74,025,640.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 23,504,934.00	\$ (137,618.00)	\$ 1,765,794.00	\$ 25,133,110.00	A
\$ 2,506,835.00		\$ 191,952.00	\$ 2,698,787.00	B
\$ 25,839,788.00	\$ (21,035,063.00)	\$ 30,000.00	\$ 4,834,725.00	N
		\$ 19,962,156.00	\$ 19,962,156.00	P
\$ 52,760.00	\$ (52,760.00)		\$ -	R
\$ 6,221,728.00			\$ 6,221,728.00	T
\$ 9,498,427.00	\$ (662,198.00)	\$ 506,862.00	\$ 9,343,091.00	U
\$ -			\$ -	V
\$ 6,401,168.00	\$ (1,228,529.00)	\$ 41,418.00	\$ 5,214,057.00	W
\$ 74,025,640.00	\$ (23,116,168.00)	\$ 22,498,182.00	\$ 73,407,654.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 23,504,934.00	\$ (137,618.00)	\$ 1,800,282.00	\$ 25,167,598.00	A
\$ 2,506,835.00		\$ 191,952.00	\$ 2,698,787.00	B
\$ 25,839,788.00	\$ (21,035,063.00)	\$ 30,000.00	\$ 4,834,725.00	N

Department of the Attorney General  
 Department-Wide Budget Summary

Table 2

	\$ (2,696,012.00)	\$ 19,194,168.00	\$ 16,498,156.00	P
\$ 52,760.00	\$ (52,760.00)		\$ -	R
\$ 6,221,728.00			\$ 6,221,728.00	T
\$ 9,498,427.00	\$ (662,198.00)	\$ 506,262.00	\$ 9,342,491.00	U
\$ -			\$ -	V
\$ 6,401,168.00	\$ (1,228,529.00)	\$ 41,418.00	\$ 5,214,057.00	W
\$ 74,025,640.00	\$ (25,812,180.00)	\$ 21,764,082.00	\$ 69,977,542.00	Total

Department of the Attorney General  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
ATG100	Legal Services	A	220.30	47.59	\$ 17,977,168	223.06	49.32	\$ 19,203,314	6.82%	223.06	49.32	\$ 19,237,802	7.01%
		B	21.80	0.80	\$ 2,506,835	23.80	0.80	\$ 2,698,787	7.66%	23.80	0.80	\$ 2,698,787	7.66%
		N	13.50	15.03	\$ 8,575,538	1.00	13.65	\$ 4,815,254	-43.85%	1.00	13.65	\$ 4,815,254	-43.85%
		P	-	-	\$ -	12.66	0.15	\$ 1,806,988	#DIV/0!	12.66	0.15	\$ 1,806,988	#DIV/0!
		R	-	1.00	\$ 52,760	-	-	\$ -	-100.00%	-	-	\$ -	-
		T	0.50	-	\$ 3,990,504	0.50	-	\$ 3,990,504	0.00%	0.50	-	\$ 3,990,504	0.00%
		U	56.53	73.50	\$ 9,498,427	58.11	66.50	\$ 9,343,091	-1.64%	58.11	66.50	\$ 9,342,491	-1.64%
W	4.45	1.45	\$ 3,144,559	4.45	1.45	\$ 3,149,529	0.16%	4.45	1.45	\$ 3,149,529	0.16%		
ATG231	Criminal Justice Info & Id	A	26.50	-	\$ 1,503,894	26.50	-	\$ 1,630,894	8.44%	26.50	-	\$ 1,703,894	13.30%
		N	-	7.00	\$ 2,305,443	-	-	\$ 19,471	-99.16%	-	-	\$ 19,471	-99.16%
		P	-	-	\$ -	-	7.00	\$ 3,053,960	#DIV/0!	-	7.00	\$ (410,040)	#DIV/0!
		W	30.50	-	\$ 3,256,609	19.50	-	\$ 2,064,528	-36.60%	19.50	-	\$ 2,064,528	-36.60%
ATG500	Child Support Enforcemer	A	81.94	-	\$ 4,023,872	82.62	-	\$ 4,298,902	6.83%	82.62	-	\$ 4,225,902	5.02%
		N	159.06	-	\$ 14,958,807	-	-	\$ -	-100.00%	-	-	\$ -	-100.00%
		P	-	-	\$ -	160.38	-	\$ 15,101,208	#DIV/0!	160.38	-	\$ 15,101,208	#DIV/0!
		T	-	-	\$ 2,231,224	-	-	\$ 2,231,224	0.00%	-	-	\$ 2,231,224	0.00%
<b>TOTALS</b>		<b>615.08</b>	<b>146.37</b>	<b>\$ 74,025,640</b>	<b>612.58</b>	<b>138.87</b>	<b>\$ 73,407,654</b>	<b>-0.83%</b>	<b>612.58</b>	<b>138.87</b>	<b>\$ 69,977,542</b>	<b>-5.47%</b>	

**FB 13-15 BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF THE ATTORNEY GENERAL**

MOF	FY 14			FY 15		
	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
Current Services Operating Budget Ceilings by MOF						
A	328.74	47.59	23,504,934	328.74	47.59	23,504,934
B	21.80	0.80	2,506,835	21.80	0.80	2,506,835
N	172.56	22.03	25,839,788	172.56	22.03	25,839,788
P						
R		1.00	52,760		1.00	52,760
S						
T	0.50		6,221,728	0.50		6,221,728
U	56.53	73.50	9,498,427	56.53	73.50	9,498,427
W	34.95	1.45	6,401,168	34.95	1.45	6,401,168
X						
V						
<b>TOTAL</b>	<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>	<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>

Req Cat	B&F Code	Prog ID/Org	Dept Pj	Description	MOF	FY 14			FY 15			B&F Final Recommendation		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>TRADE-OFF/TRANSFERS:</b>														

**TOTAL TRADE-OFF/TRANSFERS:**

By MOF														
General	A	-	-	-	-	-	-	-	-	-	-	-	-	-
Special	B	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-	-
Private	R	-	-	-	-	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	X	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-	-

**ADJUSTED BASE = BASE - TRADE-OFF/TRANSFERS:**

		<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>	<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>	<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>	<b>615.08</b>	<b>146.37</b>	<b>74,025,640</b>
By MOF													
General	A	328.74	47.59	23,504,934	328.74	47.59	23,504,934	328.74	47.59	23,504,934	328.74	47.59	23,504,934
Special	B	21.80	0.80	2,506,835	21.80	0.80	2,506,835	21.80	0.80	2,506,835	21.80	0.80	2,506,835
Federal Funds	N	172.56	22.03	25,839,788	172.56	22.03	25,839,788	172.56	22.03	25,839,788	172.56	22.03	25,839,788
Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-
Private	R	-	1.00	52,760	-	1.00	52,760	-	1.00	52,760	-	1.00	52,760
County	S	-	-	-	-	-	-	-	-	-	-	-	-
Trust	T	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728
Inter-departmental Transfer	U	56.53	73.50	9,498,427	56.53	73.50	9,498,427	56.53	73.50	9,498,427	56.53	73.50	9,498,427
Revolving	W	34.95	1.45	6,401,168	34.95	1.45	6,401,168	34.95	1.45	6,401,168	34.95	1.45	6,401,168
Other	X	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-

<b>ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:</b>													

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 14			FY 15			FY 14			FY 15		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>TOTAL ALLOWABLE NON-DISCR EXP REQUESTS:</b>						-	-	-	-	-	-	-	-	-	-	-	-
By MOF																	
				General	A	-	-	-	-	-	-	-	-	-	-	-	-
				Special	B	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Funds	N	-	-	-	-	-	-	-	-	-	-	-	-
				Other Federal Funds	P	-	-	-	-	-	-	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	-	-	-	-	-	-	-	-	-	-	-

**GRAND TOTAL = ADJUSTED BASE + ALLOWABLE NON-DISCR EXP REQUESTS:**

By MOF	FY 14 FTE (P)	FY 14 FTE (T)	FY 14 \$ Amount	FY 15 FTE (P)	FY 15 FTE (T)	FY 15 \$ Amount	FY 14 FTE (P)	FY 14 FTE (T)	FY 14 \$ Amount	FY 15 FTE (P)	FY 15 FTE (T)	FY 15 \$ Amount
General A	328.74	47.59	23,504,934	328.74	47.59	23,504,934	328.74	47.59	23,504,934	328.74	47.59	23,504,934
Special B	21.80	0.80	2,506,835	21.80	0.80	2,506,835	21.80	0.80	2,506,835	21.80	0.80	2,506,835
Federal Funds N	172.56	22.03	25,839,788	172.56	22.03	25,839,788	172.56	22.03	25,839,788	172.56	22.03	25,839,788
Other Federal Funds P	-	-	-	-	-	-	-	-	-	-	-	-
Private R	-	1.00	52,760	-	1.00	52,760	-	1.00	52,760	-	1.00	52,760
County S	-	-	-	-	-	-	-	-	-	-	-	-
Trust T	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728
Inter-departmental Transfers U	56.53	73.50	9,498,427	56.53	73.50	9,498,427	56.53	73.50	9,498,427	56.53	73.50	9,498,427
Revolving W	34.95	1.45	6,401,168	34.95	1.45	6,401,168	34.95	1.45	6,401,168	34.95	1.45	6,401,168
Other X	-	-	-	-	-	-	-	-	-	-	-	-
Federal Stimulus Funds V	-	-	-	-	-	-	-	-	-	-	-	-

**ADDITIONAL RESOURCES FOR CURRENT PROGRAMS AND NEW DAY OBJECTIVES:**

AR	ATG Code	Obj	Description	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
AR	ATG100AA	1	Adjust DHS reimbursement rate	A	4.10		250,591	4.10		250,591	4.10		250,591
				U	(3.10)		(350,827)	(3.10)		(350,827)	(3.10)		(350,827)
AR	ATG100AA	2	Rent for Criminal Justice Division	A			145,000			145,000			145,000
AR	ATG100AA	3	Rent for Family Law Division	U			85,000			85,000			85,000
AR	ATG100AA	4A	Reduce Vacancy Savings budget	A			443,617			443,617			443,617
AR	ATG500GA	4B	Reduce Vacancy Savings budget	A			100,000			100,000			100,000
AR	ATG100AA	5	Salary increases for Deputies	A			513,366			513,366			513,366
				B			43,561			43,561			43,561
				P			4,473			4,473			4,473
				U			307,130			307,130			307,130
				W			4,970			4,970			4,970
AR	ATG100AA	6A	Transfer 2 Deputies to CSEA	A	(0.34)		(25,680)	(0.34)		(25,680)	(0.34)		(25,680)
				U	(0.66)		(100,650)	(0.66)		(100,650)	(0.66)		(100,650)
	ATG100CU			U		(1.00)	(103,300)		(1.00)	(103,300)		(1.00)	(103,300)
AR	ATG500GA	6B	Transfer 2 Deputies to CSEA	A	0.68		52,030	0.68		52,030	0.68		52,030
				P	1.32		142,401	1.32		142,401	1.32		142,401
AR	ATG100AA	6C	Correction of funding from "U" to "P"	P	0.66		35,584	0.66		35,584	0.66		35,584
				U	(0.66)		(35,584)	(0.66)		(35,584)	(0.66)		(35,584)
AR	ATG100AA	7	Add DAG for PSD	A	1.00		80,000	1.00		80,000	-		-
AR	ATG100AA	8	Convert DAG from "U" to "A"	U		(1.00)	(101,470)		(1.00)	(101,470)	-		-
				A	1.00		85,000	1.00		85,000	-		-
AR	ATG100AA	9	Add positions to Personnel office	A	2.00		51,625	2.00		68,632	1.00		34,600

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 14			FY 15			FY 14			FY 15		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
HS		ATG100AA ATG100AJ	10	Convert DNA Swabbing Unit from federal to general funds	A	(0.50)		(25,657)	(0.50)		(25,657)	(0.50)		(25,657)	(0.50)		(25,657)
					A	2.00		104,471	2.00		104,471	-		-	-		-
					N	(1.00)	(0.50)	(110,339)	(1.00)	(0.50)	(110,339)	(1.00)	(0.50)	(110,339)	(1.00)	(0.50)	(110,339)
					B							2.00		148,391	2.00		148,391
HS		ATG100AA ATG100AJ	11	Convert Sex Offender Registration Unit from interdepartmental to	U	(1.00)		(71,891)	(1.00)		(71,891)	-		-	-		-
					A	1.72	(0.72)	51,351	1.72	(0.72)	51,351	-		-	-		-
HS		ATG100AI	12	Convert Internet Crimes Against Children Unit from federal to general funds	A	8.50	(0.50)	571,958	8.50	(0.50)	500,175	-		-	-		-
					N		(4.75)	(351,725)		(4.75)	(365,390)	-		-	-		-
					V			(5,000)			(5,000)	-		-	-		-
HS		ATG100AA	13	Convert 1 investigator from interdepartmental to general funds to manage evidence tracking	A		1.00	53,912		1.00	53,912	1.00		26,956	1.00		53,912
					U		(1.00)	(71,837)		(1.00)	(71,837)		(1.00)	(71,837)		(1.00)	(71,837)
O		ATG100AA	14	Convert 4 Deputy positions from temp to perm.	U	4.00	(4.00)	-	4.00	(4.00)	-	4.00	(4.00)	-	4.00	(4.00)	-
AR		ATG100AA	15	Notary special fund cost reduction	A	0.45		18,617	0.45		18,617	-		-	-		-
					W		(0.45)	(25,877)		(0.45)	(25,877)	-		-	-		-
AR		ATG100AD	16	NG JJIS maintenance fees	A			25,000			25,000			25,000			25,000
AR		ATG100AC ATG100CJ	17	Realign staff resources to meet federal guidelines	N		(0.73)	(32,140)		(0.73)	(32,140)		(0.73)	(32,140)		(0.73)	(32,140)
					V		(1.00)	(70,890)		(1.00)	(70,890)			-			-
					A	(1.00)	(0.27)	(56,281)	(1.00)	(0.27)	(56,281)	(1.00)	(0.27)	(56,281)	(1.00)	(0.27)	(56,281)
					R		1.00	38,000		1.00	38,000		1.00	38,000		1.00	38,000
AR		ATG231BA	18	AFIS maintenance fees	A			220,000			231,000			127,000			200,000
AR		ATG500GA	19	Replenish Trust Fund shortfall	A			800,000			800,000			123,000			50,000
O		ATG100AD	20	Remove Next Generation grant	N			(178,898)			(178,898)			(178,898)			(178,898)
O		ATG100AC	21	Reduce N fund ceiling	N			(1,701,976)			(1,701,976)			(1,701,976)			(1,701,976)
HS		ATG100AA	22	Body armor vests	A			33,750			-			-			-
O		ATG231BB	23	Implement Act 310, SLH 2012 OFFSET IN DOT BUDGET	W	(11.00)		(1,228,529)	(11.00)		(1,228,529)	(11.00)		(1,228,529)	(11.00)		(1,228,529)
O		ATG231BB	23A	Account Clerk Transfer to BC	W	(1.00)			(1.00)			(1.00)			(1.00)		
O		ATG231BC	24	Account Clerk Transfer to BC	W	1.00		36,448	1.00		36,448	1.00		36,448	1.00		36,448
O		ATG100CJ	25	Reclass federal from N to P	P			50,572			50,572			50,572			50,572
					N			(50,572)			(50,572)			(50,572)			(50,572)
					P			347,806			347,806			347,806			347,806
O		ATG100AC	26	Reclass federal from N to P	N			(347,806)			(347,806)			(347,806)			(347,806)
					P			347,806			347,806			347,806			347,806
					N			(347,806)			(347,806)			(347,806)			(347,806)
AR		ATG100CU	27	Positions for collections	U	2.00		177,689	2.00		176,489	1.00		114,732	1.00		114,132
O		ATG500	28	Reclass federal from N to P	P	159.06		14,958,807	159.06		14,958,807	159.06		14,958,807	159.06		14,958,807
					N	(159.06)		(14,958,807)	(159.06)		(14,958,807)	(159.06)		(14,958,807)	(159.06)		(14,958,807)
O		ATG100AB	29	Reclass federal from N to P	P	12.00		1,361,315	12.00		1,361,315	12.00		1,361,315	12.00		1,361,315
					N	(12.00)		(1,361,315)	(12.00)		(1,361,315)	(12.00)		(1,361,315)	(12.00)		(1,361,315)
O		ATG100AC	30	Reclass federal from N to P	P		0.15	7,238		0.15	7,238		0.15	7,238		0.15	7,238
					N		(0.15)	(7,238)		(0.15)	(7,238)		(0.15)	(7,238)		(0.15)	(7,238)
O		ATG 100AA	31	Correction to BJ tables	U	1.00	(1.00)		1.00	(1.00)		1.00	(1.00)		1.00	(1.00)	
O		ATG 100AI	32	Correction to BJ tables	A	(0.50)		(30,000)	(0.50)		(30,000)	(0.50)		(30,000)	(0.50)		(30,000)
					N	0.50		30,000	0.50		30,000	0.50		30,000	0.50		30,000
O		ATG 231BC	33	Reclass federal from N to P	P		7.00	2,285,972		7.00	2,285,972		7.00	2,285,972		7.00	2,285,972
					N		(7.00)	(2,285,972)		(7.00)	(2,285,972)		(7.00)	(2,285,972)		(7.00)	(2,285,972)
O		ATG 231BC	34	Adjust other federal funds	P			767,988			(2,696,012)			767,988			(2,696,012)

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 14			FY 15			FY 14			FY 15		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>TOTAL ADDTL RESOURCES / NEW DAY OBJECTIVES:</b>						10.72	(15.47)	542,221	10.72	(15.47)	(3,013,970)	(2.50)	(7.50)	(617,986)	(2.50)	(7.50)	(4,048,098)
<b>By MOF</b>																	
				General	A	19.11	0.51	3,500,670	19.11	0.51	3,423,344	3.44	1.73	1,628,176	3.44	1.73	1,662,664
				Special	B	-	-	43,561	-	-	43,561	2.00	-	191,952	2.00	-	191,952
				Federal Funds	N	(171.56)	(13.13)	(21,356,788)	(171.56)	(13.13)	(21,370,453)	(171.56)	(8.38)	(21,005,063)	(171.56)	(8.38)	(21,005,063)
				Other Federal Funds	P	173.04	7.15	19,962,156	173.04	7.15	16,498,156	173.04	7.15	19,962,156	173.04	7.15	16,498,156
				Private	R	-	(1.00)	(52,760)	-	(1.00)	(52,760)	-	(1.00)	(52,760)	-	(1.00)	(52,760)
				County	S	-	-	-	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-	-	-	-	-	-	-
				Inter-departmental Transfer	U	1.58	(8.00)	(265,740)	1.58	(8.00)	(266,940)	1.58	(7.00)	(155,336)	1.58	(7.00)	(155,936)
				Revolving	W	(11.45)	-	(1,212,988)	(11.45)	-	(1,212,988)	(11.00)	-	(1,187,111)	(11.00)	-	(1,187,111)
				Other	X	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	(1.00)	(75,890)	-	(1.00)	(75,890)	-	-	-	-	-	-
<b>GRAND TOTAL = ADJUSTED BASE + ALLOWABLE NON- DISCR EXP REQUESTS + ADDTL RES / NEW DAY OBJECTIVES:</b>						625.80	130.90	74,567,861	625.80	130.90	71,011,670	612.58	138.87	73,407,654	612.58	138.87	69,977,542
<b>By MOF</b>																	
				General	A	347.85	48.10	27,005,604	347.85	48.10	26,928,278	332.18	49.32	25,133,110	332.18	49.32	25,167,598
				Special	B	21.80	0.80	2,550,396	21.80	0.80	2,550,396	23.80	0.80	2,698,787	23.80	0.80	2,698,787
				Federal Funds	N	1.00	8.90	4,483,000	1.00	8.90	4,469,335	1.00	13.65	4,834,725	1.00	13.65	4,834,725
				Other Federal Funds	P	173.04	7.15	19,962,156	173.04	7.15	16,498,156	173.04	7.15	19,962,156	173.04	7.15	16,498,156
				Private	R	-	-	-	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-	-	-	-
				Trust	T	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728	0.50	-	6,221,728
				Inter-departmental Transfers	U	58.11	65.50	9,232,687	58.11	65.50	9,231,487	58.11	66.50	9,343,091	58.11	66.50	9,342,491
				Revolving	W	23.50	1.45	5,188,180	23.50	1.45	5,188,180	23.95	1.45	5,214,057	23.95	1.45	5,214,057
				Other	X	-	-	-	-	-	-	-	-	-	-	-	-
				Federal Stimulus Funds	V	-	(1.00)	(75,890)	-	(1.00)	(75,890)	-	-	-	-	-	-

<b>Request Category Legend:</b>	
FE	Fixed Cost/Entitlement
HS	Health, Safety, Court Mandates
TO	Trade-Off/Transfer
AR	Additional Resources for Current Programs
ND	New Day Objectives
O	Other



Department of the Attorney General  
Proposed FY14 and FY15 Reductions

Table 5

Prog ID	Description of Reduction	Impact of Reduction	MOF	FY14			FY15			Carry-over?
				Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	(Y/N)
ATG100	Remove Next Generation grant	Grant ends March 2013	N			\$ (178,898)			\$ (178,898)	Y
ATG100	Reduce Federal fund grants	See below	N			\$ (1,701,976)			\$ (1,701,976)	Y
ATG231	Implement Act 310, SLH 2012	Transfers State ID to DOT	W	(11.00)		\$ (1,228,529)	(11.00)		\$ (1,228,529)	Y
<p>The impact of the reduced federal funds within Crime Prevention and Justice Assistance Division (CPJAD) will vary from grant to grant. The \$786,000 reduction in the Byrne JAG program means that less projects will be funded. The \$66,818 reduction to the Victim Assistance Grant (VOCA) will mean less victim services. The \$633,457 reduction in Violence Against Women Grant (VAWA) will impact both direct victim services and criminal justice agencies. Approximately 70% of the award funds staff. The \$215,701 reduction in RSAT funds, while large, will not be as impactful as the other federal funds due to the management practices of the grant recipient. RSAT funds are currently used for staffing.</p>										

Department of the Attorney General  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ATG100	AR	2	2	Rent for Criminal Justice Division	CJD to remain in leased space	A			\$ 145,000			\$ 145,000
ATG100	AR	3	3	Rent for Family Law Division	Kapolei rents higher than planned	U			\$ 85,000			\$ 85,000
ATG100	AR	4	4A	Reduce vacancy savings budgeted	Bring vacancy savings to 15% of payroll	A			\$ 443,617			\$ 443,617
ATG500	AR	1	4B	Reduce vacancy savings budgeted	Bring vacancy savings to 15% of payroll	A			\$ 100,000			\$ 100,000
ATG100	AR	5	5	Salary increases for Deputies	Deputy salaries not competitive	A			\$ 400,000			\$ 400,000
						B			\$ 43,561			\$ 43,561
						P			\$ 4,473			\$ 4,473
						U			\$ 307,130			\$ 307,130
						W			\$ 4,970			\$ 4,970
ATG100	AR	8	9	Add Personnel Management Specialist	Personnel office understaffed	A			\$ 34,600		\$ 42,132	
ATG100	AR	15	16	Add NG JJIS system maintenance fees	Maintenance fee increases	A			\$ 25,000		\$ 25,000	
ATG231	AR	1	18	Add AFIS maintenance fees	Maintenance fee increases	A			\$ 127,000		\$ 200,000	
ATG500	AR	2	19	Replenish Trust Fund shortfall	CSEA Trust Fund has a shortage as identified in the annual audit	A			\$ 123,000		\$ 50,000	
ATG100	AR	23	27	Add positions for Collections Unit	DOTAX and EUTF have cases for collection	U	1.00		\$ 114,732	1.00		\$ 114,132

Department of the Attorney General  
 Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12 Appropriation</u>	<u>Impact</u>
ATG100	A	\$ 873,092	5.0%	Hiring is restricted
ATG231	A	\$ 72,840	5.0%	Hiring is restricted
ATG500	A	\$ 194,907	5.0%	Hiring is restricted

Department of the Attorney General  
 Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
NONE		NONE				

Department of the Attorney General  
Expenditures Exceeding Appropriation Ceilings

000000Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
			NONE			NONE		

Department of the Attorney General  
 Intradepartmental Transfer of Funds

000000Table 10

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring {Y/N}</u>
				NONE			NONE	

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
N (ATG)	ATG 100 AC	2010-VA-GX-0108	16.575	FY 2010 Victims of Crime Act Victim Assistance	DOJ	\$2,101,544	\$2,101,544	S-13-205-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2009-DJ-BX-0672	16.738	FY 2009 Edward Byrne Memorial Justice Assistance Grant	DOJ	\$1,562,917	\$1,562,917	S-13-206-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2010-DJ-BX-0404	16.738	FY 2010 Edward Byrne Memorial Justice Assistance Grant	DOJ	\$1,477,869	\$1,477,869	S-13-206-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-DJ-BX-2205	16.738	FY 2011 Edward Byrne Memorial Justice Assistance Grant	DOJ	\$1,213,980	\$1,213,980	S-13-206-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-DJ-BX-0436	16.738	FY 2012 Edward Byrne Memorial Justice Assistance Grant	DOJ	\$1,213,980	\$1,213,980	S-13-206-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-VA-GX-0023	16.575	FY 2011 Victims of Crime Act Victim Assistance	DOJ	\$2,243,354	\$2,243,354	S-13-205-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
N (ATG)	ATG 100 AC	2012-VA-GX-0013	16.575	FY 2012 Victims of Crime Act Victim Assistance	DOJ	\$2,035,344	\$2,035,344	S-13-205-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 CJ	2012-BJ-CX-K016	16.550	FY 2012 State Justice Statistics	DOJ	\$48,193	\$48,193	S-13-208-N	N	Paul Perrone	586-1420	paul.a.perrone@hawaii.gov
N (ATG)	ATG 100 AC	2008-WF-AX-0038	16.588	FY 2008 Violence Against Women Act	DOJ	\$940,257	\$940,257	S-13-213-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2009-WF-AX-0049	16.588	FY 2009 Violence Against Women Act	DOJ	\$977,932	\$977,932	S-13-213-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2010-WF-AX-0065	16.588	FY 2010 Violence Against Women Act	DOJ	\$1,025,028	\$1,025,028	S-13-213-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-WF-AX-0008	16.588	FY 2011 Violence Against Women Act	DOJ	\$1,027,563	\$1,027,563	S-13-213-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-WF-AX-0032	16.588	FY 2012 Violence Against Women Act	DOJ	\$1,036,624	\$1,036,624	S-13-213-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2009-RT-BX-0014	16.593	FY 2009 Residential Substance Abuse Treatment	DOJ	\$61,978	\$61,978	S-13-214-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov



<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
N (ATG)	ATG 100 AC	2010-RT-BX-0058	16.593	FY 2010 Residential Substance Abuse Treatment	DOJ	\$179,130	\$179,130	S-13-214-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-RT-BX-0060	16.593	FY 2011 Residential Substance Abuse Treatment	DOJ	\$142,888	\$142,888	S-13-214-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-RT-BX-0042	16.593	FY 2012 Residential Substance Abuse Treatment	DOJ	\$53,278	\$53,278	S-13-214-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-KF-AX-0050	16.017	FY 2011 Sex Assault Services Program	DOJ	\$156,643	\$156,643	S-13-216-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-KF-AX-0047	16.017	FY 2012 Sex Assault Services Program	DOJ	\$238,722	\$238,722	S-13-216-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2009-CD-BX-0004	16.742	FY 2009 Paul Coverdell National Forensic Science Improvement Act	DOJ	\$140,397	\$140,397	S-13-228-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
N (ATG)	ATG 100 AC	2010-CD-BX-0024	16.742	FY 2010 Paul Coverdell National Forensic Science Improvement Act	DOJ	\$199,728	\$199,728	S-13-228-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-CD-BX-0014	16.742	FY 2011 Paul Coverdell National Forensic Science Improvement Act	DOJ	\$166,108	\$166,108	S-13-228-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-CD-BX-0047	16.742	FY 2012 Paul Coverdell National Forensic Science Improvement Act	DOJ	\$63,517	\$63,517	S-13-228-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AD	2005-JL-FX-K038, S-1, S-2	16.541	FY 2008 OJJDP Congressional Earmark Program	OJJDP	\$2,037,779	\$2,037,779	S-13-235-N	N	Stuart Okumura	586-1397	stuart.k.okumura@hawaii.gov
N (ATG)	ATG 100 AC	2010-VT-BX-0013	16.320	FY 2010 Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Forces	DOJ	\$101,820	\$101,820	S-13-239-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
N (ATG)	ATG 100 AC	2008-GP-CX-0040	16.609	FY 2008 Project Safe Neighborhood - State of Hawaii	DOJ	\$95,396	\$95,396	S-13-242-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2010-GP-BX-0062	16.609	FY 2010 Project Safe Neighborhood - State of Hawaii	DOJ	\$83,551	\$83,551	S-13-242-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-GP-BX-0010	16.609	FY 2011 Project Safe Neighborhood - State of Hawaii	DOJ	\$72,145	\$72,145	S-13-242-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2007-PG-BX-0099	16.744	FY 2007 Anti-Gang Initiative - State of Hawaii	DOJ	\$193,260	\$193,260	S-13-243-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2011-RJ-BX-0045	16.816	FY 2011 John R Justice Student Loan Repayment Program	DOJ	\$110,444	\$110,444	S-13-257-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-RJ-BX-0024	16.816	FY 2012 John R Justice Student Loan Repayment Program	DOJ	\$53,326	\$53,326	S-13-257-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
N (ATG)	ATG 100 AC	2012-DS-BX-0021	16.580	FY 2012 SORNA	DOJ	\$57,904	\$57,904	S-13-260-N	N	Shaleigh Tice	586-1157	shaleigh.k.tice@hawaii.gov
The Federal Fiscal Year 2012 awards are not subject to sequestration. However, the following grant programs are subject to sequestration beginning with the Federal Fiscal Year 2013 awards: Victims of Crime Act Victim												

Department of the Attorney General  
Non-General Fund Balances

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY13 Unencumbered Cash Balance</u>	<u>Estimated FY13 Revenues</u>	<u>Estimated FY13 Expenditures and Encumbrances</u>	<u>Estimated FY13 Net Transfers</u>	<u>Estimated FY13 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Medicaid Investigation Recovery Fund S-302	Special Fund to deposit Medicaid Investigation and fraud settlements which supports Medicaid Fraud Control Unit	HRS 28-91-5	B	\$1,422,429	\$600,000	\$420,000	\$0	\$1,602,429	\$1,602,429
DNA Registry Special Fund S-305	Funds to be used for DNA collection, testing, and related costs.	HRS 706-603	B	\$113,742	\$30,000	\$40,000	\$0	\$103,742	\$103,742
Tobacco enforcement Special Fund S-307	To enforce Chapters 675, 486P, and 245, HRS and related statutes and programs.	HRS 28-15	B	\$500,000	\$1,500,000	\$1,217,721	(\$282,279)	\$500,000	\$500,000
Criminal Forfeiture Revolving Fund S320	To serve as an operating account for the Asset Forfeiture Program.	HRS 712A-16(4)	W	\$432,608	\$900,000	\$425,000	(\$650,000)	\$257,608	\$257,608
Criminal History Record Improvement Revolving Fund S321	Fund was established to deposit fees for services related to criminal history record information.	HRS 846-10.5	W	\$853,337	\$1,309,761	\$1,865,897	\$0	\$297,201	\$297,201
State Identification Revolving Fund S-322	Fund was established to meet the public's demand for State ID cards.	HRS 846-27	W	\$998,039	\$600,000	\$788,334	(\$809,705)	\$0	\$0
Notary Public Revolving Fund S-325	Funds to be used for all notary public program costs.	HRS 456-9.5	W	\$98,372	\$90,000	\$133,727	\$0	\$54,645	\$54,645
Solicitation of Funds for Charitable Purposes Special Fund S-326	Funds to be used for the enforcement of Chapter 467B, and the oversight of charities.	HRS 467B-15	B	\$865,999	\$400,000	\$400,000	\$0	\$865,999	\$865,999
Litigation Settlement Clearance Account T901	To serve as a clearing account to facilitate the holding and timely disbursement of litigation funds.	Comptroller's Approval	T	\$118,276	\$750	\$0	\$0	\$119,026	\$119,026
Antitrust Trust Fund T-908	Funds used for the enforcement of Antitrust Laws.	HRS 28-13	T	\$165,052	\$2,000	\$40,000	(\$63,361)	\$63,691	\$63,691
Litigation Deposits Trust Fund Account T-909	Funds to account moneys received through any civil action in which the State is a party.	HRS 28-16	T	\$7,331	\$150	\$0	\$0	\$7,481	\$7,481
Temporary Deposit - Child Support Enforcement Services T-902	To record the deposit of incentive payments earned for child support enforcement services	HRS 576D	T	\$11,811	\$847,260	\$581,288	\$0	\$277,783	\$277,783
Child Support Enforcement Trust Fund T-999	To record the deposits and disbursement of child support collections.	HRS 576D	T	\$13,853,782	\$125,000,000	\$126,000,000	\$0	\$12,853,782	\$12,853,782

Department of the Attorney General  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Appointments
ATG231BB	10/1/2010	00002625	Civil Id Supervisor	SR20	04	P	1.00	W	\$ 63,204	\$ 63,204	N	Y		
ATG100AA	2/26/2010	00002726	Legal Clerk	SR14	03	P	1.00	A	\$ 37,968	\$ 37,968	N	Y		
ATG100AA	6/1/2012	00003294	Personnel Technician VI	SR09	63	P	1.00	A	\$ 37,968	\$ 37,968	N	Y		
ATG100AA	9/2/2003	00006477	Investigator V	SR24	73	P	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	24
ATG231BB	11/16/2011	00011219	Office Assistant III	SR08	03	P	1.00	W	\$ 25,668	\$ 25,668	N	Y		
ATG100CU	3/2/2012	00011561	Legal Clerk	SR14	03	P	1.00	A	\$ 46,176	\$ 46,176	N	Y		
ATG231BB	3/1/2012	00014821	Fingerprint Classification Clk II	SR12	03	P	1.00	W	\$ 31,212	\$ 31,212	N	Y	1	9
ATG500GA	5/1/2007	00025935	Child Support Enric Spclt V	SR24	13	P	1.00	N66/A34	\$ 51,312	\$ 51,314	N	Y		
ATG100AA	1/1/2010	00025937	Investigator VI	SR26	73	P	1.00	A	\$ 78,984	\$ 78,984	N	Y		
ATG500GA	6/29/2012	00025948	Secretary III	SR16	63	P	1.00	N66/A34	\$ 42,684	\$ 42,684	N	Y		
ATG500GF	12/1/2012	00025951	Child Support Enric Spclt IV	SR22	23	P	1.00	N66/A34	\$ 67,488	\$ 67,488	N	Y		
ATG500GE	8/1/2006	00025953	Child Support Enric Spclt IV	SR22	23	P	1.00	N66/A34	\$ 49,344	\$ 57,996	N	Y		
ATG500GA	3/8/2006	00026166	Support Payments Officer	SR17	03	P	1.00	N66/A34	\$ 41,256	\$ 41,256	N	Y		
ATG231BB	8/1/2011	00026670	Office Assistant III	SR08	03	P	1.00	W	\$ 25,668	\$ 24,385	N	Y	1	
ATG231BB	10/16/2012	00026671	Office Assistant IV	SR10	03	P	1.00	W	\$ 28,836	\$ 27,756	N	Y		
ATG500GA	12/15/2009	00027288	Cashier I	SR10	03	P	1.00	N66/A34	\$ 27,756	\$ 28,836	N	Y		
ATG500GF	12/31/2011	00029211	Investigator III	SR20	13	P	1.00	N66/A34	\$ 55,500	\$ 55,500	N	Y		
ATG500GA	10/3/2008	00029292	Cashier Clerk	SR08	03	P	1.00	N66/A34	\$ 27,756	\$ 27,756	N	Y		
ATG500GA	5/10/2011	00029534	Office Assistant IV	SR10	03	P	1.00	N66/A34	\$ 28,836	\$ 28,836	N	Y		
ATG100AB	12/1/2011	00029622	Auditor III	SR20	13	P	1.00	N75/B25	\$ 49,332	\$ 49,332	N	Y		
ATG100AB	5/24/2008	00029623	Office Assistant III	SR09	03	P	1.00	N75/B25	\$ 25,668	\$ 25,668	N	Y		
ATG100AB	5/29/2008	00029624	Investigator VI	SR26	93	P	1.00	N75/B25	\$ 75,960	\$ 75,960	N	Y	1	11
ATG500GA	4/5/2011	00029777	Accountant IV	SR22	13	P	1.00	N66/A34	\$ 57,708	\$ 57,708	N	Y		
ATG500GA	9/1/2011	00030919	Investigator III	SR20	13	P	1.00	N66/A34	\$ 53,352	\$ 53,352	N	Y		
ATG500GA	2/27/2010	00030920	Investigator III	SR20	13	P	1.00	N66/A34	\$ 41,727	\$ 49,332	N	Y		
ATG500GA	7/17/2007	00031195	Child Support Enric Spclt IV	SR22	13	P	1.00	N66/A34	\$ 45,612	\$ 47,436	N	Y		
ATG500GE	7/15/2011	00031306	Office Assistant IV	SR10	03	P	1.00	N66/A34	\$ 36,516	\$ 34,690	N	Y		
ATG100AB	3/5/2007	00031525	Investigator V	SR24	73	P	1.00	N75/B25	\$ 51,312	\$ 51,312	N	Y	1	7
ATG500GD	5/30/2009	00032866	Office Assistant IV	SR10	03	P	1.00	N66/A34	\$ 33,756	\$ 33,756	N	Y		
ATG231BC	9/7/2012	00032941	Information Technol Spclt V	SR24	13	P	1.00	A	\$ 58,152	\$ 57,708	N	Y		
ATG100AB	10/1/2005	00033220	Investigator V	SR24	73	P	1.00	N75/B25	\$ 51,313	\$ 51,314	N	Y	1	4
ATG100AA	10/31/2003	00033404	Investigator VI	SR26	73	P	1.00	A	\$ 51,314	\$ 55,494	N	Y	1	37
ATG500GA	2/1/2012	00033953	Account Clerk II	SR08	03	P	1.00	N66/A34	\$ 27,756	\$ 26,700	N	Y		
ATG100AA	10/1/2010	00034736	Legal Assistant III	SR20	13	P	1.00	A	\$ 57,708	\$ 57,708	N	Y		
ATG100AB	11/15/2007	00034764	Investigator IV	SR24	73	P	1.00	N75/B25	\$ 51,312	\$ 51,314	N	Y		
ATG500GA	10/2/2012	00035457	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 35,814	\$ 36,516	N	Y		
ATG500GA	11/8/2008	00035460	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 37,242	\$ 36,516	N	Y		
ATG500GA	6/1/2011	00036506	Office Assistant III	SR08	03	P	1.00	N66/A34	\$ 30,036	\$ 30,036	N	Y		
ATG500GA	12/31/2011	00037333	Support Payments Officer	SR15	03	P	1.00	N66/A34	\$ 44,412	\$ 44,412	N	Y		
ATG500GA	6/21/2011	00037344	Cashier I	SR10	03	P	1.00	N66/A34	\$ 30,036	\$ 30,036	N	Y		
ATG500GA	8/16/2011	00037348	Office Assistant III	SR08	03	P	1.00	N66/A34	\$ 28,836	\$ 27,394	N	Y		
ATG500GA	10/31/2009	00037350	Support Payments Officer	SR15	03	P	1.00	N66/A34	\$ 51,936	\$ 51,936	N	Y		
ATG500GF	1/20/2012	00038060	Office Assistant III	SR08	03	P	1.00	N66/A34	\$ 27,756	\$ 27,756	N	Y		
ATG100AA	12/16/2009	00038324	Office Assistant III	SR08	03	P	1.00	A	\$ 41,040	\$ 41,040	N	Y	1	1
ATG100AA	12/31/2011	00038327	Legal Clerk	SR14	03	P	1.00	A	\$ 44,412	\$ 44,412	N	Y		
ATG100CU	10/1/2010	00039453	Account Clerk II	SR08	03	T	1.00	U	\$ 26,700	\$ 26,700	N	Y	1	4
ATG500GA	5/1/2012	00040023	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 33,756	\$ 33,756	N	Y		
ATG500GA	3/1/2011	00040024	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 35,064	\$ 35,064	N	Y		
ATG100AA	1/3/2008	00040444	Legal Clerk	SR14	63	P	1.00	A	\$ 37,968	\$ 37,968	N	Y	1	
ATG100CU	12/19/2011	00040716	Office Assistant III	SR08	03	T	1.00	U	\$ 32,424	\$ 30,803	N	Y		

Department of the Attorney General  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Appointments
ATG100AA	8/31/2004	00040975	Investigator IV	SR22	73	P	1.00	U	\$ 45,573	\$ 45,573	N	Y	1	3
ATG500GA	12/20/2011	00041119	Information Technol Spclt IV	SR22	13	P	1.00	N66/A34	\$ 62,424	\$ 62,424	N	Y		
ATG500GA	12/1/2011	00042396	Office Assistant III	SR08	03	P	1.00	N66/A34	\$ 31,212	\$ 31,212	N	Y		
ATG500GA	9/1/2012	00042603	Legal Assistant III	SR20	13	P	1.00	N66/A34	\$ 43,824	\$ 43,824	N	Y		
ATG500GA	4/12/2012	00042607	Legal Assistant III	SR20	13	P	1.00	N66/A34	\$ 51,312	\$ 51,312	N	Y		
ATG100CU	5/31/2012	00043210	Office Assistant III	SR08	03	T	1.00	U	\$ 31,212	\$ 31,212	N	Y	1	2
ATG100CU	12/1/2011	00043213	Legal Clerk	SR14	03	T	1.00	U	\$ 37,968	\$ 36,070	N	Y		
ATG100AA	6/26/2012	00046063	Legal Assistant II	SR18	13	T	1.00	U	\$ 38,988	\$ 38,988	N	Y		
ATG100AA	7/1/2011	00047314	Auditor IV	SR24	73	P	1.00	A	\$ 64,920	\$ 64,920	N	Y		
ATG500GA	9/10/2010	00049320	Personnel Mgmt Specialist II	SR18	73	P	1.00	N66/A34	\$ 45,576	\$ 45,576	N	Y	1	6
ATG100CU	4/1/2011	00049322	Legal Secretary	SR18	03	P	1.00	A	\$ 54,012	\$ 54,012	N	Y		
ATG100CU	4/25/2012	00049323	Account Clerk II	SR08	03	P	1.00	A	\$ 28,836	\$ 28,836	N	Y		
ATG100AA	9/15/2003	00049324	Investigator IV	SR22	73	T	1.00	A	\$ 45,573	\$ 45,573	N	Y	1	39
ATG100AA	9/16/1997	00049338	Investigator V	SR24	73	P	1.00	A	\$ 51,312	\$ 51,314	N	Y	1	7
ATG100AA	5/15/2005	00050195	Investigator V	SR24	73	P	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	45
ATG500GA	11/1/2012	00052797	Support Payments Officer	SR15	03	P	1.00	N66/A34	\$ 49,932	\$ 49,932	N	Y		
ATG100AA	7/31/2012	00052798	Office Assistant IV	SR10	63	P	1.00	A	\$ 27,747	\$ 27,756	N	Y		
ATG500GA	11/7/2011	00052803	Clencal Supervisor III	SR14	04	P	1.00	N66/A34	\$ 36,516	\$ 36,516	N	Y		
ATG231BB	4/25/2012	00054532	Office Assistant III	SR08	03	P	1.00	W	\$ 25,668	\$ 25,668	N	Y	1	5
ATG100AA	2/20/2009	00100103	Deputy Attorney General	SRNA	73	P	1.00	A	\$ 76,008	\$ 76,008	Y	Y		
ATG100AA	12/1/2012	00100108	Deputy Attorney General	SRNA	73	P	1.00	U	\$ 92,500	\$ 92,496	Y	Y		
ATG100AA	4/6/2012	00100189	Deputy Attorney General	SRNA	73	P	1.00	A	\$ 82,008	\$ 64,008	Y	Y		
ATG100AA	11/1/2012	00100428	Deputy Attorney General	SRNA	73	T	1.00	U37/A63	\$ 58,512	\$ 55,008	Y	Y		
ATG100CJ	12/30/2011	00101180	Clerk Typist	SRNA	63	T	1.00	A	\$ 25,000	\$ 25,000	Y	Y		
ATG100AA	7/1/2012	00101879	Deputy Attorney General	SRNA	73	P	1.00	U66/A34	\$ 75,516	\$ 75,516	Y	Y		
ATG100AA	8/1/2012	00101985	Private Secretary II	SR22	63	P	1.00	A	\$ -	\$ 56,172	Y	Y		
ATG100AA	4/3/2012	00102097	Deputy Attorney General	SRNA	73	P	1.00	A	\$ 101,004	\$ 89,004	Y	Y		
ATG100AC	11/16/2011	00102365	Crim Jus Plng Spec	SRNA	13	T	0.52	N75/A25	\$ 60,312	\$ 57,300	Y	Y		
ATG100AA	11/16/2010	00102661	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 73,008	\$ 73,008	Y	Y		
ATG100AA	2/16/2011	00102689	Deputy Attorney General	SRNA	73	P	1.00	A	\$ 87,500	\$ 87,504	Y	Y		
ATG500GA	8/23/2011	00110031	Information Technol Spclt V	SR24	13	P	1.00	N66/A34	\$ 64,920	\$ 64,920	N	Y		
ATG500GA	5/1/2012	00110035	Information Technol Spclt IV	SR22	13	P	1.00	N66/A34	\$ 51,312	\$ 51,312	N	Y		
ATG500GE	12/1/2009	00110166	Support Payments Officer	SR15	03	P	1.00	N66/A34	\$ 46,176	\$ 46,176	N	Y		
ATG500GA	11/1/2012	00110170	Support Payments Officer	SR15	03	P	1.00	N66/A34	\$ 42,684	\$ 42,684	N	Y		
ATG100CU	10/3/2011	00110221	Office Assistant III	SR08	03	T	1.00	A	\$ 25,668	\$ 25,668	N	Y		
ATG100AA	1/7/2009	00110242	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 85,000	\$ 85,008	Y	Y		
ATG500GA	11/29/2008	00110330	Cashier II	SR12	03	P	1.00	N66/A34	\$ 23,100	\$ 46,176	N	Y		
ATG100CU	4/25/2012	00110697	Office Assistant III	SR08	03	T	1.00	U	\$ 26,700	\$ 26,700	N	Y	1	3
ATG100AA	10/31/2009	00111093	Litigation Secretary	SR18	63	P	1.00	A	\$ 56,172	\$ 56,172	Y	Y		
ATG100AE	2/28/2009	00111544	Investigator V	SR24	73	P	1.00	B	\$ 51,314	\$ 51,314	N	Y		
ATG100AI	5/8/2006	00111761	Investigator V	SR24	73	T	1.00	N	\$ 51,314	\$ 51,314	N	Y	1	27
ATG100AE	11/1/2006	00111854	Investigator V	SR24	73	P	1.00	B	\$ 51,314	\$ 51,314	N	Y	1	10
ATG100AE	3/19/2011	00111855	Investigator V	SR24	73	P	1.00	B	\$ 51,314	\$ 51,314	N	Y	1	7
ATG100AE	5/1/2008	00111856	Investigator V	SR24	73	P	1.00	B	\$ 51,312	\$ 51,314	N	Y	1	10
ATG100CU	2/16/2012	00112490	Legal Clerk	SR14	03	T	1.00	A	\$ 39,900	\$ 39,900	N	Y		
ATG500GA	11/1/2011	00112593	Information Technol Spclt IV	SR18	13	P	1.00	N66/A34	\$ 45,576	\$ 43,297	N	Y	1	1
ATG100AA	5/1/2002	00112836	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	34
ATG100AA	5/1/2002	00112837	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y		
ATG100AA	5/1/2002	00112838	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	30
ATG100AA	10/24/2011	00112848	Legal Clerk	SR14	03	P	1.00	U	\$ 32,424	\$ 30,803	N	Y		

Department of the Attorney General  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Appointments
ATG100AI	12/1/2012	00112920	Deputy Attorney General	SRNA	73	T	1.00	A50/N50	\$ 41,754	\$ 85,008	Y	Y		
ATG100AI	10/1/2011	00112931	Investigator VI	SR26	73	P	1.00	A	\$ 75,960	\$ 75,960	N	Y		
ATG100AA	3/31/2010	00113217	Office Assistant III	SR08	63	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	1	4
ATG100AA	6/19/2003	00116407	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	9
ATG100AA	6/19/2003	00116408	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	10
ATG100AA	8/13/2008	00116418	Legal Assistant III	SR20	73	P	1.00	U	\$ 41,040	\$ 40,512	N	Y		
ATG100AA	7/28/2003	00116441	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	4
ATG100AA	10/31/2004	00116465	Investigator V	SR24	73	P	1.00	A	\$ 51,314	\$ 51,314	N	Y		
ATG100AA	8/22/2003	00116466	Investigator V	SR24	73	P	0.50	A	\$ 25,657	\$ 25,657	N	Y	0.5	8
ATG100AA	9/2/2003	00116482	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	9
ATG100AA	1/27/2004	00116698	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	10
ATG100AA	7/1/2008	00116785	Investigator V	SR24	73	T	1.00	U	\$ 51,312	\$ 51,312	N	Y		
ATG100AA	3/1/2004	00116786	Investigator V	SR24	73	T	1.00	U	\$ 51,312	\$ 51,312	N	Y	1	3
ATG231BB	1/3/2012	00116906	Data Processing User Supp Tech	SR15	03	P	1.00	W	\$ 35,064	\$ 35,064	N	Y	1	8
ATG100AI	10/1/2004	00117188	Investigator V	SR24	73	T	1.00	N	\$ 51,314	\$ 51,314	N	Y	1	9
ATG100AI	10/1/2004	00117189	Investigator V	SR24	73	T	1.00	N	\$ 51,314	\$ 51,314	N	Y	1	10
ATG100AA	4/1/2005	00117351	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	8
ATG100AI	6/16/2005	00117420	Investigator V	SR24	73	T	1.00	N	\$ 51,314	\$ 51,314	N	Y	1	9
ATG100AA	7/14/2005	00117521	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 70,000	\$ -	Y	Y		
ATG100AA	8/8/2012	00117522	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 81,000	\$ 73,008	Y	Y		
ATG100AI	8/10/2005	00117552	Investigator VI	SR26	73	T	1.00	N	\$ 51,314	\$ 55,494	N	Y	1	6
ATG100AI	8/10/2005	00117553	Investigator V	SR24	93	P	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	2
ATG100AA	3/30/2012	00117555	Legal Clerk	SR14	03	P	1.00	U50/A50	\$ 36,516	\$ 36,516	N	Y	1	6
ATG100AE	10/12/2005	00117668	Investigator V	SR24	73	P	1.00	B	\$ 51,314	\$ 51,314	N	Y	1	30
ATG100AE	2/25/2010	00117669	Investigator V	SR24	73	P	1.00	B	\$ 67,488	\$ 51,314	N	Y	1	9
ATG100AI	2/10/2006	00117837	Investigator V	SR24	73	T	0.72	A	\$ 38,300	\$ 36,946	N	Y	0.5	29
ATG100AA	2/10/2006	00117838	Investigator V	SR24	73	T	1.00	U	\$ 51,351	\$ 51,314	N	Y	1	26
ATG500GA	2/1/2012	00117865	General Professional III	SR20	13	P	1.00	N66/A34	\$ 52,325	\$ 50,684	N	Y		
ATG500GA	4/19/2010	00117866	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 24,648	\$ 24,648	N	Y		
ATG500GA	7/16/2010	00117867	Social Service Aid II	SR07	03	P	1.00	N66/A34	\$ 25,174	\$ 25,174	N	Y		
ATG500GA	6/5/2008	00117868	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 26,664	\$ 26,664	N	Y	1	7
ATG500GA	1/6/2011	00117873	Social Service Assistant IV	SR11	03	P	1.00	N66/A34	\$ 37,237	\$ 37,237	N	Y		
ATG500GA	9/16/2010	00117875	General Professional III	SR20	13	P	1.00	N66/A34	\$ 46,500	\$ 47,412	N	Y		
ATG100AI	4/21/2006	00117946	Investigator V	SR24	73	P	1.00	A	\$ 51,300	\$ 51,314	N	Y	1	7
ATG100AA	10/31/2009	00118046	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 70,500	\$ 70,500	E	Y		
ATG100AA	7/20/2006	00118091	Investigator V	SR24	73	T	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	
ATG100AA	7/20/2006	00118092	Investigator V	SR24	73	T	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	12
ATG100AA	7/20/2006	00118093	Investigator V	SR24	73	T	1.00	U	\$ 51,314	\$ 51,314	N	Y	1	26
ATG100AI	8/1/2006	00118101	Investigator V	SR24	73	T	1.00	A50/N50	\$ 60,157	\$ 51,314	N	Y	1	6
ATG100AA	4/1/2010	00118266	Legal Assistant III	SR20	73	P	1.00	U	\$ 42,132	\$ 42,132	N	Y		
ATG100AA	11/17/2012	00118272	Legal Clerk	SR14	03	P	1.00	U	\$ 40,000	\$ 32,424	N	Y		
ATG231BC	10/20/2012	00118331	Office Assistant IV	SR10	03	P	1.00	W	\$ 27,756	\$ 27,756	N	Y		
ATG100AI	2/21/2007	00118369	Investigator V	SR24	73	T	1.00	A	\$ 47,000	\$ 51,314	N	Y	1	5
ATG100AI	2/21/2007	00118374	Investigator V	SR24	73	T	0.50	A	\$ 25,000	\$ 25,657	N	Y	0.5	8
ATG500GA	12/31/2011	00118474	Legal Clerk	SR14	03	P	1.00	N66/A34	\$ 46,176	\$ 46,176	N	Y		
ATG500GA	4/16/2009	00118481	Deputy Attorney General	SRNA	73	P	1.00	N66/A34	\$ 75,000	\$ 75,024	E	Y		
ATG500GA	11/28/2009	00118485	Legal Clerk	SR14	03	P	1.00	N66/A34	\$ 32,427	\$ 32,427	N	Y		
ATG500GA	1/14/2011	00118489	Office Assistant IV	SR10	03	P	1.00	N66/A34	\$ 27,747	\$ 27,747	N	Y		
ATG500GA	8/6/2012	00118490	Office Assistant IV	SR10	03	P	1.00	N66/A34	\$ 33,756	\$ 33,756	N	Y		
ATG500GA	6/1/2012	00118493	Legal Assistant III	SR20	13	P	1.00	N66/A34	\$ 49,332	\$ 47,412	N	Y		

Department of the Attorney General  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appointments
ATG100AA	10/30/2007	00118774	Investigator V	SR24	73	P	1.00	A	\$ 51,314	\$ 51,314	N	Y	1	32
ATG100AA	10/30/2007	00118775	Investigator V	SR24	73	P	1.00	A	\$ 25,657	\$ 5,134	N	Y	1	8
ATG100AA	1/1/2010	00118908	Deputy Attorney General	SRNA	73	P	1.00	A	\$ 63,000	\$ 63,000	Y	Y		
ATG500GA	5/2/2011	00119092	General Professional III	SR20	13	P	1.00	N66/A34	\$ 52,325	\$ 53,352	N	Y		
ATG500GA	9/17/2012	00119094	General Professional III	SR20	13	P	1.00	N66/A34	\$ 52,325	\$ 53,352	N	Y		
ATG500GA	9/1/2010	00119097	General Professional III	SR20	13	P	1.00	N66/A34	\$ 48,383	\$ 49,332	N	Y		
ATG500GD	11/6/2010	00119114	Legal Assistant III	SR20	13	P	1.00	N66/A34	\$ 42,132	\$ 42,132	N	Y		
ATG231BC	2/13/2009	00119136	Office Assistant IV	SR10	03	P	1.00	A	\$ 27,756	\$ 27,756	N	Y	1	5
ATG500GA	6/2/2010	00119165	General Professional IV	SR22	23	P	1.00	N66/A34	\$ 50,000	\$ -	N	Y		
ATG100AA	4/3/2009	00119250	Legal Assistant III	SR20	13	P	1.00	U	\$ 42,684	\$ -	N	Y		
ATG231BC	8/16/2011	00119339	HCJDC Disposition Researcher	SRNA	03	T	1.00	N	\$ 30,000	\$ 27,756	Y	Y		
ATG231BC	7/1/2010	00119340	NFF Validation Clerk	SRNA	03	T	1.00	N	\$ 29,104	\$ 27,756	Y	Y		
ATG231BC	11/29/2011	00119341	NFF Reconciliation Clerk	SRNA	03	T	1.00	N	\$ 28,884	\$ 27,756	Y	Y		
ATG231BC	2/19/2010	00119438	HIJIS Program Project IT Spcll	SRNA	13	T	1.00	N	\$ 43,824	\$ -	Y	Y		
ATG100AI	6/30/2012	00119453	ARRA Investigator	SRNA	73	T	1.00	V	\$ 49,344	\$ 51,314	Y	Y		
ATG100AI	6/30/2012	00119454	ARRA Investigator	SRNA	73	T	1.00	V	\$ 49,344	\$ 51,314	Y	Y		
ATG231BC	8/3/2012	00119457	HIJIS Program Manager	SRNA	13	T	1.00	N	\$ 75,548	\$ 82,128	Y	Y		
ATG231BC	1/5/2012	00119498	HIJIS Info Tech Specil	SRNA	13	T	1.00	N	\$ 43,824	\$ 45,576	Y	Y		
ATG100AA	7/31/2012	00120693	Legal Assistant III	SR20	13	P	1.00	A	\$ 42,000	\$ -	N	Y		
ATG100AI	9/7/2012	00120728	Deputy Attorney General	SRNA	73	T	1.00	U	\$ 65,000	\$ -	Y	Y		
							168.24						54.5	



Department of the Attorney General  
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
ATG100	Legal Services	A	12,394,104	\$ 20,922	0.17%	\$ 12,535,223	\$ 25,700	0.21%	\$ 13,591,369	\$ 25,700	0.19%
		B	1,669,442	\$ 7,852	0.47%	\$ 1,720,492	\$ 12,000	0.70%	\$ 1,912,444	\$ 15,000	0.78%
		N	1,344,869	\$ 494	0.04%	\$ 1,424,319	\$ 4,000	0.28%	\$ 453,484		0.00%
		P							\$ 898,413	\$ 4,000	0.45%
		R				\$ 52,760		0.00%			
		T	72,504		0.00%	\$ 72,504		0.00%	\$ 72,504		0.00%
		U	9,314,998	\$ 1,230	0.01%	\$ 9,149,004	\$ 1,000	0.01%	\$ 8,908,668		0.00%
		V	337,009		0.00%						
		W	346,716		0.00%	\$ 376,291		0.00%	\$ 381,261		0.00%
ATG231	HI Crim. Just. Data Ctr.	A	1,132,798	\$ 13,749	1.21%	\$ 1,132,798	\$ 10,000	0.88%	\$ 1,132,798		0.00%
		N	414,969	\$ 10,573	2.55%	\$ 414,969	\$ 9,021	2.17%	\$ 19,471		0.00%
		P							\$ 395,498	\$ 9,021	2.28%
		W	1,274,576	\$ 32,361	2.54%	\$ 1,274,576	\$ 28,951	2.27%	\$ 82,495	\$ 28,951	35.09%
ATG500	Child Support Enf. Agy.	A	3,024,119	\$ 2,191	0.07%	\$ 3,164,119	\$ 22,295	0.70%	\$ 3,316,149	\$ 22,295	0.67%
		N	7,968,183	\$ 4,253	0.05%	\$ 7,968,183	\$ 44,865	0.56%			
		P							\$ 8,110,584	\$ 44,865	0.34%
		T	27,803		0.00%	\$ 27,803	\$ 27,803	100.00%	\$ 27,803	\$ 27,803	100.00%

Department of the Attorney General  
Overpayments as of November 30

Table 15

Name	Date of Overpayment	Gross Amount Overpaid	Amount Recovered	Balance	Category				Reason for Overpayment	Referred to Attorney General
					Employed	Employed	Not	Not		
					Occurred > 2 Years	Occurred < 2 Years	Employed > 2 Years	Employed < 2 Years		
[REDACTED]	various	\$ 2,859.66	\$ 770.00	\$ 2,089.66			2,089.66		LWOP caused by DHRD-WC adjustments	Yes
[REDACTED]	various	\$ 3,435.74	\$ 2,920.36	\$ 515.38		515.38			LWOP - late notification to payroll	Yes
[REDACTED]	11/20/03 - 1/15/04	\$ 7,727.27	\$ 300.00	\$ 7,427.27			7,427.27		Late Notification to stop paycheck	Yes
[REDACTED]	10/24-31/2005	\$ 718.00	\$ -	\$ 718.00			718.00		LWOP - late notification to payroll	Yes
[REDACTED]	4/21/11 - 5/15/11	\$ 2,531.49	\$ -	\$ 2,531.49				2,531.49	LWOP - late notification to payroll	Yes



Department of the Attorney General  
Active Contracts

Table 16

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/U/P/C/G	Description	Explanation of How Contract is Monitored	POS
ATG231	N	\$ 24,207	O	\$ 145,305	\$ 59,420	3/8/2010	3/1/2010	2/28/2013	Commerce Solutions Inc. (SOA)	S	Installation and training on DataPower and Websphere for HUIS	HCJDC per Billing Received	Y
ATG231	W	\$ 20,000	M	\$ 200,000	\$ 63,725	8/15/2012	5/1/2012	12/31/2012	Marquis ID Systems	S	Central issuance of State ID cards	HCJDC per Monthly Billing	Y
ATG231	A/W/V	\$ 96,824	O	\$ 658,145	\$ 403,733	5/1/2012	5/1/2012	12/31/2013	Morpho Trak (MetaMorpho)	S	AFIS Maintenance	HCJDC per Billing Received	Y
ATG231	N	\$ 31,400	M	\$ 315,000	\$ 94,320	3/10/2009	3/1/2009	2/28/2013	Rematics LLC (ISDI)	S	Software maintenance and support for CJIS Hawaii system	HCJDC per Monthly Billing	Y
ATG231	N	\$ 47,425	M	\$ 210,000	\$ 142,277	10/5/2009	10/1/2009	2/28/2013	Rematics LLC (ISDI)	S	Software enhancement and support services for the Lights Out Transaction Controller (LOTC)	HCJDC per Monthly Billing	Y
ATG231	N	\$ 24,050	M	\$ 746,000	\$ 96,701	4/15/2011	4/1/2011	3/31/2013	Rematics LLC (ISDI)	S	Procure professional services for the CJIS Hawaii migration	HCJDC per Monthly Billing	Y
ATG231	N	\$ 37,955	M	\$ 100,000	\$ 57,609	3/30/2012	3/7/2012	12/31/2012	Rematics LLC (ISDI)	S	Procure project management and support services for HUIS program	HCJDC per Monthly Billing	Y
ATG 100	N	Cost reimbursement	M	\$ 46,120.00	\$ 42,418.87	8/27/2012	8/27/2012	7/31/2013	University of Hawaii at Manoa	S	To conduct a Parole and Probation Mapping Study (an analysis of the geographical distribution of parolees and felony probationers on Oahu, along the dimensions of personal demographics, criminal histories, and criminogenic risks and needs).	By CPIA per Monthly Billing	Y

Department of the Attorney General  
CIP Requests

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY14 \$\$\$</u>	<u>FY15 \$\$\$</u>
			NONE.			

Department of the Attorney General  
CIP Lapses

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
		NONE.			

Department of the Attorney General  
Division Resources

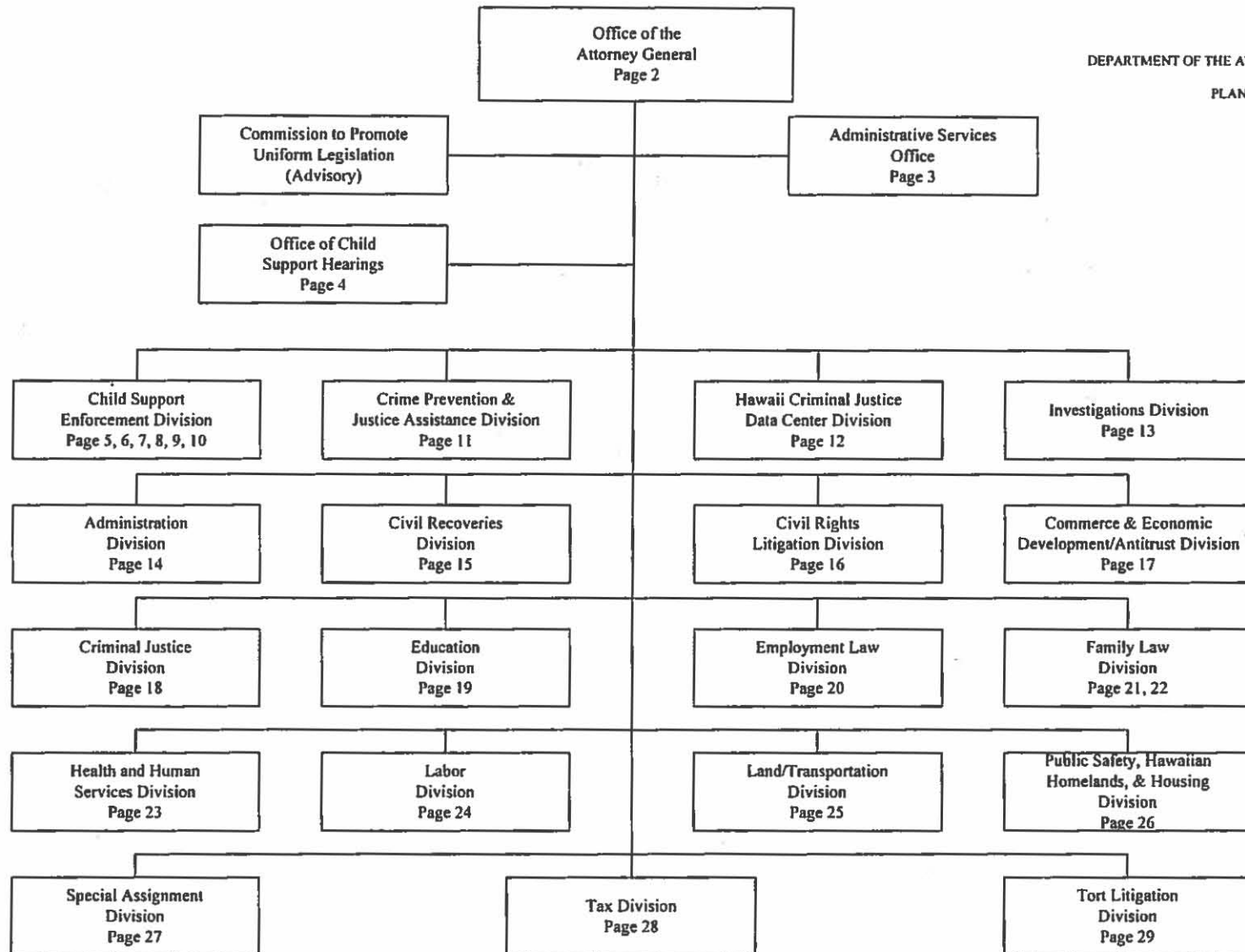
<u>Division</u>	<u>Associated Program IDs</u>					
<b>Legal Services:</b>						
Administratin Division	ATG100AA					
Appellate Division	ATG100AA					
Civil Recoveries Division	ATG100CU					
Civil Right Litigation Division	ATG100AA					
Commerce & Economic Dev. Division	ATG100AA					
Criminal Justice Division	ATG100AA	ATG100AB	ATG100AE			
Education Division	ATG100AA					
Employment Law Division	ATG100AA					
Family Law Division	ATG100AA					
Health & Human Services Division	ATG100AA					
Investigations Division	ATG100AA	ATG100AI				
Labor Division	ATG100AA					
Land/Transportation Division	ATG100AA					
Legislative Division	ATG100AA					
Public Safety/Hawiaan Homeland/Housing	ATG100AA					
Taxation & Charities Division	ATG100AA					
Tort Litigation Division	ATG100AA					
Administative Services Office	ATG100AA					
Crime Prevention & Justice Assistance Div.	ATG100AC	ATG100AD	ATG100CJ			
Hawaii Criminal Justice Data Center	ATG231BA	ATG231BB	ATG231BC			
Child Support Enforcement Agency	ATG500GA	ATG500GC	ATG500GD	ATG500GE	ATG500GF	
Office of Child Support Hearings	ATG500GB					

Department of Attorney General  
Organization Changes

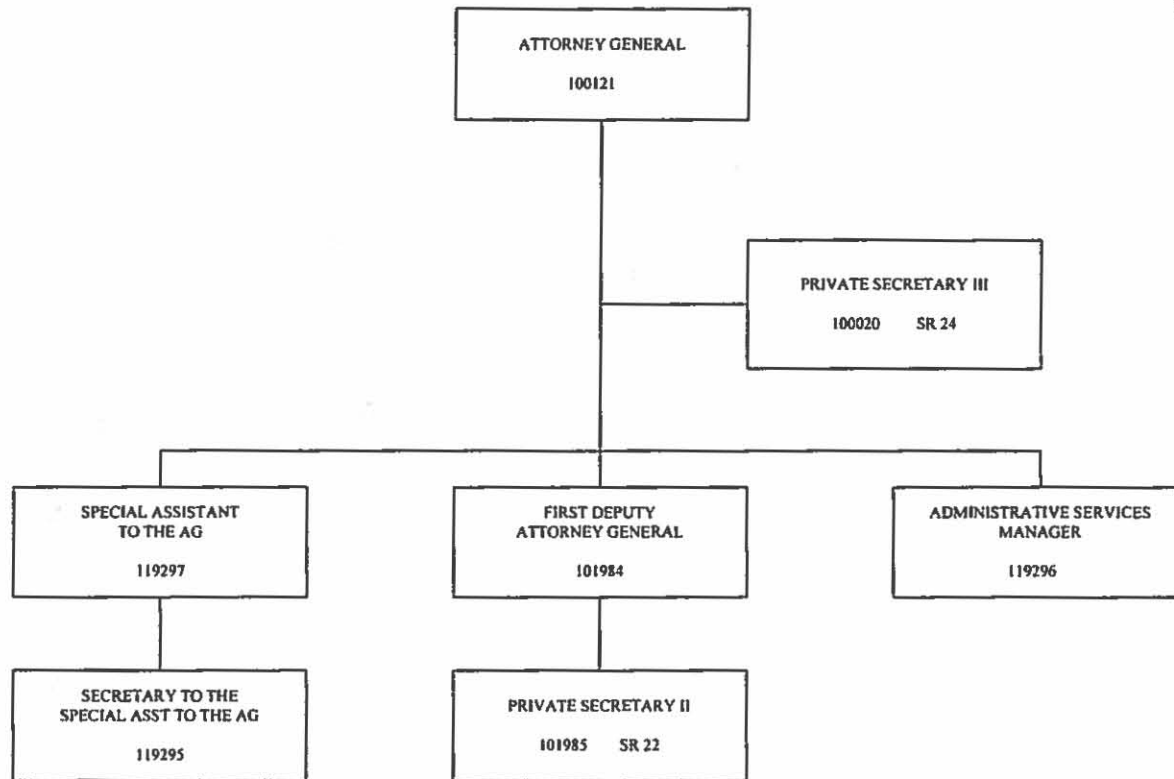
Table 20

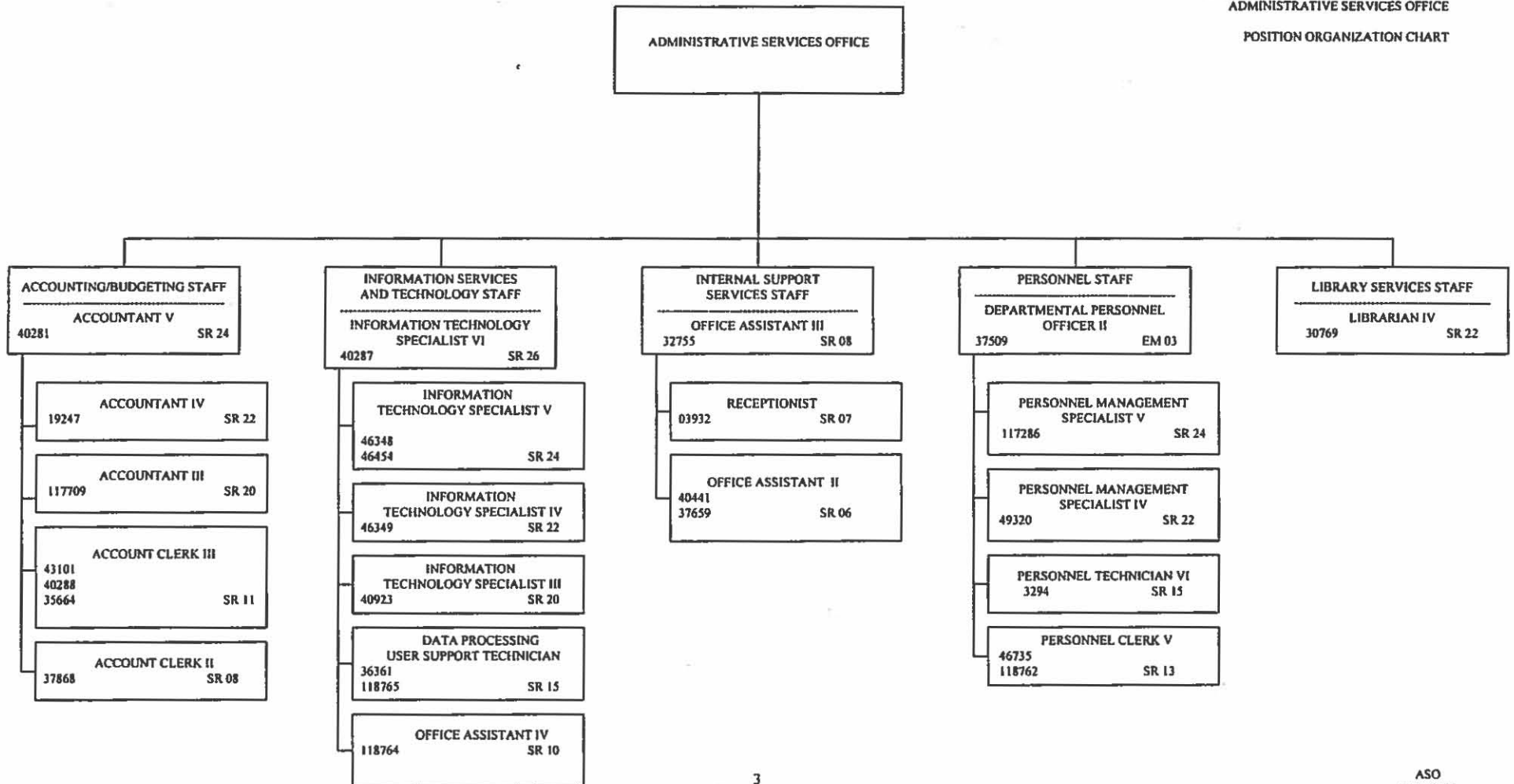
<u>Year of Change</u> <u>FY13/FY14</u>	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY13	11	CPJAD: Add #120685, Asst Coordinator for Missing Child Center of Hawaii
FY13	13	INV: Delete #118089, Investigator V
FY13	13	INV: Delete #117825, Investigator V
FY13	15	CRD: Delete #110220, Office Asst III
FY13	18	CJD: Delete #118514, Legal Asst III
FY13	18	CJD: Delete #113202, Auditor V
FY13	25	LTD: Conversion of #49315, Legal Asst III, to permanent
FY13	25	LTD: Add 0.50 FTE to #49315, Legal Asst III
FY14	3	ASO: Add Personnel Management Specialist III
FY14	11	CPJAD: Delete #101180, Clerk Typist
FY14	11	CPJAD: Delete #102365, Criminal Justice Planning Specialist
FY14	11	CPJAD: Delete #32939, Research Statistician II
FY14	13	INV: Convert #117553, Investigator V to permanent
FY14	13	INV: Convert #118775, Investigator V to permanent
FY14	13	INV: Convert #118101, Investigator V to permanent
FY14	13	INV: Convert #116786, Investigator V to permanent
FY14	15	CRD: Add Deputy Attorney General, psuedo #990006
FY14	21	FLD: Add position count for #41803, Office Assistant III
FY14	24	LAB: Convert #100946, Deputy Attorney General to permanent
FY14	24	LAB: Convert #100514, Deputy Attorney General to permanent
FY14	24	LAB: Convert #101102, Deputy Attorney General to permanent
FY14	24	LAB: Convert #101261, Deputy Attorney General to permanent



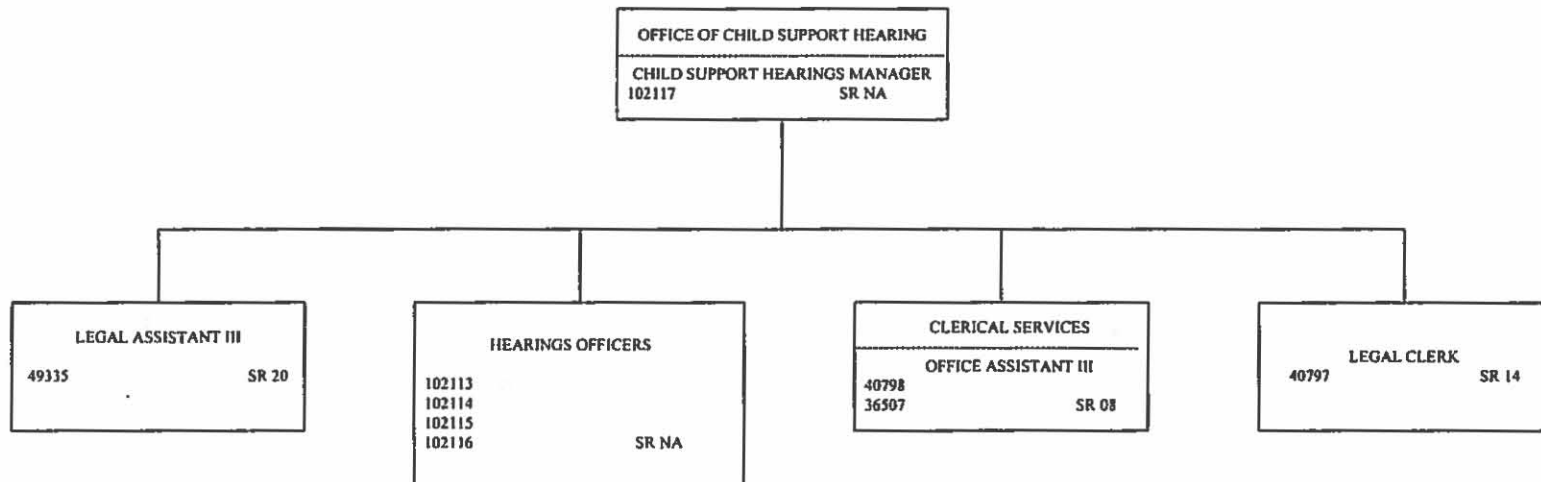


STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF THE ATTORNEY GENERAL  
POSITION ORGANIZATION CHART

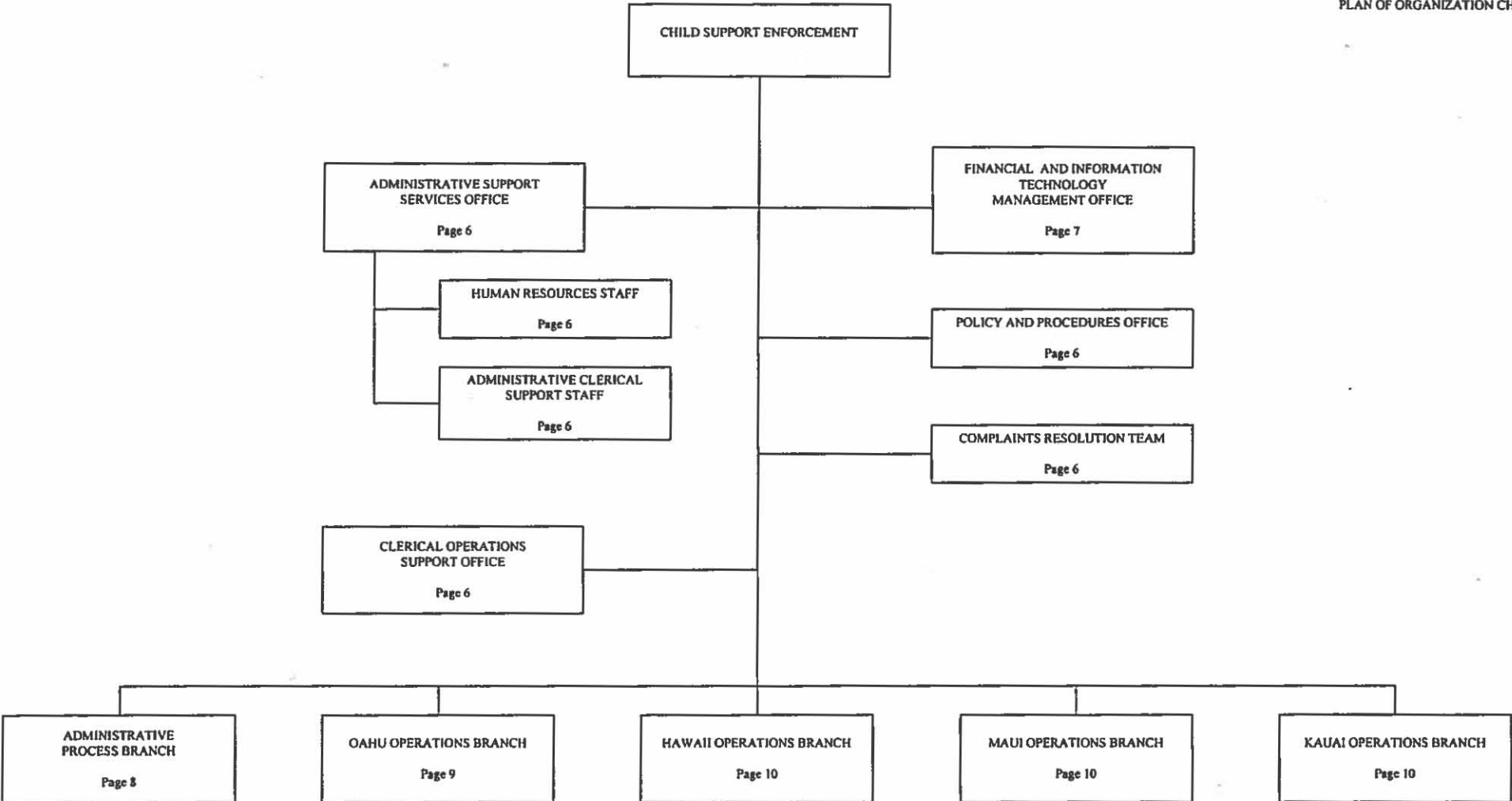


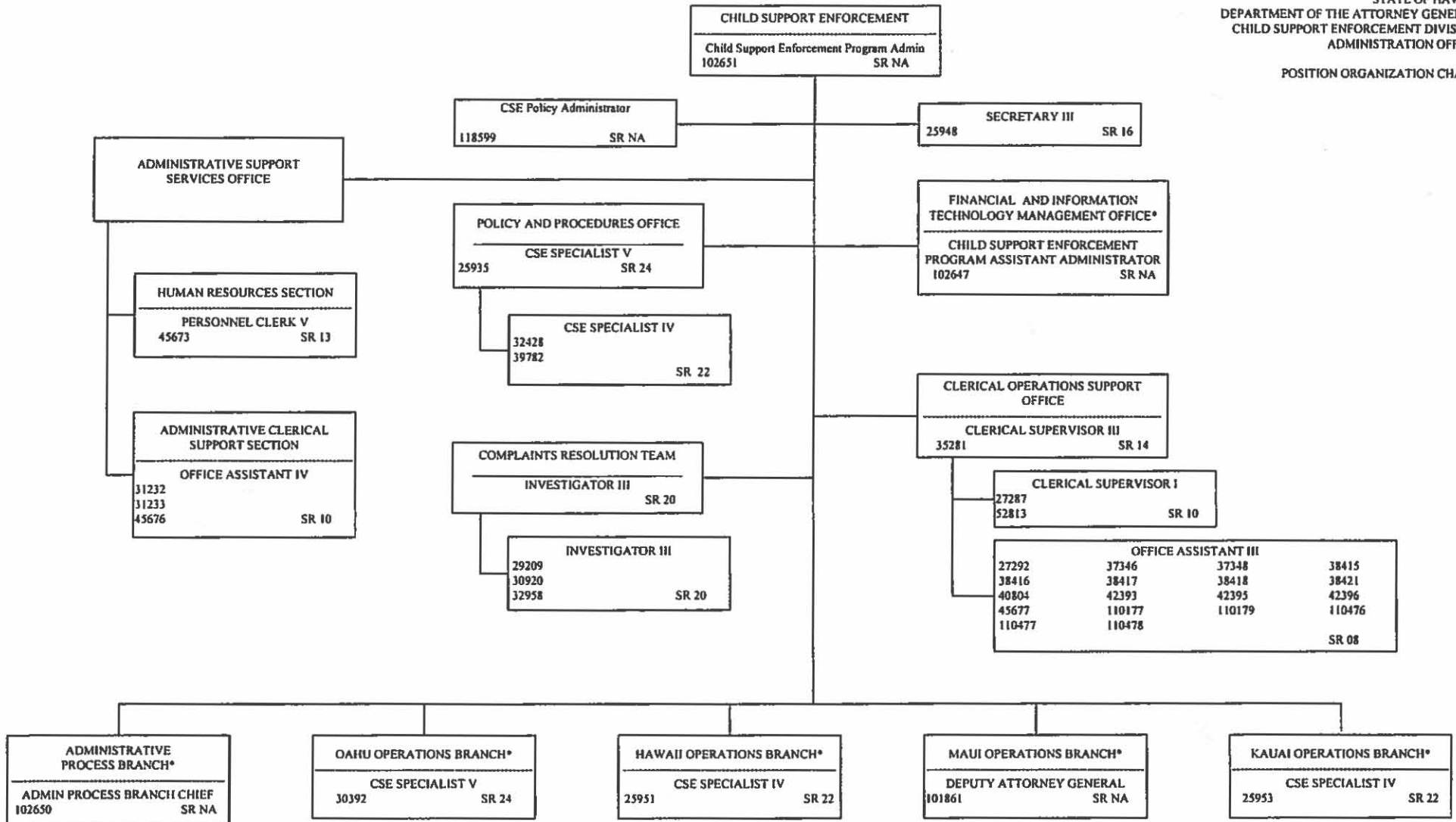


STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF CHILD SUPPORT HEARINGS  
POSITION ORGANIZATION CHART

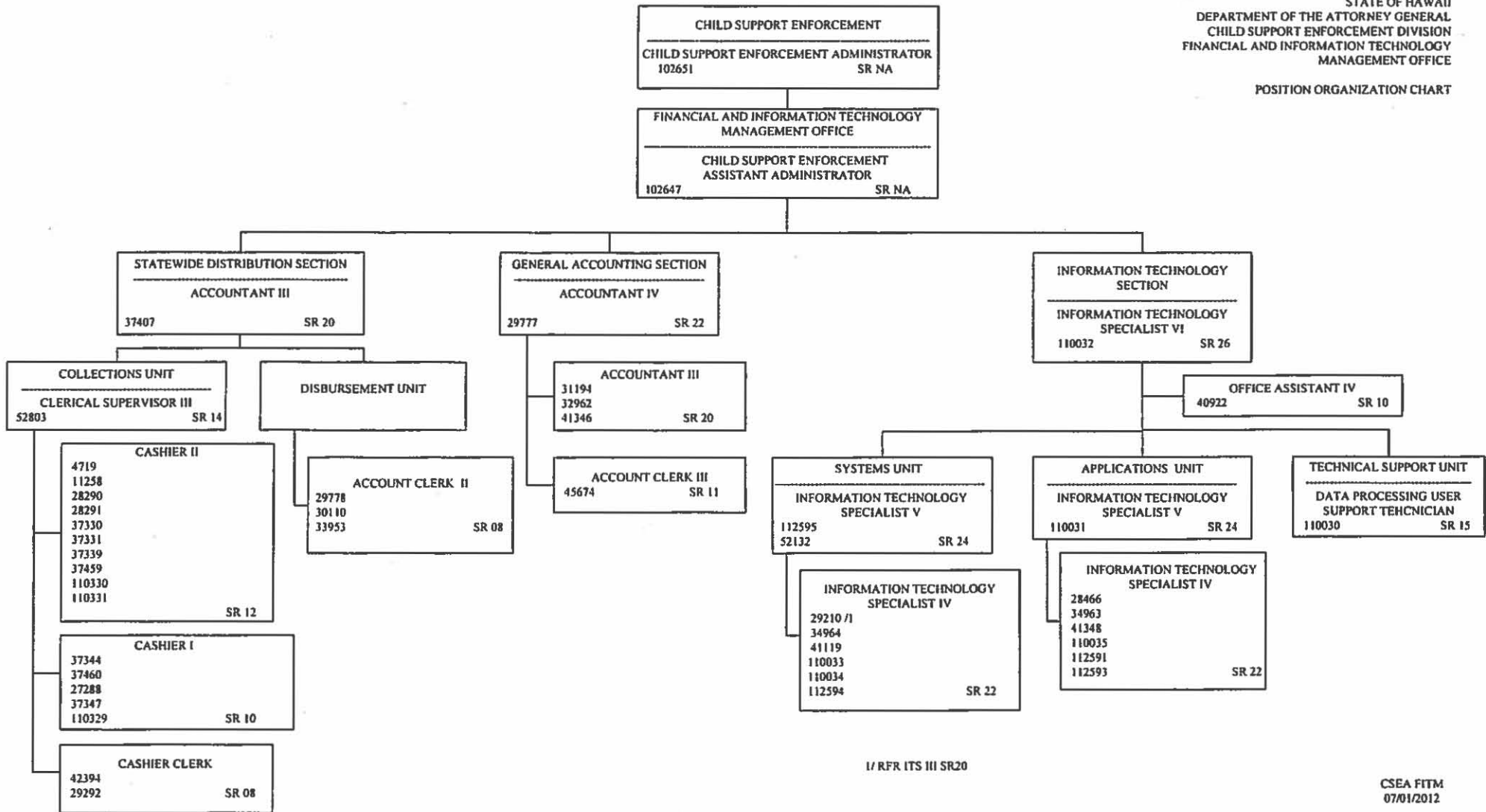


PLAN OF ORGANIZATION CHART



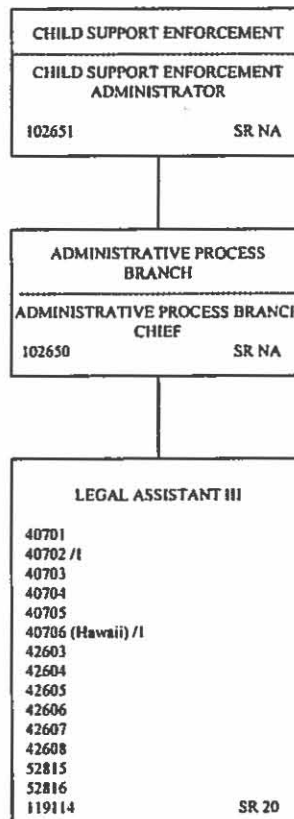


\* Refer to following pages



STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
CHILD SUPPORT ENFORCEMENT DIVISION  
ADMINISTRATIVE PROCESS BRANCH

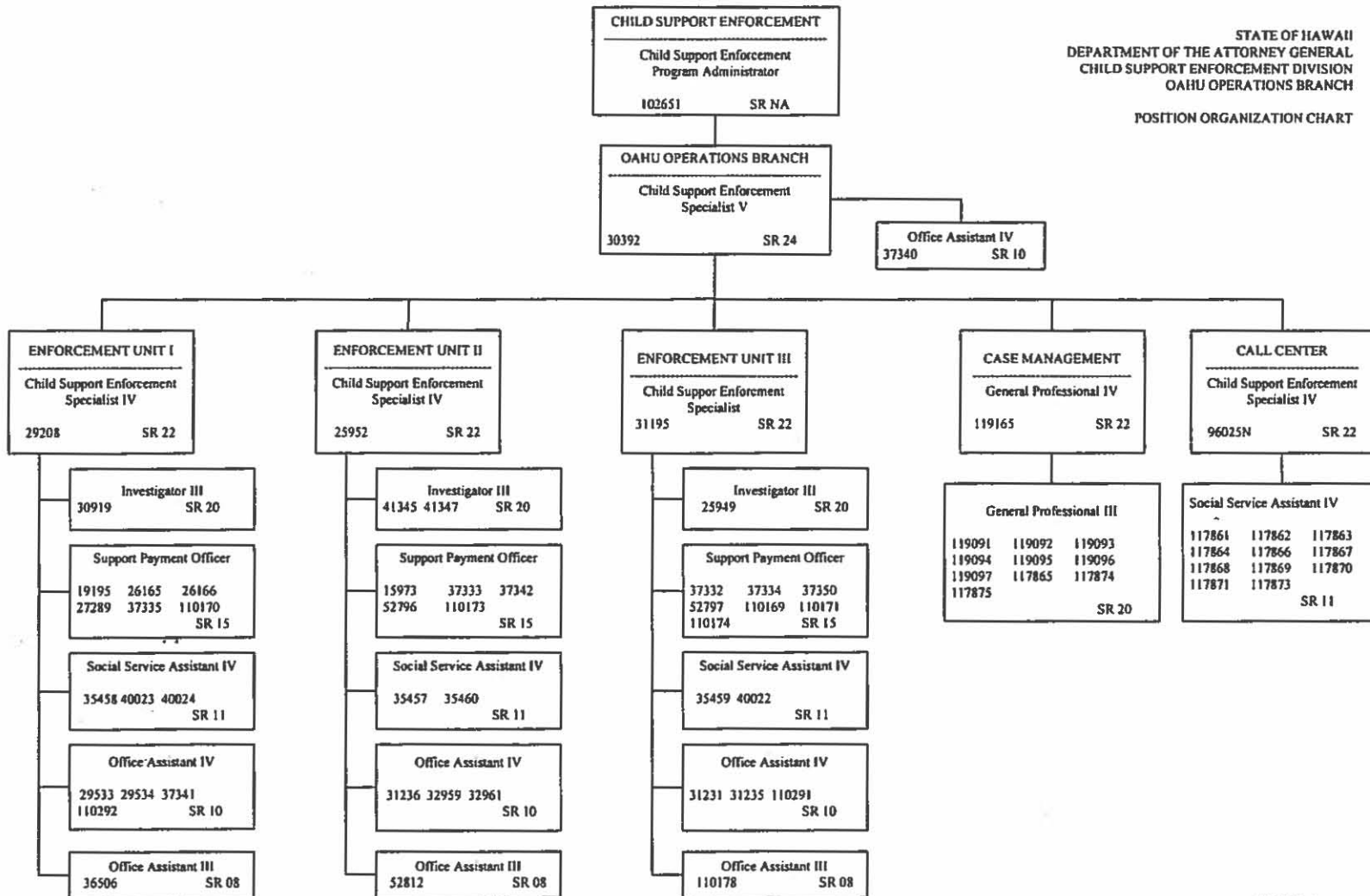
POSITION ORGANIZATION CHART

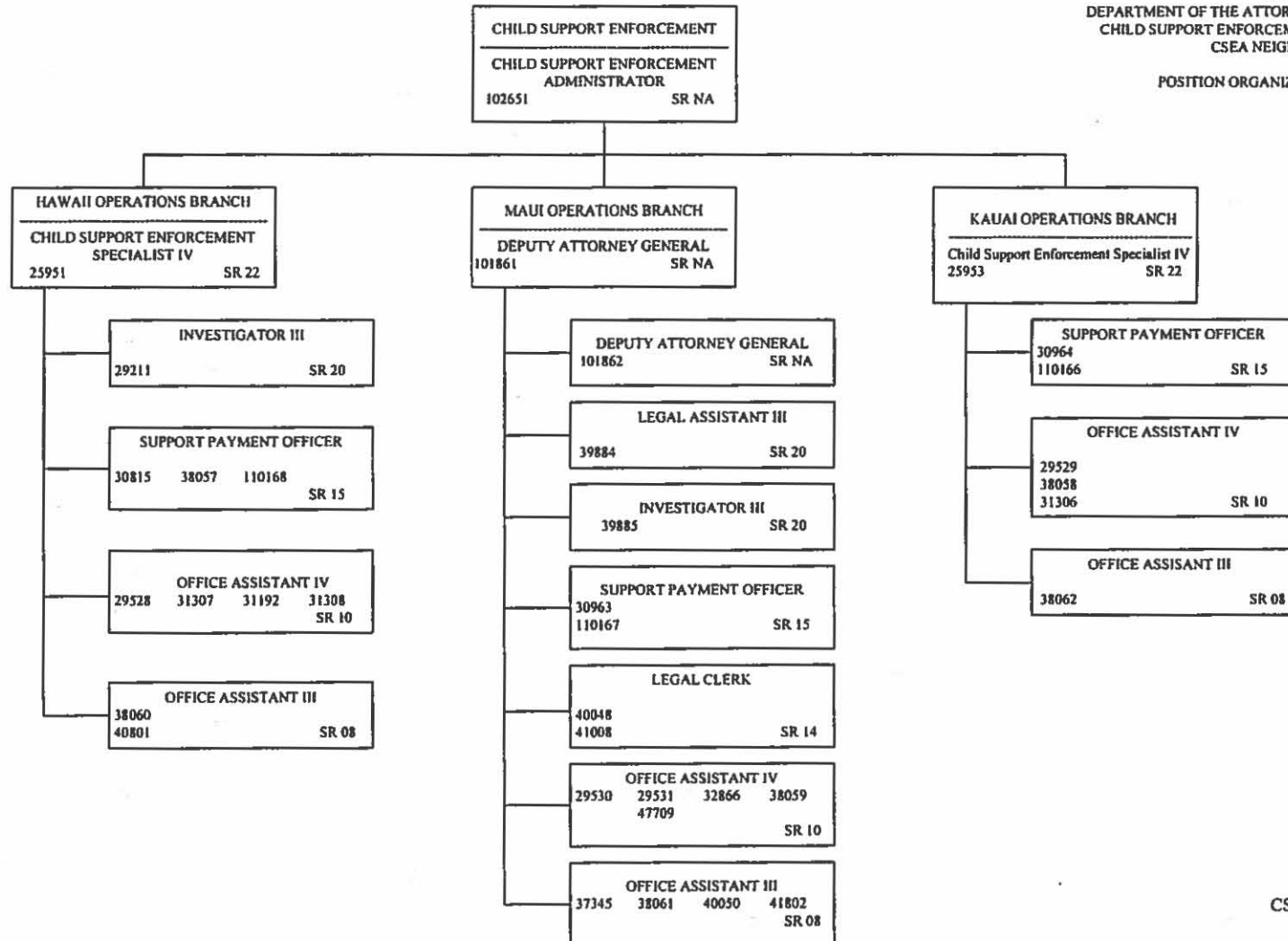


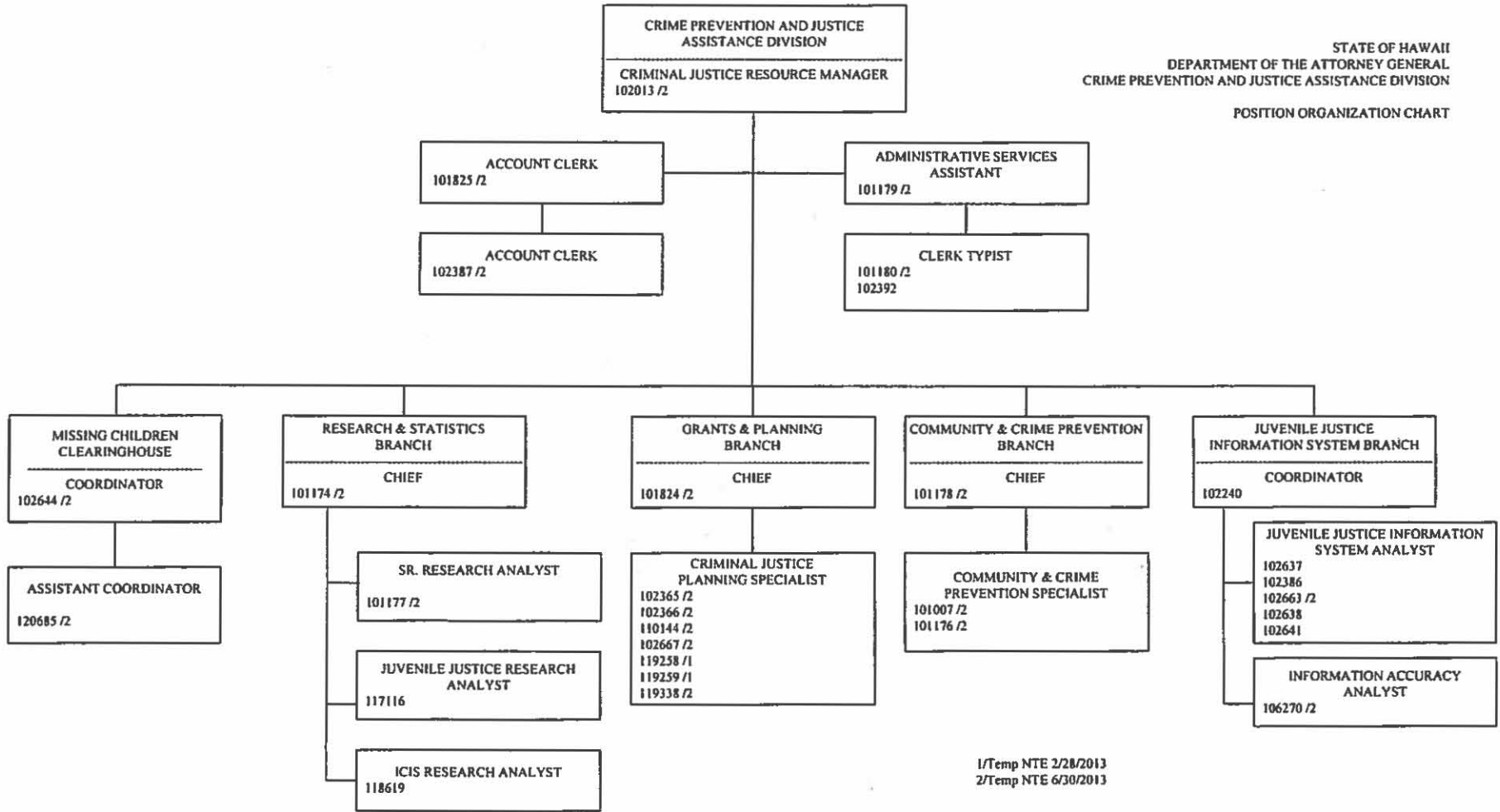
I/RFR Legal Assistant II, SR 18



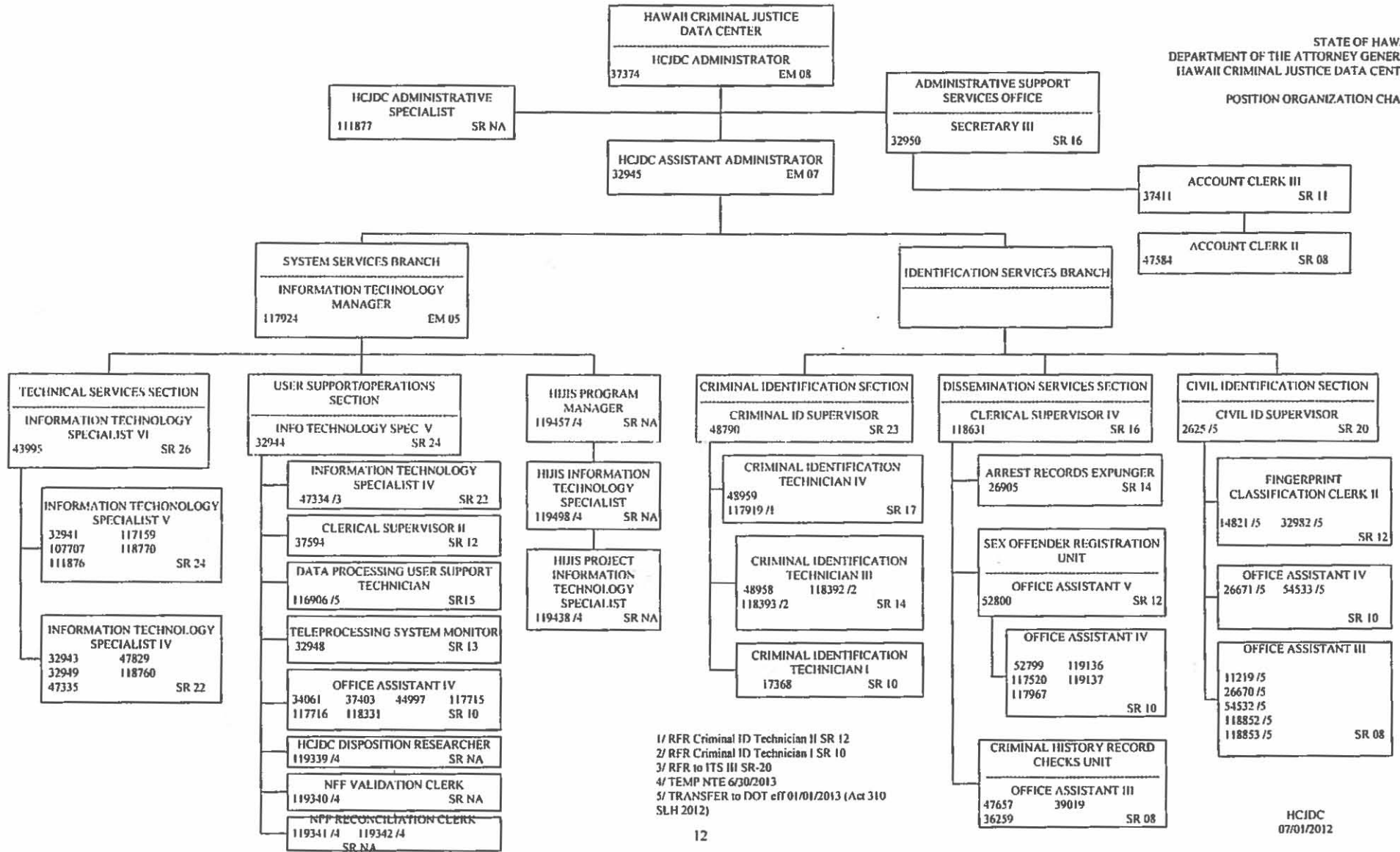
STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 CHILD SUPPORT ENFORCEMENT DIVISION  
 OAHU OPERATIONS BRANCH  
 POSITION ORGANIZATION CHART



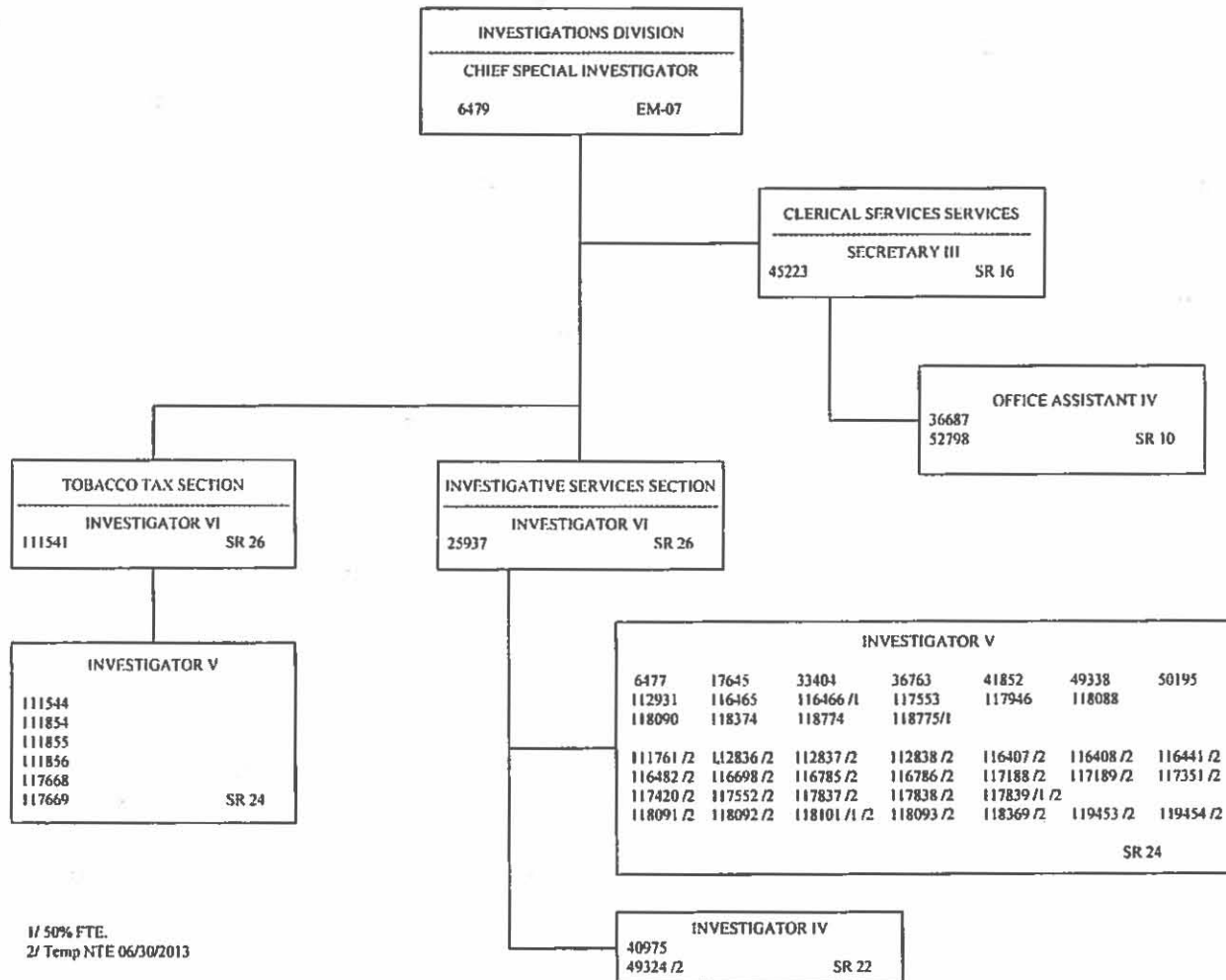




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 2/Temp NTE 6/30/2013



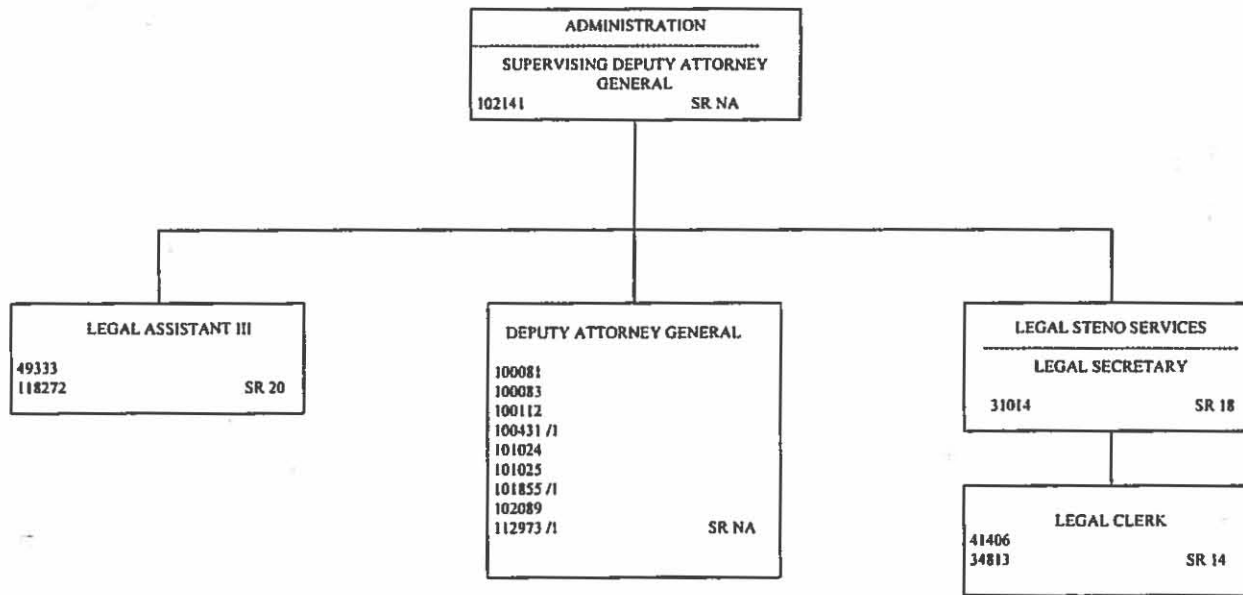
STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 INVESTIGATIONS DIVISION  
 POSITION ORGANIZATION CHART



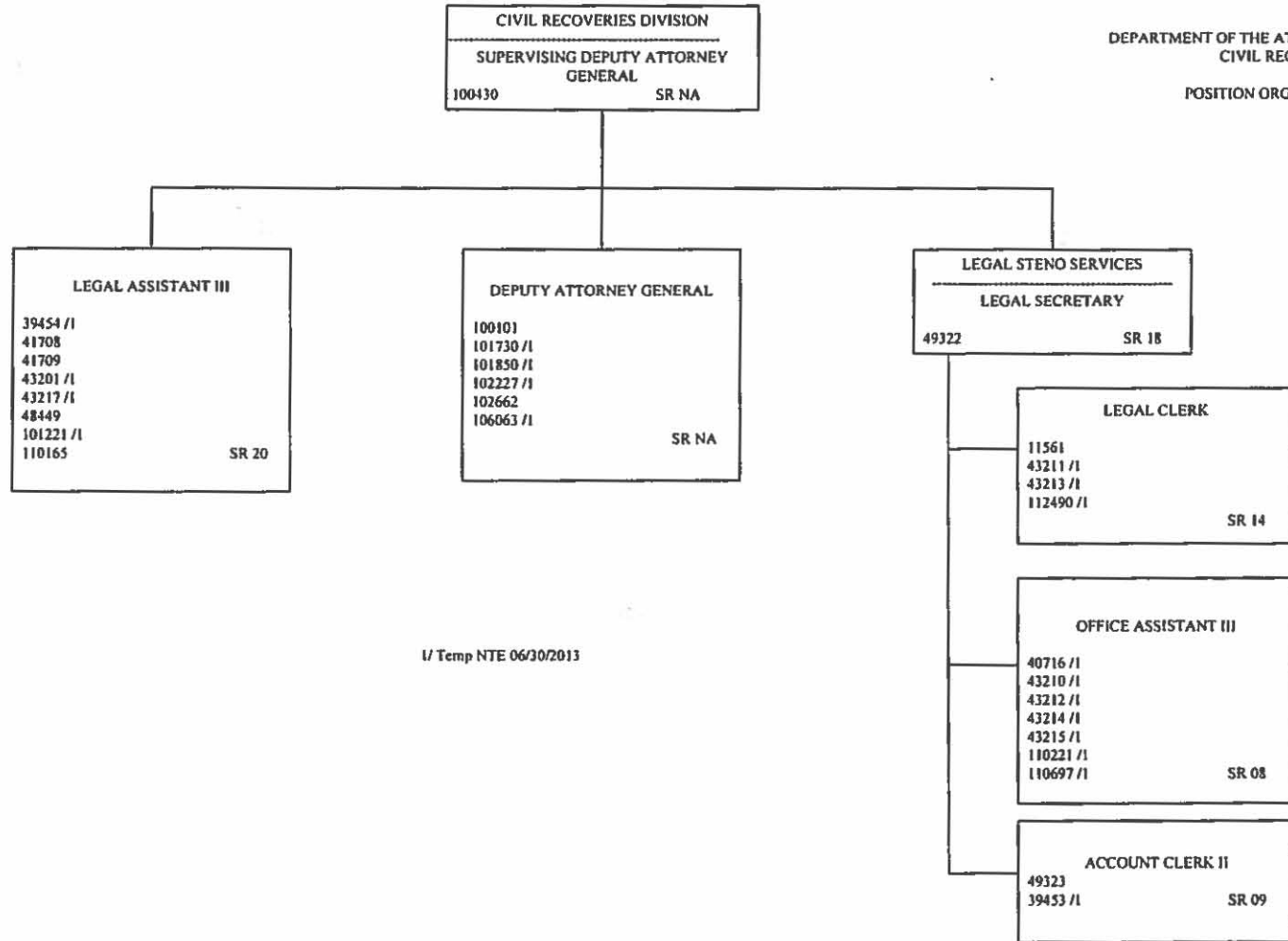
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 2/ Temp NTE 06/30/2013

INVESTIGATIONS  
 07/01/2012

STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 ADMINISTRATION DIVISION  
 POSITION ORGANIZATION CHART

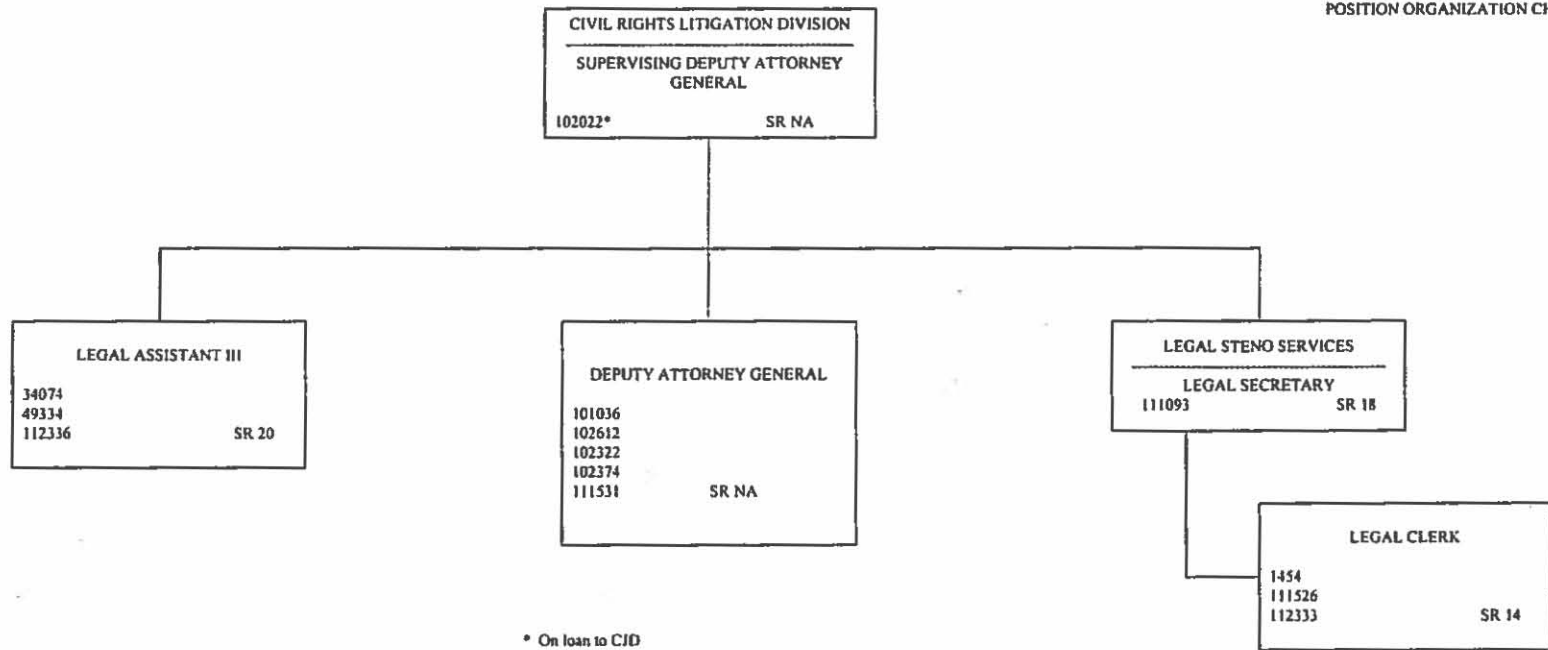


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STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
CIVIL RIGHTS LITIGATION DIVISION  
POSITION ORGANIZATION CHART

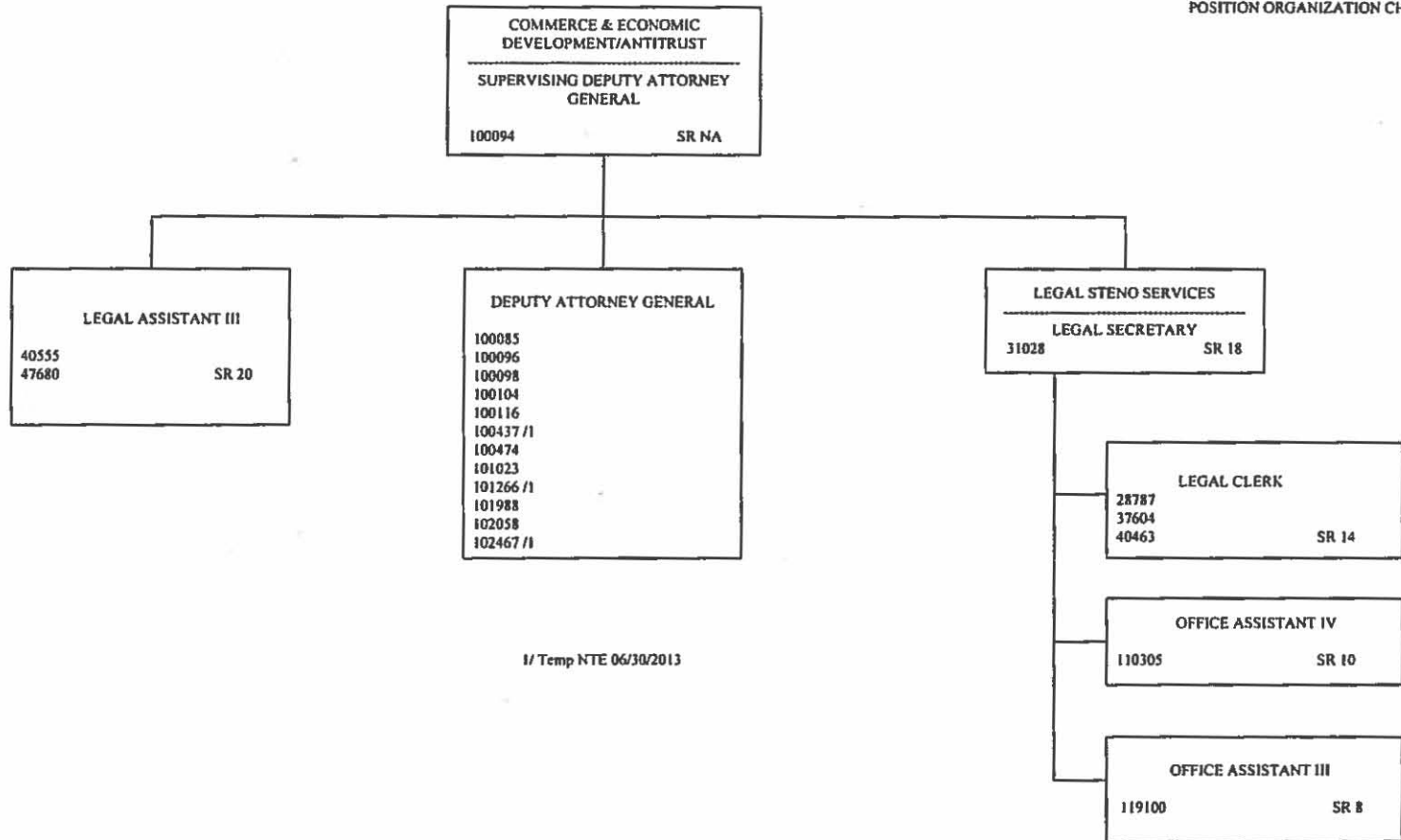


\* On loan to CJD

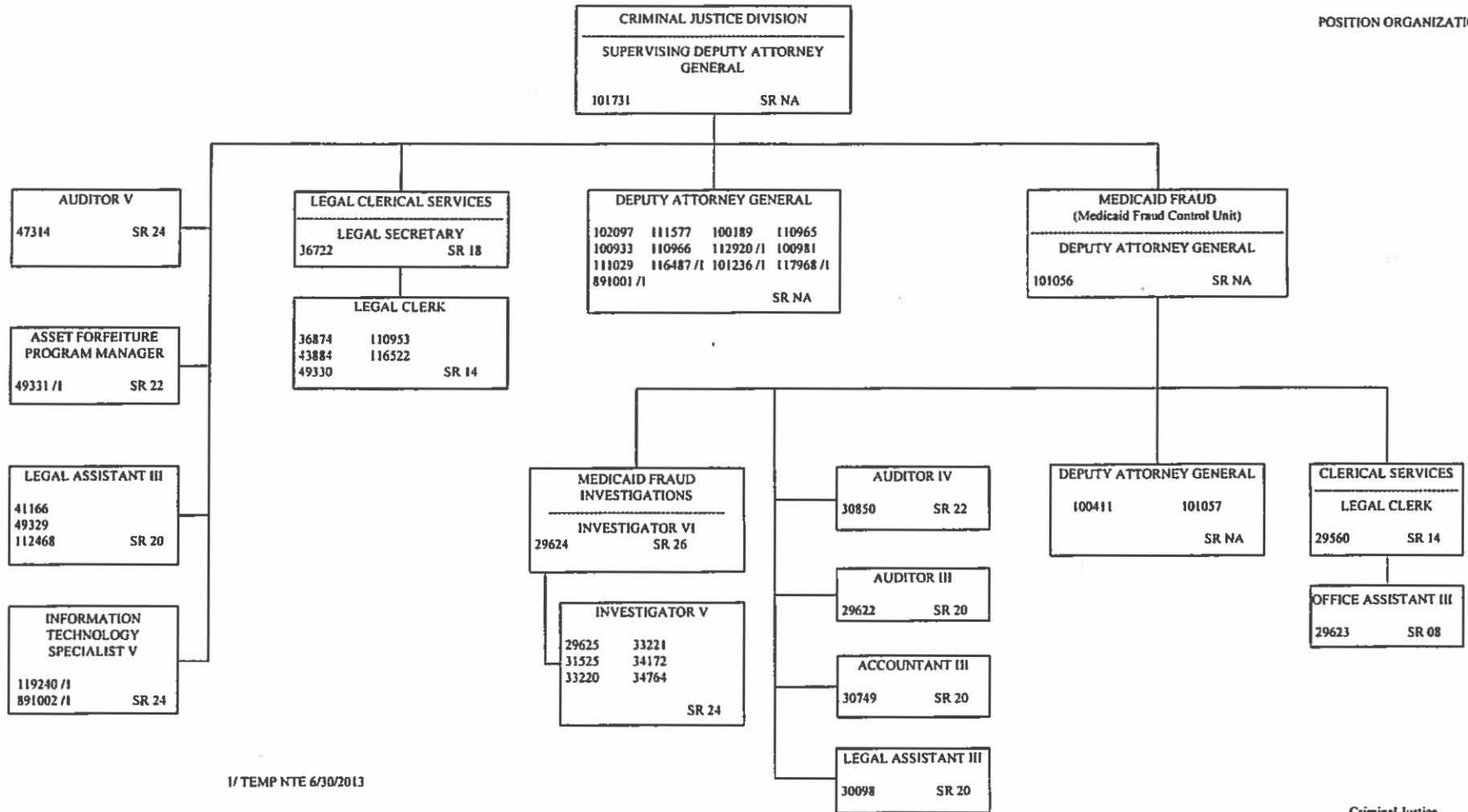


STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 COMMERCE AND ECONOMIC DEVELOPMENT/ANTITRUST DIVISION

POSITION ORGANIZATION CHART

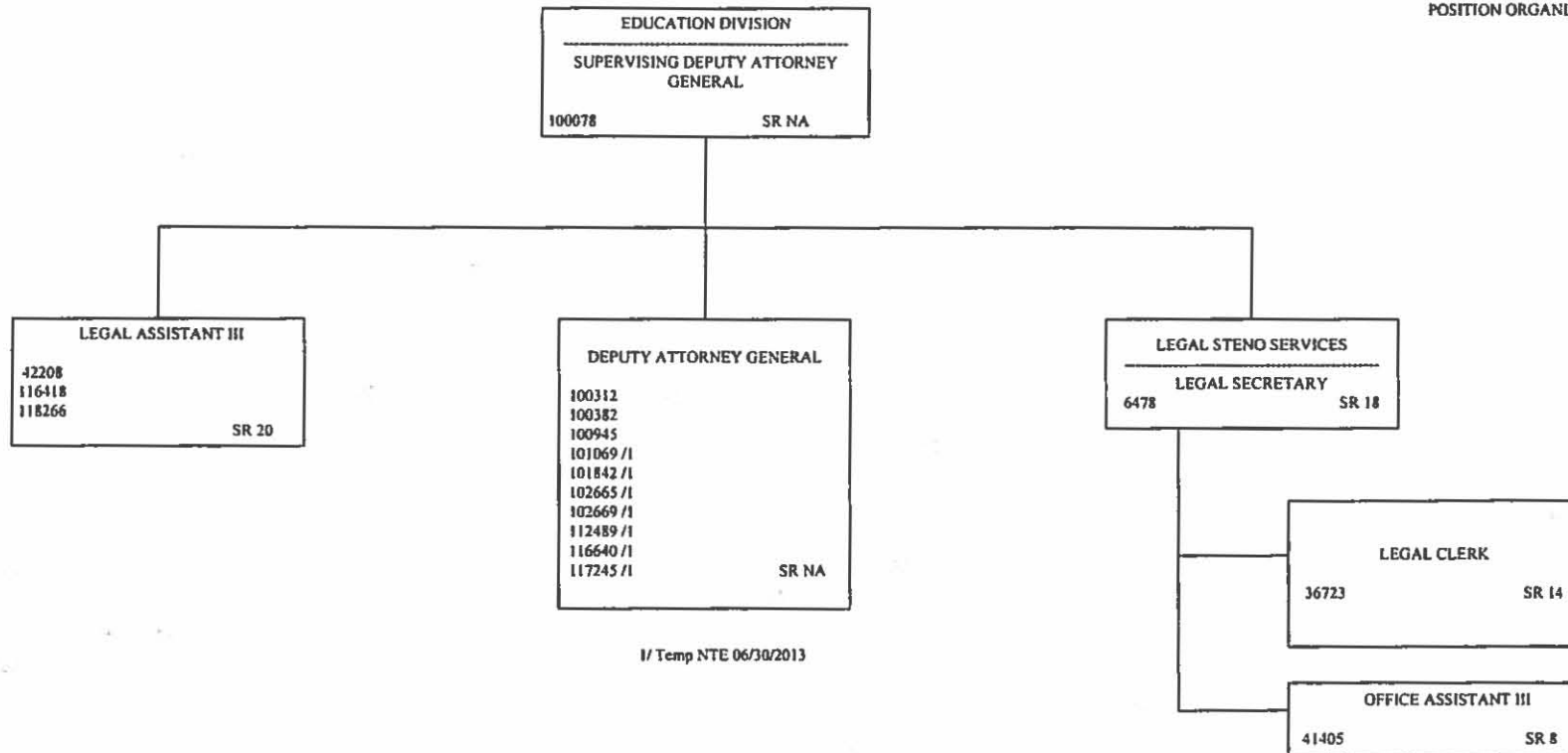


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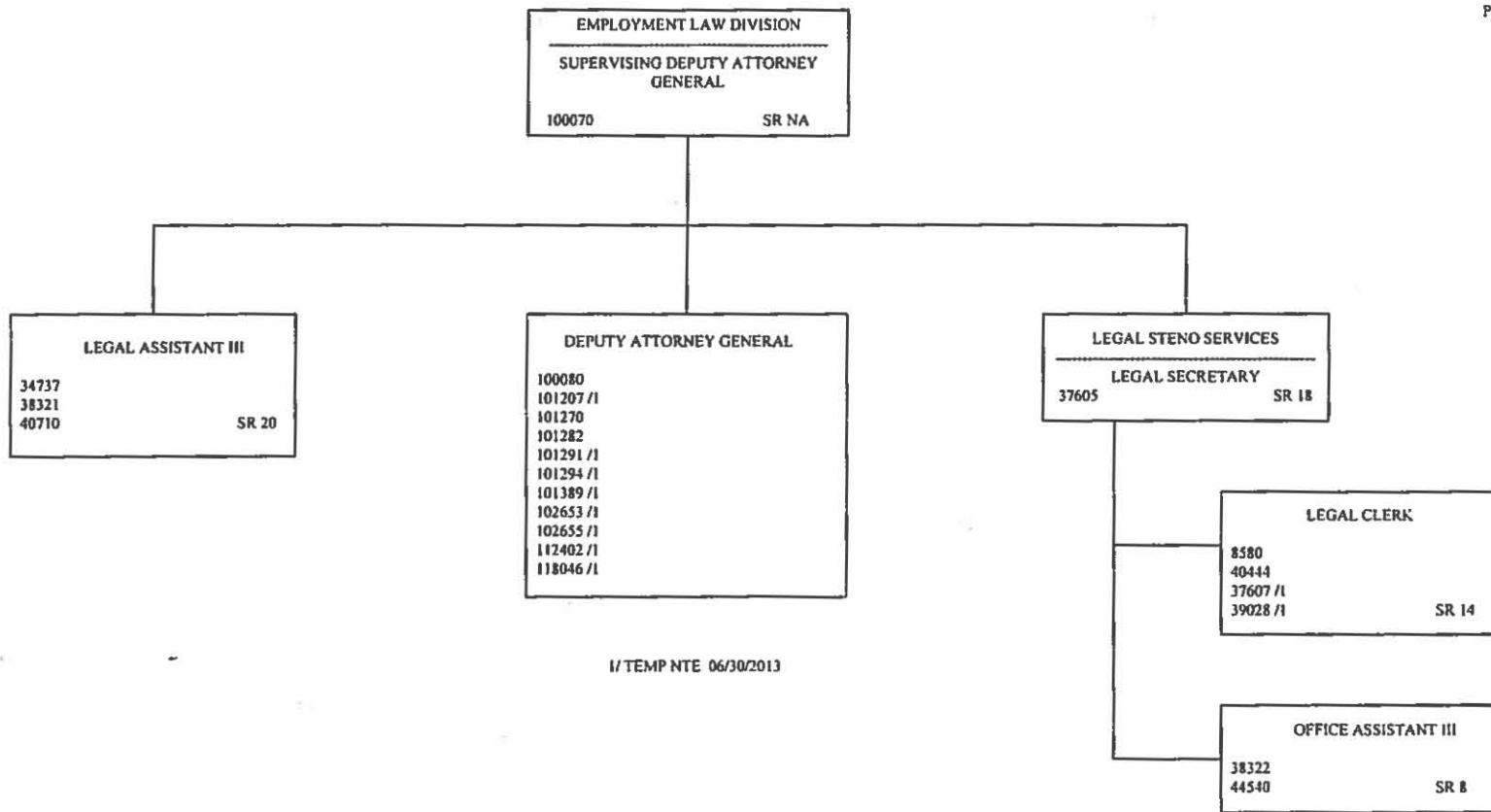
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STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 EDUCATION DIVISION  
 POSITION ORGANIZATION CHART



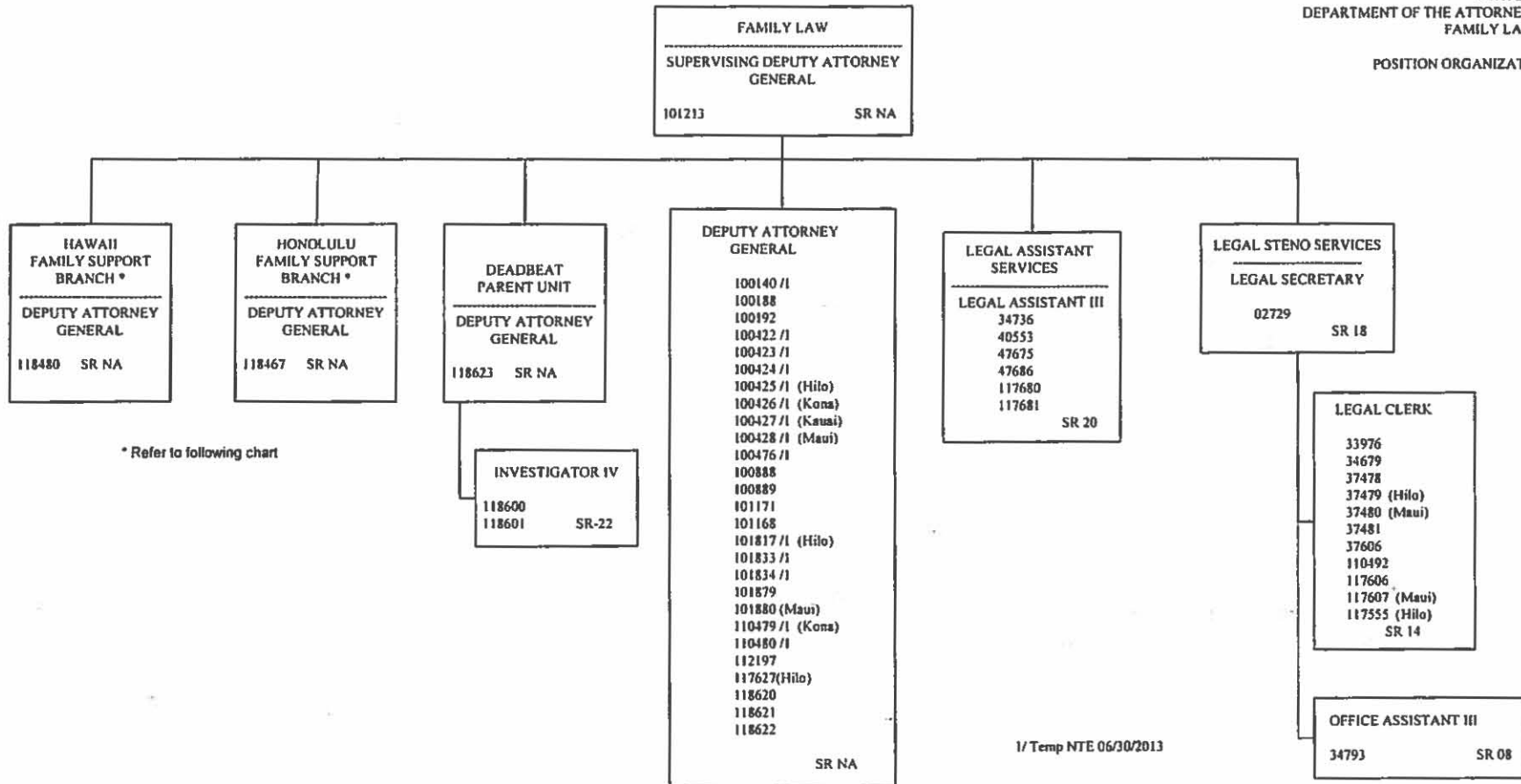
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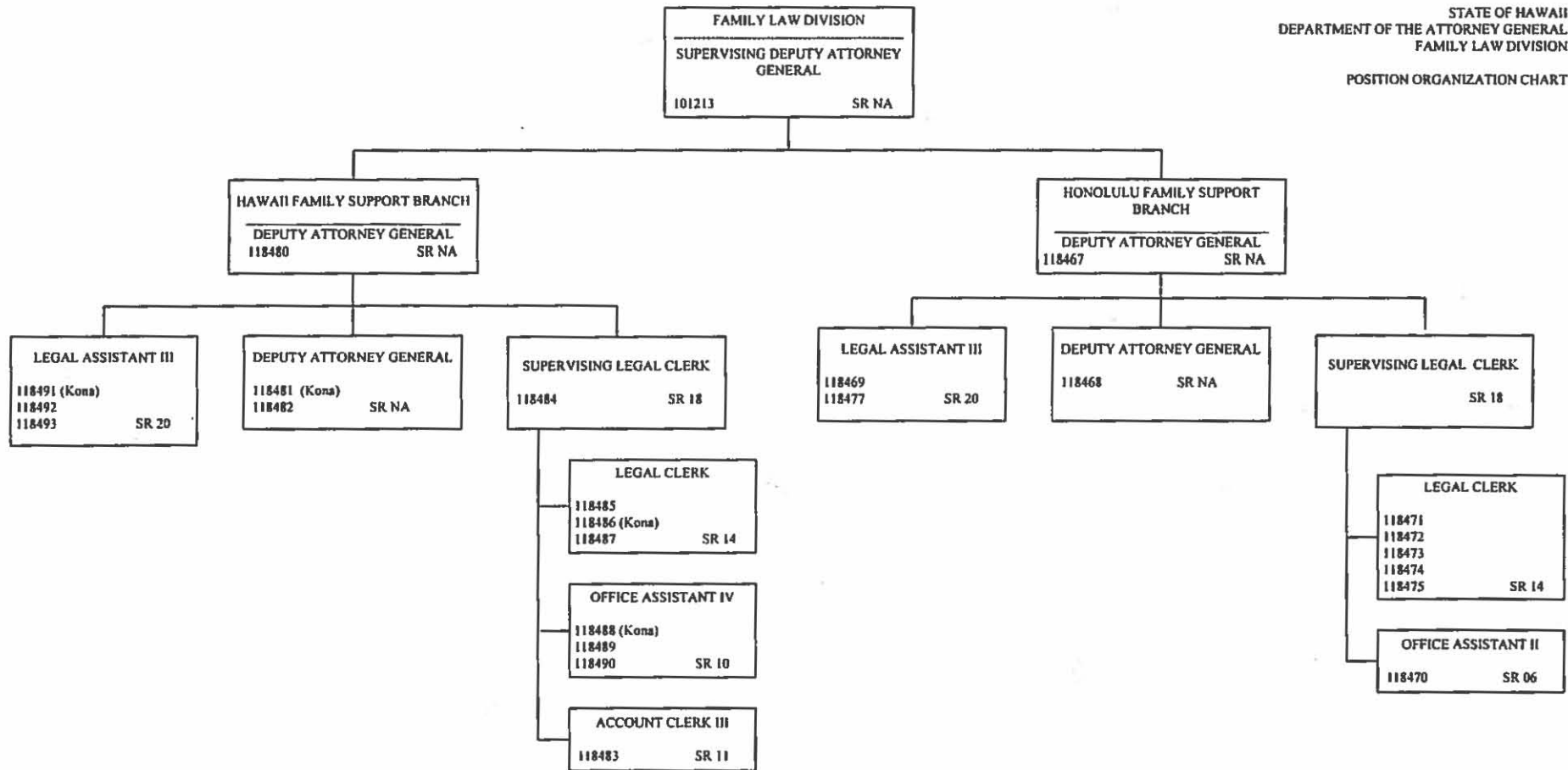
STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 EMPLOYMENT LAW DIVISION  
 POSITION ORGANIZATION CHART



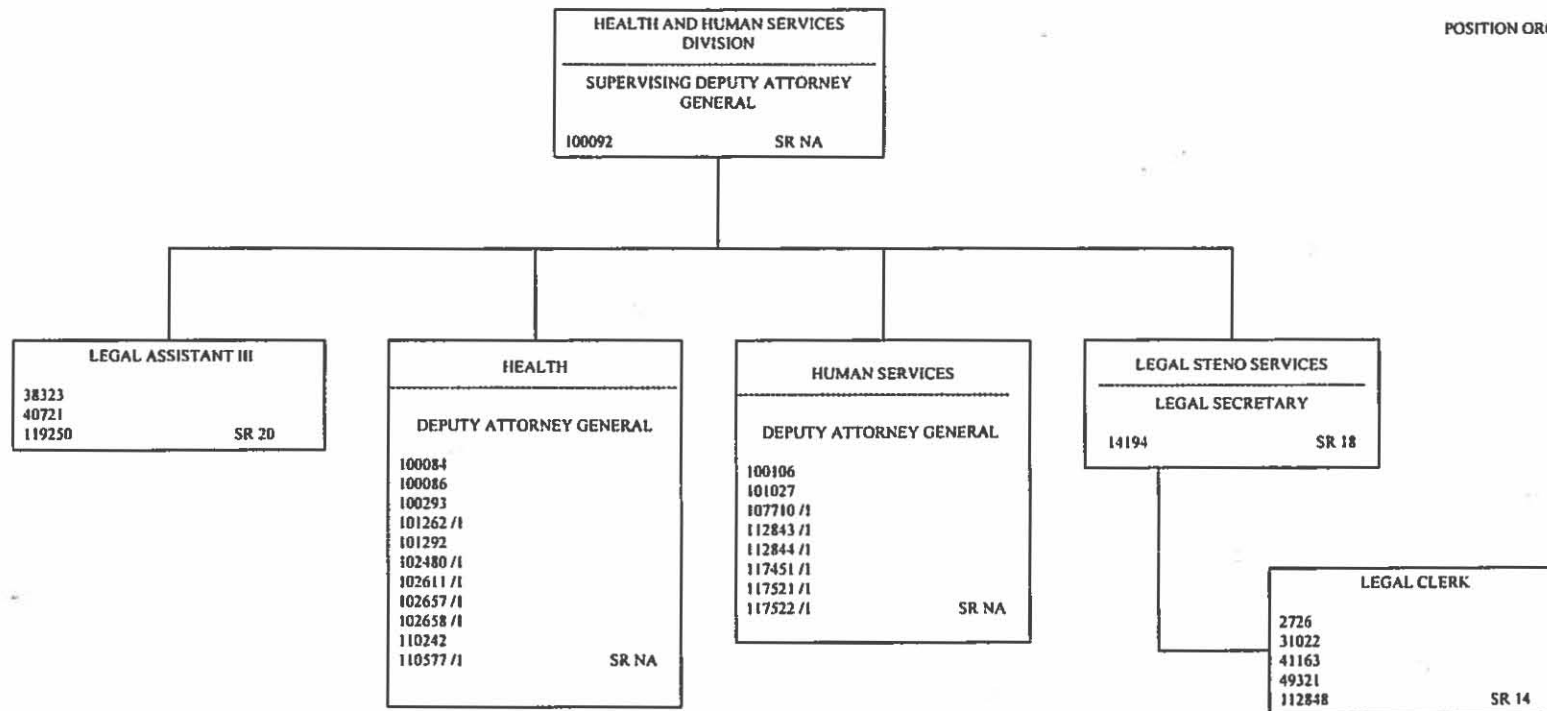
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STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 FAMILY LAW DIVISION  
 POSITION ORGANIZATION CHART



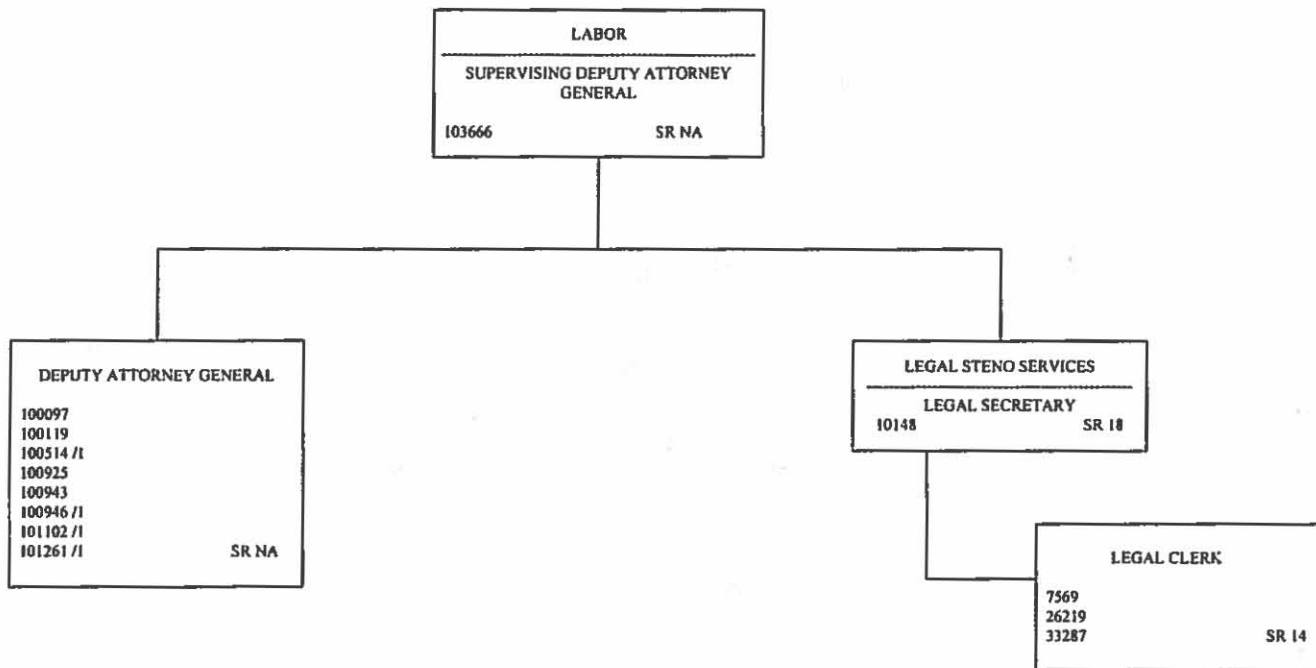


STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 HEALTH AND HUMAN SERVICES DIVISION  
 POSITION ORGANIZATION CHART



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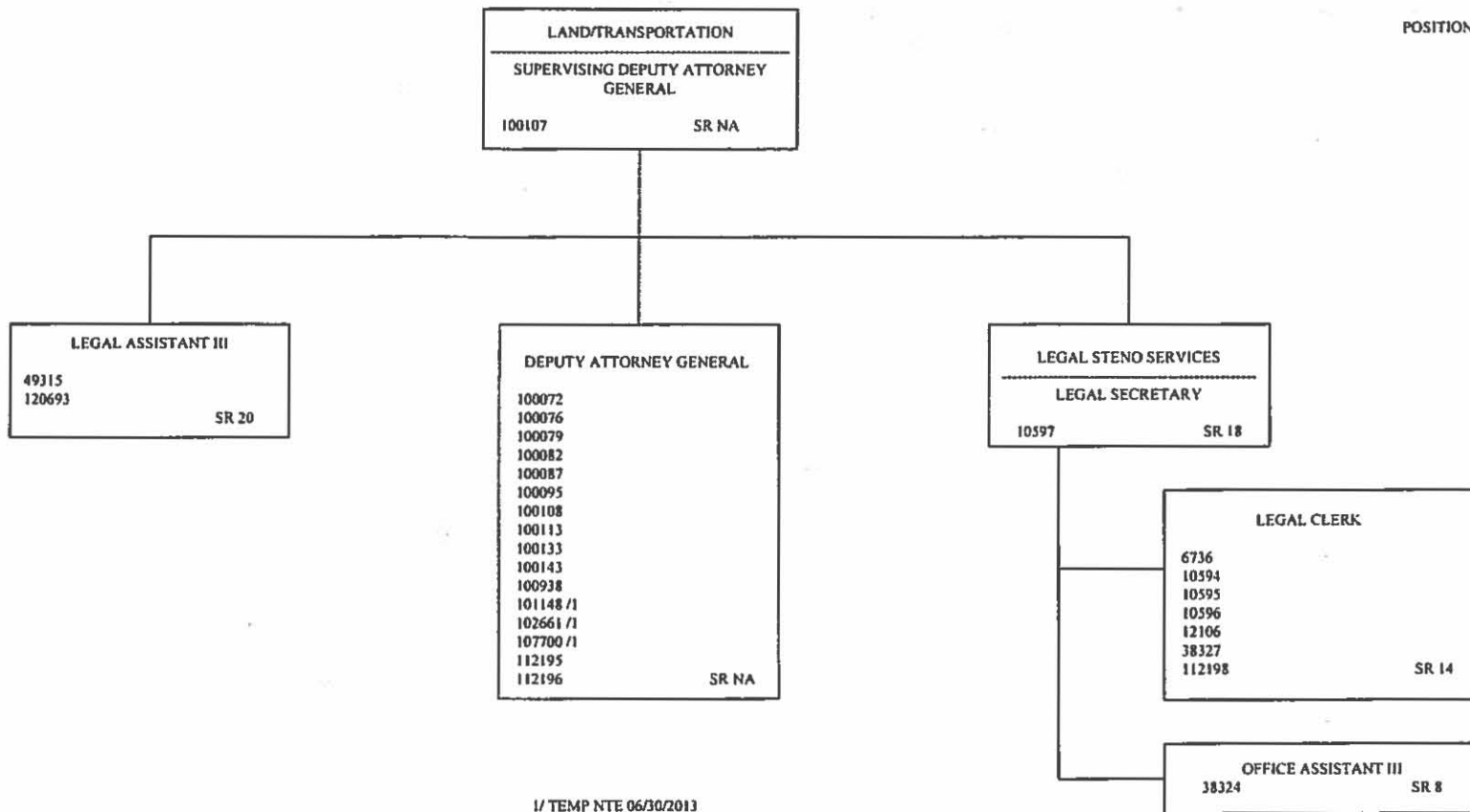
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 DEPARTMENT OF THE ATTORNEY GENERAL  
 LABOR DIVISION  
 POSITION ORGANIZATION CHART



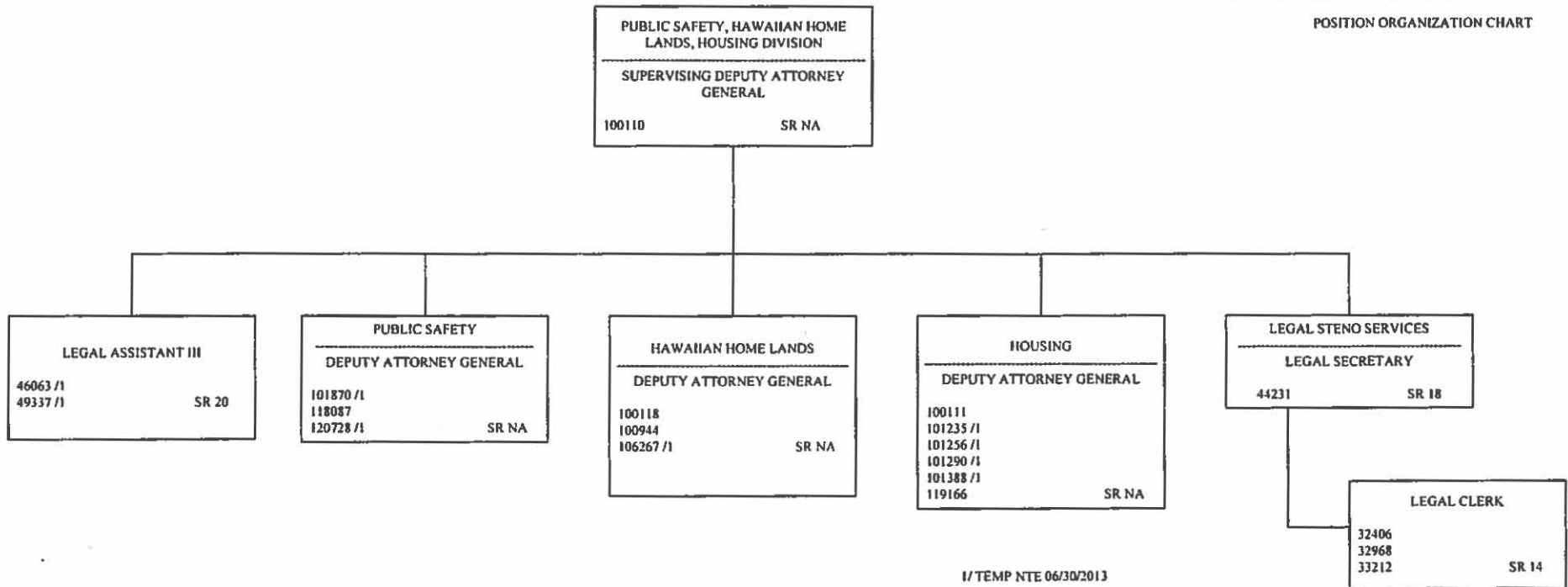
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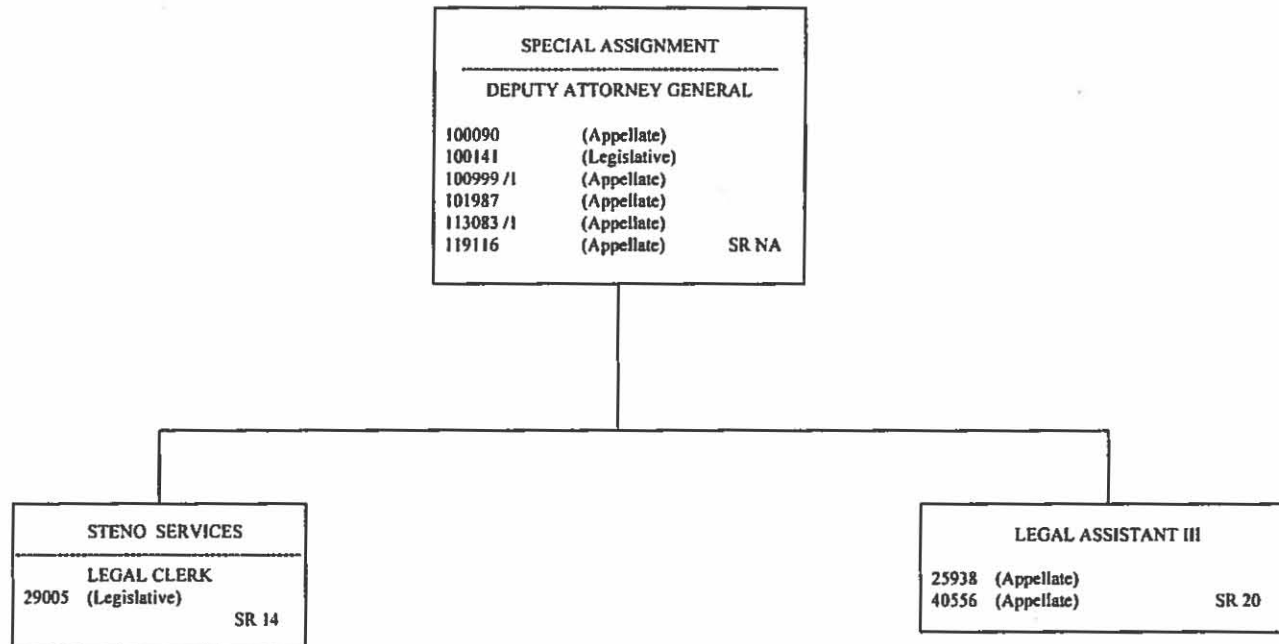
STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 LAND/TRANSPORTATION DIVISION  
 POSITION ORGANIZATION CHART



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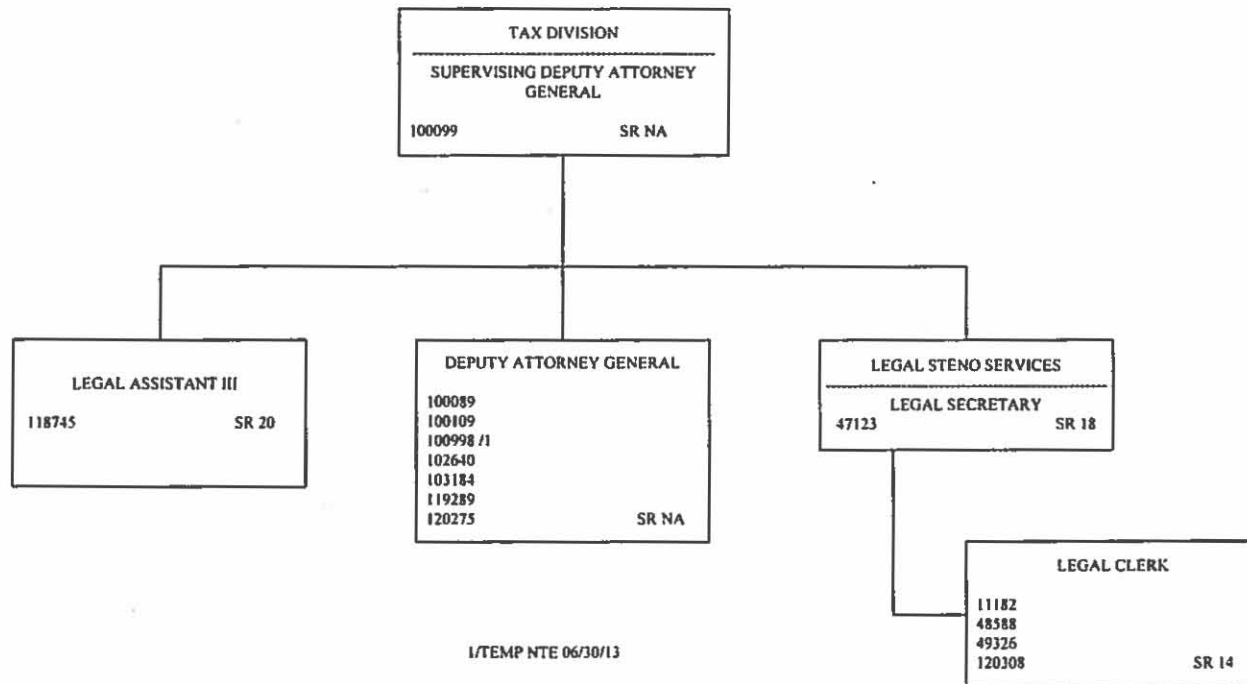
STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 SPECIAL ASSIGNMENT DIVISION  
 POSITION ORGANIZATION CHART



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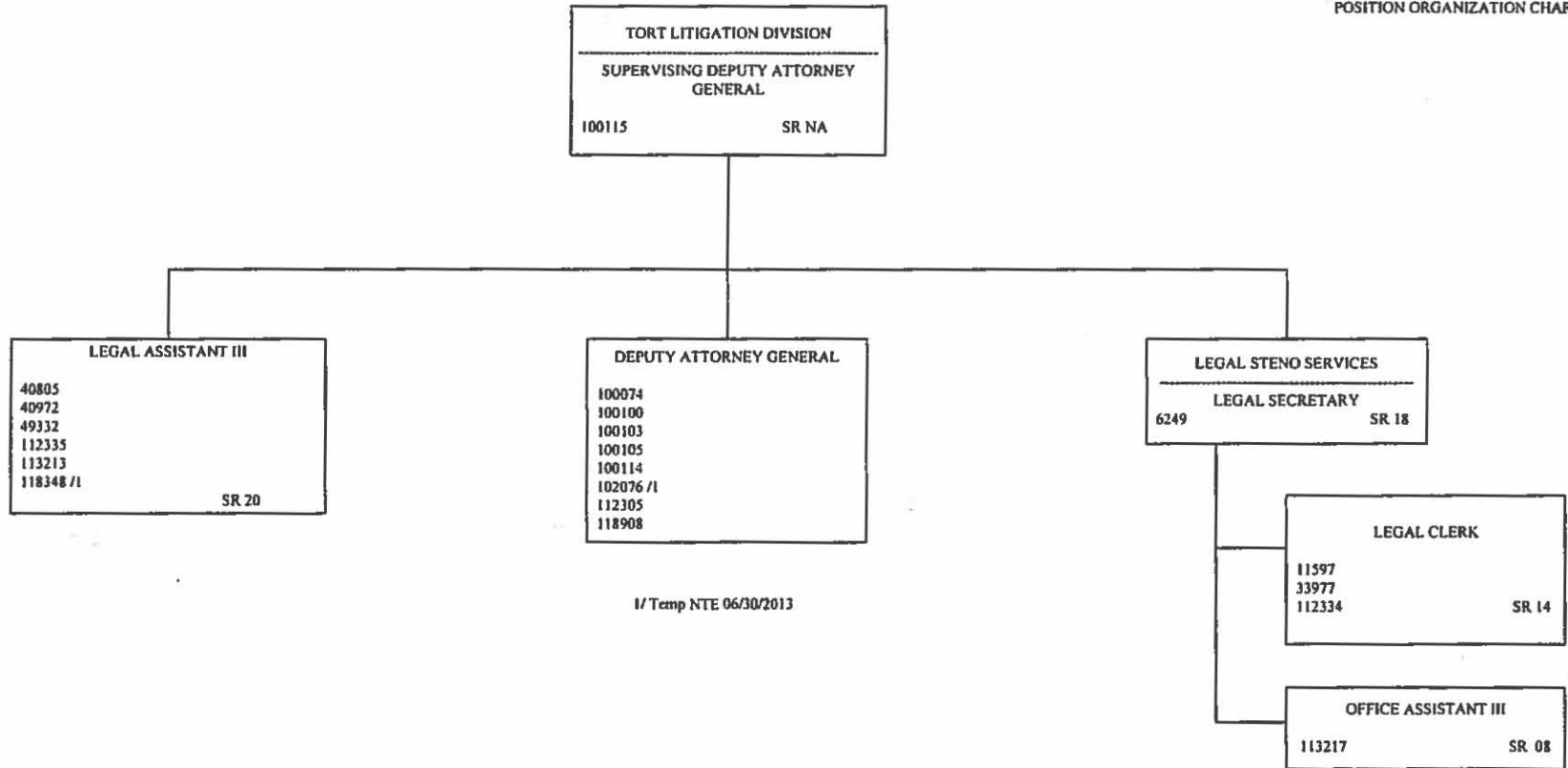
STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
TAX DIVISION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF THE ATTORNEY GENERAL  
 TORT LITIGATION DIVISION

POSITION ORGANIZATION CHART



DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF THE ATTORNEY GENERAL  
FUNCTIONAL STATEMENT

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The Attorney General shall administer and render State legal services, including furnishing of written legal opinions to the governor, legislature and State departments and officers, represent the State in civil actions in which the State is a party; approve as to legality and form all documents relating to the acquisition of any land or interest in lands by the State; and unless otherwise provided by law, prosecute cases involving violations of State laws and cases involving agreements, uniform laws or other matters which are enforceable in the courts of the State. The Attorney General shall be charged with such other duties and have such authority as heretofore provided by common law or statute.

**DEPARTMENT OF THE ATTORNEY GENERAL  
COMMISSION TO PROMOTE UNIFORM LEGISLATION  
FUNCTIONAL STATEMENT**

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The Commission to Promote Uniform Legislation is placed in the Department of the Attorney General to provide advise on matters relating to the promotion of uniform legislation in accordance with Chapters 3 (Uniformity of Legislation) and 26-7 (Department of the Attorney General, Hawaii Revised Statutes. The Commission consists of five members appointed by the Governor and confirmed by the State Senate, who service with compensation for a term of four years.

**DEPARTMENT OF THE ATTORNEY GENERAL  
ADMINISTRATIVE SERVICES OFFICE  
FUNCTIONAL STATEMENT**

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The Administrative Services Office (ASO) provides the Department with budgeting, accounting, personnel, data processing, purchasing, and other internal support services.

**ACCOUNTING/BUDGETING STAFF:**

- Provides budget staff assistance to the Office of the Attorney General in the development of the Department's long-range plans.
- Coordinates the development of the Department's executive budget request.
- Provides or coordinates justification of the Department's budget request to the Department of Budget and Finance and the Legislature.
- Assists in the development of the Department's legislative budget testimonies.
- Coordinates the development of the Department's multi-year program and financial plan. May recommend changes based on input from divisions.
- Coordinates the development of the Department's budget execution/operational plans based on the appropriations act and other pertinent special acts involving appropriations.
  - Prepares allotment for various programs of the Department.
  - Assists programs and division in implementing various programs and provisos of the appropriation act.
  - Installs and maintains budgetary controls for the Department.
  - Prepares financial reports as required by the Attorney General, the Department of Budget and Finance, and the Legislature.
  - Advises or recommends adjustments to the Department's budget to responsible personnel.
- Provide budgeting advice and staff services to the Department's federal grants programs.
  - Develops and maintains the Department's accounting system based on general governmental accounting principles and in accordance with State policies and procedures.
  - Maintains a system of fund accounts in accordance with State accounting requirements.
- Maintains records of the Department's fiscal records and provides necessary financial data as requested by authorized personnel.
  - Reconciles departmental records with Department of Accounting and General Services Records.
  - Performs or advises divisions on purchasing activities.
  - Develop and install accounting systems and monitors Department's federal grants and funds and advises program managers on general accounting procedures, as necessary.
  - Computes processes and transmits payroll for preparation of warrants.
- Accounts for monies received by the Department and bills vendors and other state agencies for monies due the Department.

**PERSONNEL STAFF**

- Advises the Office of the Attorney General, supervisors and employees regarding current personnel management practices, existing personnel rules and regulations, and provisions contained in the collective bargaining agreements.
- Advises and assist in classification and pricing actions.
- Coordinates the civil service recruitment activities for the Department and assists with recruitment of attorneys.
- Assists Department's operating units in planning for their personnel needs.



- Establishes and maintains a centralized system of recording and reporting personnel transactions.
- Reviews and make initial recommendation on worker's compensation cases.
- Maintains personnel files for the Department.
- Coordinates and arranges for the Department's safety program, incentive and service awards program, and other personnel related programs.
- Develops and maintains the Department's Affirmative Action Plan.
- Advises management of organization matters and updates organizational plans.

#### **DATA PROCESSING AND TELECOMMUNICATIONS STAFF**

- Coordinates the development of the overall office automation plans for the legal services program.
- As needed, assists other departmental programs with data processing requirements.
- Performs as EDP liaison with the Electronic Data Processing Division of the Department of the Department of Budget and Finance.
- Coordinates the telecommunications activities of the Department.
- Upon request, advises the Office of the Attorney General on the data processing activities and requirements of the Department.
- Troubleshoots EDP problem areas and coordinates EDP related training for the Department.
- Administers the word processing activities of the Department.
- Maintains inventory of data processing and telecommunications equipment.

#### **LIBRARY SERVICES**

- Provides law librarian services to personnel in the Department of the Attorney General, other state agencies, and the Legislature.
- Oversees administration and the day-to-day activities of the Department's library.
- Administers the Department's legal services reference information system; as needed, provides, training in the use of the legal services information to the attorney and other appropriate staff of the Department.
- Develop policies and procedures in the operation of the library.

#### **INTERNAL SUPPORT SERVICES STAFF**

- Provides intra-departmental messenger services.
- Provides telephone and receptionist services for the Department.
- Maintains a central supply room for the Department.

**DEPARTMENT OF THE ATTORNEY GENERAL  
ADMINISTRATION DIVISION  
FUNCTIONAL STATEMENT**

---

The Administration Division provides legal services to the Office of the Governor; Office of the Lieutenant Governor; Department of Accounting and General Services; Department of Budget and Finance (including the Employees Retirement System and the Hawaii Employer-Union Health Benefits Trust Fund); Department of Business, Economic Development and Tourism (Land Use Commission); Office of Elections; Research Corporation of the University of Hawai'i; Campaign Spending Commission; Judiciary; Department of Taxation (Tax Review Commission); Department of Human Services (Commission on Status of Women and Commission on Fatherhood); the Legislature; and the Department of the Attorney General non-legal services divisions (Crime Prevention and Justice Assistance Division and Hawai'i Criminal Justice Data Center).

Legal services are also provided to the boards, commissions, and agencies which are either administratively assigned to the executive departments, or which are otherwise entitled to receive such services.

**LEGAL STENO SERVICES**

The Legal Steno Services section provides legal clerical support services to the Administration Division.

DEPARTMENT OF THE ATTORNEY GENERAL  
CHILD SUPPORT ENFORCEMENT AGENCY  
FUNCTIONAL STATEMENT

---

Under the Department of the Attorney General, the Child Support Enforcement Agency (CSEA) is responsible for providing the guidance and direction to the Child Support Enforcement Program.

**ADMINISTRATION**

The Administration is responsible for planning, directing, controlling, and coordinating the statewide activities and operations of the Child Support Enforcement Agency. The Administration is also responsible for policy development, program monitoring and evaluation, complaint resolution, administrative staff functions, interpretation of laws and regulations affecting the overall Child Support Enforcement program's goal and priorities, as well as operation of units located on each of the major islands which are responsible for conducting child support enforcement activities in their respective counties.

The Administration coordinates the legal or administrative action required in order to secure support for children. Conducts special studies and reviews to determine the extent of conformance to program policies; provide field services in order to assist county units in operating the program; coordinate and interpret policies and procedures in connection with the program as well as in implementing major program changes. Develops and presents public service information briefings and announcements regarding child support enforcement services. Prepares budget proposals and justification, legislative testimonies, and reports relating to child support. Receives and reviews customer complaints; process incoming correspondence and referrals.

**FINANCIAL & TECHNOLOGY MANAGEMENT OFFICE**

The Financial & Technology Management Office is responsible for three sections: Statewide Disbursement, General Accounting, and Information Technology. The State Disbursement function is responsible for support payment collections and disbursements in the manner in compliance with the State and Federal requirements in the Child Support area. General Accounting takes care of the agency's invoice and procurement processing, accounting records, banking relations, State and Federal reporting, and other miscellaneous accounting functions. The Information Technology section is responsible for the daily operational maintenance of the KEIKI system through computer programming, data processing, informational retrieval, and user interfaces.

Overall, the Financial & Technology Management Office coordinates the day-to-day support payment processing, accounting and system operations for CSEA.

***Information Technology Section***

The Information Technology Section is responsible for the development, operation, and maintenance of a statewide automated data processing and information retrieval system, KEIKI, mandated by the federal government in 1988. There are three Units that provide integral support to the KEIKI system and its users; The Systems Unit, the Applications Unit, and the Technical Support Unit.

The Information Technology Section coordinates the systemic operations of the Child Support Enforcement Agency; technical staff services in data control function relating to electronic data processing for the departments; computer processing functions, job submission/controls, input/output processing, and processing operational matters with the Electronic Data Processing Division and Department of Budget and Finance.

#### *Systems Unit*

The Systems Unit is responsible for network connections to any site (i.e. mainframe, workstations, servers, etc.), system maintenance of the Agency's networks (i.e. LAN, WAN, etc.), and advises staff on the information/data processing and telecommunications operations.

The Systems Unit maintains and upgrades the LANs, WANs, and email server. Coordinates any security modifications, standards and procedures for maintenance, monitors traffic on the network; troubleshoots network, computer hardware and computer software problems. Maintains inventory of all Agency telecommunication/data lines and evaluates and recommends additional/reduction or telecommunication/data lines based upon various situations (i.e. budget reduction, staffing, etc.).

#### *Applications Unit*

The Applications Maintenance Unit is responsible for the maintenance and development of mainframe applications; user interfaces; interface scheduling and tracking; and updating the various Child Support Enforcement Division forms under the Family Support Act.

The Applications Maintenance Unit coordinates and conducts direct programming for computer systems and systems testing; determines programming resources, establishes schedules, tracks progress, and prepares progress reports. Analyzes and evaluates various operating procedures, project resources and capacity problems, work methods, and practices relative to KEIKI. Reviews needs of staff for additional or specialized training.

#### *Technical Support Unit*

The Technical Support Unit will be responsible for maintaining user support workstations and "Hotline" issues which the staff encounters, provide day-to-day operational support for more than two hundred (200+) personal computers and printers (e.g. install computer hardware and software, troubleshoot hardware and software problems, perform simple hardware repairs, coordinate more difficult repairs with the State's self-maintenance group or private hardware vendors, and etc.) maintain the Agency's hardware and software inventory, conduct user training, and perform some miscellaneous clerical tasks.

The Technical Support Unit coordinates the technical support for the staff through receiving telephone or email messages in regards to hardware and software problems. Provides operational support of installing, troubleshooting, and coordinating computer hardware and software repairs and problems. Coordinates technical on-site assistance, instruction, and training to users on a variety of computer applications.

#### **STATEWIDE DISTRIBUTION SECTION**

The Statewide Distribution Section is responsible for maintaining the individual records of recipients and assists in preparing statements and reports in the Child Support Program. The section understands program regulations and interpretation of laws in keeping all records up to date and adhering to deadlines in collection of data necessary for the preparation of reports in order to meet stringent Federal reporting requirements.

#### *Collections Unit*

Receives and reviews support obligation records checking and clarifying for correctness of information. Coordinates the collection, computation, and preparation of incentive payments for intra-state and inter-state collection services.

#### *Disbursement Unit*

Reviews and prepares control ledgers, reconciles accounts, and prepares vouchers for disbursement of funds for incentive payments, erroneous deposits and payments of excess collections.

### GENERAL ACCOUNTING SECTION

The General Accounting Section is responsible for reviewing, analyzing, and reconciling monthly bank statements, updating and maintaining the CSEA bank accounts, reconciling the automated child support system data, and preparing statistical and financial reports.

The General Accounting Section coordinates the preparation of financial statements and reports to reflect appropriate actions of adjustments and maintenance of all deposits and disbursement that comply with State and Federal rules and regulations. Processes all fiscal transactions for the Division such as purchase orders, travel requests, and payments. Section maintains records of appropriations, expenditures; develops implements and maintains internal fiscal policies and procedures.

### ADMINISTRATIVE SUPPORT SERVICES OFFICE

The Administrative Support Services Office is responsible for administrative, clerical, and personnel support for the Child Support Enforcement Agency. The Administrative Support Services Office coordinates all personnel services and requests that comply with State Policies, procedures, rules, and regulations. The office with its clerical staff provides clerical support for the employees in State Administration. The Administrative Support Services Office performs administrative functions to assist the Administrator, such as coordinating the preparation of budget and program plans and preparing appropriate justification; conducting special administrative studies for the Administrator which include defining the problems, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations.

#### *Human Services Section*

The Human Resources Section is responsible for providing services to all personnel functions required at the division level in matters relating to personnel administration including recruitment, position classification, organizational analysis, labor relations, training, safety, etc.

The Human Resources Section coordinates all personnel support for the division in securing employees of their benefits; informing supervisors and employees regarding personnel laws, rules, regulations, policies, procedures, collective bargaining agreements, and classification and compensation matters. Coordinates training programs on the laws, principles, concepts, practices, rules and regulations in a technical and professional aspect of all personnel functions. Process appropriate personnel forms for recruitment, workers compensation, leave of absence, etc. in a timely manner. Keep the administrator informed of the status of any disciplinary action.

### ADMINISTRATIVE CLERICAL SUPPORT SECTION

The Administrative Clerical Support Office is responsible for providing secretarial, administrative, and office managerial support services for the Child Support Enforcement Agency's State Administration Office. Responsibilities include providing receptionist, fiscal personnel, clerical, and budgetary support.

The Administrative Clerical Office Support Office coordinates and reviews correspondence, memoranda, reports and other materials requiring the Administrator's approval and/or signature. Receives and screens all telephone, or personal queries, complaints and requests, and determines which requires the Administrator's attention and which can be referred to other Child Support administrative staff. Coordinates all legislative matters for the office, including following upon on hearings schedules and bill status, collection committee reports, and monitoring of bills that are interest and have impact on the Child Support Enforcement Agency program. Receives and handles all administrative questions, from other departments and governmental agencies pertaining to the various aspects of the Child Support Enforcement Agency.

### **POLICY AND PROCEDURES OFFICE**

The Policy and Procedures Office is responsible for program development activities, including developing policies and procedures, preparing the State plan, and evaluating the CSEA program and for reviewing federal and state statutes, federal regulations, etc., to identify program requirements, options, etc.

The Policy and Procedures Office conducts special studies including defining the problems, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations; coordinates and oversees the completion of reports and grant application requests, drafts proposed legislation, policies, procedures, rules and regulations.

### **COMPLAINTS RESOLUTION OFFICE**

The Complaints Resolution Office under the direction of the Administrator investigates complaints concerning child support services to determine validity of the complaint and appropriate corrective action to resolve recurring problems.

The Complaints Resolution Office recommends systemic changes to procedures to resolve recurring problems and complaints and improve general processing of work. They provide technical guidance and advice regarding child support enforcement problems, investigations, and administrative reviews. They gather and analyze pertinent data, prepare detailed reports and plans of coercive action, and respond to complainants and representatives via written correspondence, letters, and telephone calls.

### **CLERICAL OPERATIONS SUPPORT OFFICE**

The Clerical Operations Support Office is responsible for processing incoming and outgoing mail, entering appropriate data into the automated child support enforcement system (KEIKI) for control and maintenance of the files of all child support cases.

The Clerical Operations Support Office coordinates and processes case correspondence; researches case information to determine proper actions based on information contained in the KEIKI file and generates responses to the appropriate case participant. Segregates correspondence for referral to other units for proper disposition. Process incoming and outgoing mail for all branches such as opening, date/time stamping individual pieces, calibrate and operate mail machine, operate and maintain high speed printers for batch printing of correspondence mailed pieces.

### **ADMINISTRATION PROCESS BRANCH**

The Administrative Process Branch is responsible for prosecuting cases on behalf of the Child Support Enforcement Division for the establishment, modification, and enforcement of support obligations owed to dependent children by parents, via an expedited administrative process in accordance with state and federal laws.

The Administrative Process Branch coordinates the enforcement of child support obligations. Serves as representatives in administrative hearings dealing with the establishment, modification, and termination of child support. The branch prepares and reviews legal documents and correspondence following strict State and Federal guidelines and deadlines, making sure that the follow-up is compliant with administrative orders, and certifies case files kept by the Child Support Enforcement Agency are properly executed and filed.

### **OAHU OPERATIONS BRANCH**

The Oahu Operations Branch is responsible for the complex operational needs of the Child Support Enforcement Agency. The Branch, through the Case Management Unit, Call Center Unit, and the Enforcement Units, is responsible for providing quality customer service to

custodial and absent parents who have child support cases; providing case management services, conducting investigative inquiries; determining actions for verification of paternity, support obligations, administrative orders, and fraud; and responding to and resolving customer complaints.

The Oahu Operations Branch coordinates enforcement of support obligations; reviews, verifies and updates CSEA records and applies all available enforcement remedies to enforce the support order. The branch performs phone answering services and walk-in services to client to resolve problems and issues associated with their child support cases; prepares written responses to daily correspondence received using knowledge and understanding of Child Support Enforcement statutes, regulations, and procedures.

#### **HAWAII AND KAUAI OPERATIONS BRANCH**

Each branch is responsible for maintaining child support case files, establishing child support obligations, monitoring for compliance, providing case management services and undertaking enforcement actions both administratively and judicially where necessary, to collect child support in their respective districts.

In accordance with federal, State, Attorney General rules, regulations, and policies, and under the provision of state and federal laws for all CSEA activities performed for credit and collection, the branches coordinate the support of customer service for all case participants in their respective districts, prepare financial information necessary for collections and distributions of child support. Receive and process complex correspondence requiring investigation and review.

#### **MAUI OPERATION BRANCH**

In addition to the functions listed above for the Hawaii and Kauai Operations Branches, the Maui Operations has the additional responsibility of establishing paternity for children.

DEPARTMENT OF THE ATTORNEY GENERAL  
CIVIL RECOVERIES DIVISION  
FUNCTIONAL STATEMENT

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The Civil Recoveries Division (CRD) systematically recovers and collects moneys ranging from accounts receivable, dishonored checks, delinquent loans, salary and benefit overpayments, complex delinquent child support cases, unpaid traffic fines, civil judgments, delinquent patient accounts, property damage claims, lease rents, construction litigation, contract disputes and miscellaneous fees owed to the State and its agencies.

This division represents the State in major contract or construction disputes.



DEPARTMENT OF THE ATTORNEY GENERAL  
CIVIL RIGHTS LITIGATION DIVISION  
FUNCTIONAL STATEMENT

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The Civil Rights Litigation Division (CRLD) provides legal defense to the State, its departments, agencies and certain State employees<sup>1</sup> in lawsuits or other claims that involve allegations of constitutional and civil rights violations. This defense includes, but is not limited to, answering legal complaints filed in court, investigating claims, conducting discovery, filing motions as determined to be necessary, and representing State interests at arbitrations, mediations and/or trials. The Civil Rights Litigation Division does not have responsibility for providing general advice and counsel to any State department or agency, except as may be directed by the Attorney General.

The Civil Rights Litigation division also provides assistance to the Attorney General as requested on matters related to civil rights issues, and interfaces with the State Risk Management Office regarding relevant lawsuits and claims.

In addition to deputies, the staff of the Civil Rights Litigation Division includes a legal secretary, legal clerks, legal assistants, and, if available, student help. These persons provide clerical and paralegal support to the Division.

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<sup>1</sup> Representation of State employees by the Department of the Attorney General is discretionary pursuant to Hawaii Revised Statutes Section 662-16 and is based upon a determination that the employee was acting within the course and scope of his or her employment when the alleged negligent or wrongful act occurred.

DEPARTMENT OF THE ATTORNEY GENERAL  
COMMERCE AND ECONOMIC DEVELOPMENT DIVISION  
FUNCTIONAL STATEMENT

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The Commerce and Economic Development Division (CED) provides a full range of legal services including advice and counsel, document, rules, and legislation review, and advocacy in litigation in administrative and judicial fora for its client departments. (CED currently provides legal services to the Department of Commerce and Consumer Affairs, the Department of Business, Economic Development and Tourism, the Department of Agriculture, and their attached agencies. CED also advises agencies with tax deferring benefit programs including deferred compensation and tuition savings programs.)

Enforces the antitrust laws, investigates alleged violations of antitrust laws, and advises the Attorney General on antitrust policy.

Administers chapter 456, Hawaii Revised Statutes, which involves the commissioning and regulation of notaries public and handles inquiries and complaints about notaries public and their practices. statement.

**DEPARTMENT OF THE ATTORNEY GENERAL  
CRIMINAL JUSTICE DIVISION  
FUNCTIONAL STATEMENT**

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The primary function of the Criminal Justice Division (CJD) is to discharge the Attorney General's responsibilities as the State's chief law enforcement officer. The division also administers the Medicaid Fraud program, Asset Forfeiture Coordination Program and the Missing Children's Clearinghouse for the State. The functions of the division include the following:

- Review and prosecute, if appropriate, cases referred to the Attorney General's Office for criminal action.
- Provide advice and counsel to clients regarding crimes and criminal procedure.
- Provide assistance to office of the Prosecuting Attorney in each county.
- Coordinate investigations and prosecutions of crimes occurring in more than one county.
- Coordinate legislative advocacy on crimes and criminal justice.
- Assist or represent the Attorney General in organizations and committees concerning crimes, criminal justice, and criminal procedure.
- Respond to inquiries by members of the public about criminal laws and procedure or the criminal justice system, and provide information or refer the public to the appropriate agency.

**MEDICAID FRAUD BRANCH**

- Plan, supervise and coordinate the criminal and civil investigations and prosecutions of fraud and abuse in the administration of the Medicaid Program.
- Initiate appropriate civil actions for the recovery of funds due the Medicaid program as a result of fraud and abuse by providers.
- Receive complaints of abuse and neglect of Medicaid patients in health care facilities and take required action.
- Be responsible for conducting legal preparation and prosecution of cases for trial. Coordinate the investigation of case with Deputy Attorney General and carry out the assignment through to completion.
- Conduct specialized criminal and civil investigations of all incidents of alleged fraud and abuse involving any party who receives federal funds through the Social Security Act (Medicare and Medicaid).
- Submit reports and required applications to Federal Agencies to obtain funds.
- Provide legal clerical services and other related office services such as maintaining all case files, scheduling of appointments for staff, and ordering of supplies and equipment.
- Plan, supervise, review financial data and reports; advise and assist in the presentation of financial data in civil and criminal trials of individuals or businesses in Medicaid provider fraud cases.
- Prepare financial reports of individual or business firms and request verification of payment claims.

**ASSET FORFEITURE COORDINATION PROGRAM**

- Administer the disposition of forfeiture petitions filed pursuant to Section 712
- A-10, Hawai'i Revised Statutes.
- Manage the storage, maintenance, liquidation, and distribution of assets seized and forfeited pursuant to Sections 712A-6 and 712A-16, Hawai'i Revised Statutes.

**LEGAL CLERICAL SERVICES**

- Provide secretarial and administrative services for the division.
- Provide typing, filing, copying and other related clerical services for the division.
- Maintain confidential files for the division.

DEPARTMENT OF THE ATTORNEY GENERAL  
CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION  
FUNCTIONAL STATEMENT

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The Crime Prevention and Justice Assistance Division (CPJAD) serves as the central agency which provides the Attorney General, the chief law enforcement office of Hawaii, with the information and resources needed to address crime and crime prevention issues.

**RESEARCH AND STATISTICS BRANCH**

Develops, directs, and coordinates the major crime and crime prevention research projects of the division. Also collects, compiles, and reports uniform crime statistics for the state.

- Plans, organizes, coordinates, and conducts research studies.
- Prepares comprehensive written reports and other publications that may be required for the Uniform Crime Reporting service based on research findings.
- Evaluates projects and their impact for other branches of the division.
- Disseminates and presents research findings to interested individuals, groups, and appropriate government agencies.
- Establishes and maintains effective working relationships with other agencies, national clearinghouse and between branches of the division.

**GRANTS AND PLANNING BRANCH**

Maintains information on financial (federal and state funds) and non-financial resources that may be available to assist in improving the coordination of crime policies and service delivery of the criminal justice and juvenile justice systems.

- Identifies and evaluates overall needs and concerns of the criminal and juvenile justice agencies in the State.
- Seeks, applies for, and administers federal and other resources.
- Provides financial and technical assistance to the state and county agencies.
- Monitors projects for adherence to contractual agreements, program goals, and expenditures plans.
- Completes and submits required federal fiscal and program reports on a timely basis.
- Facilitates meetings and prepares materials for the Department's crime-related committees such as the governor's Committee on Crime, Violence Against Women Planning Committee, and Statewide Gang Task Force. Facilitates informal interagency meetings for coordination of criminal justice issues.
- Establishes and maintains effective working relationships with other criminal and juvenile justice agencies, federal and other state agencies, and between branches of the division.

**COMMUNITY AND CRIME PREVENTION BRANCH**

Develops, directs, and coordinate the major education and crime prevention training activities.

- Assists community groups, educators, and agencies to develop community crime prevention programs.
- Plans, develops, and implements education and crime prevention training projects.
- Promotes public-private partnerships in the development of community and crime prevention programs and activities.
- Coordinates video documentaries and public service announcements to assist citizens in developing the knowledge and confidence to become involved in preventing crimes and avoid becoming victims of crime.

- Establishes and maintains effective working relationships with the media, government agencies, private service providers, business, corporations, and community groups and between branches of the division.

#### **JUVENILE JUSTICE INFORMATION SYSTEM**

Provides information to juvenile agencies on juveniles in the juvenile justice system in a timely, efficient, and effective manner. Insures that the information system responds to the juvenile justice system agencies' needs.

- Develops, maintains, and enhances the statewide, computerized juvenile information system.
- Maintains involvement of the juvenile justice agencies in the development and operations of the system through the Juvenile Justice Information System Committee and other ad hoc groups.
- Trains juvenile justice system personnel in their agencies' maintenance of the information system.
- Provides juvenile justice data to the other branches of the division for research and evaluation purposes.

#### **MISSING CHILDREN'S CLEARINGHOUSE**

- Assist and coordinate the efforts of government agencies in locating , recovering, and protecting missing children.
- Maintain access to national databases to locate suspected abductor and missing children to assist law enforcement agencies.

DEPARTMENT OF THE ATTORNEY GENERAL  
EDUCATION DIVISION  
FUNCTIONAL STATEMENT

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The Education Division (EDU) provides legal services to the Department of Education, including the two hundred sixty-eight (268) Department of Education public schools, the Board of Education, the Hawaii State Public Libraries System, the Hawaii Teacher Standards Board, the Charter School Review Panel, the Charter School Administrative Office, including the thirty-one (31) public charter schools, and the Department of Health as it relates to *Felix* matters. The Legal Support Services section provides legal clerical support services to the Education Division.

**DEPARTMENT OF THE ATTORNEY GENERAL  
EMPLOYMENT LAW DIVISION  
FUNCTIONAL STATEMENT**

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The Employment Law Division (ELD) provides legal representation and advice to the Department of Human Resources Development and to all state departments and agencies, except UH and HHSC, on employment-related issues. The division represents all state employers in mandatory arbitration hearings, administrative agency hearings, and civil litigation involving disputes over employment matters with the State's employees.

In addition to providing legal representation to the Department of Human Resources Development, Office of Collective Bargaining, Counties' and State Civil Service Commissions (Merit Appeals Boards), the division provides legal assistance to all State departments, agencies and programs in all personnel-related matters.



DEPARTMENT OF THE ATTORNEY GENERAL  
FAMILY LAW DIVISION  
FUNCTIONAL STATEMENT

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The Family Law Division (FLD) provides representation at Family Court and other legal services, to various State agencies. Specifically, the Division:

- Represents the Department of Human Services (DHS) in child welfare cases (CWS) instituted pursuant to Chapter 587, Hawaii Revised Statutes (HRS). Services extend to Permanent placements for children, including adoption and legal guardianship.
- Represents the Department of Education (DOE) in educational neglect and truancy cases pursuant to Chapter 587, and 471, HRS.
- Represents the Department of Health in involuntary hospitalization for mental health reasons, and works closely with mental health professionals affiliated with public and private health care facilities.
- Represents DHS in dependent adult protective proceedings instituted under the provisions of Chapter 346, HRS;
- Provides representation to the Office of the Public Guardian (OPG) in proceedings brought under Article V of Chapter 560, HRS, where that office is petitioning to be appointed guardian of the person of an incapacitated adult or is assisting others to be so appointed;
- Represents DOH, DOE, and DHS in situations where those agencies, as service providers, are brought into court for juvenile matters pursuant to Chapter 571, HRS;
- Represents the Child Support Enforcement Agency (CSEA) in family court matters including paternity, civil contempt for willfully failing to honor court orders for child support, and administrative appeals from the Office of Child Support Hearings;
- Provides legal advice and counsel to the CSEA in matters involving rules, contracts, etc.
- Works with the Family Court, the Children's Justice Center, the client agencies, and others on matters involving policies and procedure related to those areas in which FLD provides legal services.

The Division's support staff includes a legal secretary, legal clerks, clerk typists, legal assistants, an investigator, and an accounting clerk, all of whom provide clerical or other support to the Division.

DEPARTMENT OF THE ATTORNEY GENERAL  
HAWAII CRIMINAL JUSTICE DATA CENTER  
FUNCTIONAL STATEMENT

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The Hawaii Criminal Justice Data Center (HCJDC) manages statewide criminal justice information systems, the statewide criminal justice telecommunications network, and criminal identification resources, all in support of the statewide integrated criminal justice process in Hawaii. Also included is the management of Hawaii's state civil identification program.

*Information Systems*

To develop, implement, and operate comprehensive and integrated statewide criminal justice information and identification systems to support Hawaii's criminal justice systems.

*Criminal Justice Information*

To manage data as a resource, to be collected, stored, disseminated, and controlled as inter-related data designed to meet the needs of multiple types of criminal justice users. To provide statistical analysis and reports in response to agency user operational needs.

*Criminal Justice Services*

To process criminal history record expungements, requests for fingerprint-based and name-based criminal history background checks, and requests for public criminal history record information. To manage the statewide sex offender registration and verification program.

*Teleprocessing Network*

To provide telecommunications capability for accessing intrastate, interstate, and national criminal justice information systems and data.

*Technical Assistance*

To provide specialized Information Technology (IT) assistance related to data processing, security, telecommunications, criminal justice information systems, and infrastructure support.

*Identification*

To establish and maintain a statewide system of criminal identification. To register and issue State Identification (ID) cards to those persons applying for this service.

**OFFICE OF THE ADMINISTRATOR**

Provides overall direction and leadership to the HCJDC in the management and administration of statewide criminal justice information systems, and of the criminal and civil identification programs, as outlined in the agency function statement.

*Provide Clear Planning Stages for HCJDC (strategic and administrative)*

This includes the estimation, projection, and scheduling of future requirements, and the resources needed to meet them. To continually revise these projections as requirements become more clearly defined. The Office of the Administrator is also responsible for initiating and maintaining plans that are responsive to the mission/goals of the entire agency, and for keeping the criminal justice agencies and other impacted users fully aware of these plans. Fundamental elements of these plans are:

- The development of project selection, definition, scheduling, reporting, and control.
- The selection and integration of technologically current equipment and software.
- The scheduling of personnel needs, by type.
- Scheduling of physical and administrative support resource requirements.

***Provide Management and Overall Project(s) Administration***

Management refers to the organization and direction of the branches and the responsibilities and activities assigned to each branch, through the respective branch chiefs. Overall project(s) administration includes the following:

- The definition of project goals and objectives.
- The assessment of priorities and resource allocation for agency projects, including readjustments of priorities and resources agency-wide, when required.
- The monitoring of overall performance and resource usage of all projects.
- Interagency administrative coordination.

***Provide Financial Management***

The analysis of cost records, management of the operating budget, oversight of procurement, coordination of branch fiscal requirements, long-range fiscal planning and budgeting, and other financial services.

***Provide Personnel Management***

The administration of staffing and personnel programs. Principle functions include:

- Personnel resource management and planning.
- Recruitment and selection.
- Performance evaluation.
- Administration of employees' time and attendance records.
- Maintenance of position descriptions and allocations.
- Labor Relations.
- Health and Safety requirements.
- Maintenance of general personnel transaction records.

***Provide Legislative Planning and Support for the HCJDC***

Planning refers to appropriate legislation required to support and/or implement changes and initiatives for the programs and systems managed by the HCJDC. Activities for legislative support include the following:

- Preparation and submittal of draft legislation required by the HCJDC programs, including budget-related submittals and testimony.  
The monitoring of all legislative bills and resolutions introduced in a session.
- The drafting of legislative information sheets and active testimony for legislative bills and resolutions having direct impact to the HCJDC programs.
- Follow-up on action required on Acts passed that impact any HCJDC program.

***Provide Planning and Support of Federal Mandates and Congressional Legislation***

Planning refers to federal legislation required to implement changes and initiatives passed by Congress. Activities for Congressional legislative support include the following:

- Preparation and submittal of legislation at the state level that may be required to effectuate the Congressional legislation passed.
- The monitoring of legislation at the federal level, including participation in federal working groups, councils, and user groups to address any administrative concerns.
- Startup action to initiate any program changes required

***Identify and Administer Grant Funding Sources for the HCJDC Program***

Activities under this function include the following:

- Research and identify potential funding sources for new initiatives identified via strategic planning for the agency.
- Coordinate the application process, including the required budget information.
- Administer the appropriation, procurement and expenditure of grant funds and coordinate reporting and compliance requirements.

***Provide a Reporting Function***

To translate technical measures of progress and performance into commonly understood standards and reports, and to provide regular administrative reports on planning, project performance, and resource utilization.

**ADMINISTRATIVE SUPPORT SERVICES OFFICE**

***Provide General Administrative Support***

The management of ongoing operating business responsibilities. This includes:

- Secretarial and clerical assistance.
- General record keeping and files maintenance.
- Maintenance of inventory for the HCJDC equipment, including those located at user sites.
- Maintenance of the agency's physical office facilities.

***Provide Financial Support***

Principle functions include:

- Maintenance of general and non-general fund accounts.
- Payroll records.
- Procurement and cost records.
- Expenditure control.
- Contracts maintenance.
- Fiscal report and statistics.
- Audits.
- Regulatory compliance.

***Provide Grant Support***

Principle functions include:

- Coordination of Application Process.
- Grant Reporting Requirements.
- Grant Expenditure Records.
- Federal grant compliance, including match requirements.
- Research of new grant initiatives for the HCJDC.

**SYSTEM SERVICES BRANCH**

To plan and manage the technical and operational resources for the HCJDC IT systems maintained, electronic interfaces to national systems, and all IT projects undertaken and managed by the HCJDC. To provide statewide strategic and tactical IT planning for these systems. To coordinate and manage the responsibilities of the following sections:

***Technical Services Section***

To provide technical assistance for the IT infrastructure required to support systems administered by the HCJDC.

**Telecommunications Network**

- Plan, develop, and manage the statewide criminal justice telecommunications infrastructure required to support connectivity of authorized users to the HCJDC IT systems.
- Maintain network performance and availability levels that meet the requirements of the HCJDC IT systems.
- Assist user agencies with inter-connection to HCJDC services.

#### Data Administration

- Establish and maintain policies and procedures governing the internal control processes related to database management.
- Plan for, design, and install databases used by the HCJDC statewide IT systems and LAN.
- Establish and administer standards for data structures, data dictionaries, access methods and utilization.
- Manage space allocation and storage devices for all application systems.

#### Technical Assistance and Installation Support

- Provide expert technical assistance in troubleshooting hardware/software problems that are referred from users or other HCJDC sections/branches.
- Implement software and hardware products including database, teleprocessing facilities, and IT computer system components.
- Develop or acquire materials and courses for the development and maintenance of computer knowledge and skills among the HCJDC's IT staff and management. This includes all levels of technical knowledge required to maintain and/or use the operational systems supported by the HCJDC.

#### Systems Architecture Strategic Planning

- Research and identify IT alternatives for managing the HCJDC's present and future IT requirements.
- Monitor the performance and availability levels of the system components.
- Provide back-up and security tools for the IT infrastructure of the HCJDC IT systems.

#### Security

Develop and administer security standards for the HCJDC IT systems designed to monitor and protect the security and integrity of data, to provide recovery and back-up options, and to prevent the unauthorized use of the telecommunications network.

#### Application Services

- Plan and direct the IT staff resources as they relate to the design, development, implementation and maintenance of application software.
- Develop and maintain policies and procedures for IT functions governed by the Systems Development Life Cycle, including requirements, business needs, analysis, programming, testing, implementation, documentation, and ongoing maintenance.
- Responsible for IT application support for the collection, storage, and processing of statewide criminal justice information, including ad hoc requests for data.
- Serve as technical liaison between the agency and vendors of third-party application systems.

#### Change Control

Plan and direct the statewide implementation of new or updated changes to hardware and/or software in all of the computer-based IT system components under the HCJDC. Maintain and update internal change control policies and procedures for these statewide systems.

#### User Support /Operations Section

To serve as the first Point Of Contact for technical and operational assistance for authorized statewide criminal justice users of CJIS-Hawaii, and to maintain the quality and availability of the information at the highest levels practicable. To advise and assist the Administration in identifying future operational requirements for CJIS-Hawaii, including the necessary resources for personnel, fiscal, capital, and other operational needs.

#### Data Quality Assurance

- Establish and administer statewide policies and procedures for the entry and access of information into the HCJDC operational systems by criminal justice user agencies.

- Develop and administer the CJIS-Hawaii Delinquent Disposition Reporting Plan and to proactively evaluate statewide delinquent disposition rates by agency and jurisdiction, and to provide resources to address the problem and priority items effectively.
- Develop and direct regular state level audits of criminal justice information, as it relates to accuracy, completeness, timeliness, and relevance of reporting disposition information, and provide recommendations on data quality improvements, as applicable.

#### Automated Criminal Justice Interfaces

- Provide operational support for the production runs of external criminal justice agency electronic interfaces to CJIS-Hawaii.
- Plan for and manage staff resources to maximize the efficient evaluation of data being transmitted via the electronic interfaces to CJIS-Hawaii, and to improve the level of accurate and timely posting of information.
- Develop the functional requirements for all new state and national level electronic interface initiatives, consistent with established technical standards for CJIS-Hawaii.

#### User Support

- Maintain availability of the HCJDC's statewide operational criminal justice information systems (CJIS-Hawaii, including all of its subsystems) to authorized users, as much as is practicable, and provide timely notification of downtimes to designated technical staff for action.
- Maintain a statewide Help Desk Facility for data, desktop, hardware, or software problems related to CJIS-Hawaii.
- Authorize access to and use of CJIS-Hawaii by the end-users.
- Responsible for recommendations on future operational requirements for CJIS-Hawaii, including the necessary resources for personnel, fiscal, and capital needs.
- Responsible for the production jobs for operational systems under the HCJDC, and for the dissemination of production reports.  
Responsible for the statewide training plan for new users and new applications as required.
- Responsible for the operations documentation library, including Help System documentation.
- Responsible for back-up clerical support services, including the typing of reports and disposition of equipment that is the responsibility of the HCJDC.

### **IDENTIFICATION SERVICES BRANCH**

To manage and administer statewide policies and procedures related to identification systems for criminal justice and non-criminal justice users sex offender registration/notification, the issuance of State Identification (ID) cards to the general public, and statewide training for the identification systems maintained by the HCJDC. To advise and assist the Administration with strategic planning for the HCJDC programs under this branch. To provide these services by coordinating and managing the following sections:

#### *Criminal Identification Section*

To plan, manage, and coordinate a statewide identification system of offenders arrested and other records received from contributing law enforcement, custodial and judicial agencies in the State of Hawaii. This includes the following functions:

- Establish policies and procedures for the management and operation of the statewide Automated Fingerprint Identification System (AFIS), including activities to monitor workload throughput, and support quality control.
- Responsible for the fingerprint-based positive identification of first-time and repeat offenders including any associated arrest information.
- Responsible for a statewide training program for all identification systems managed by the HCJDC.
- Serve as the State's Point of Contact and Single Source Contributor for Hawaii's electronic transmissions to and from the Federal Bureau of Investigation's (FBI) national

Integrated Automated Fingerprint Identification System/Interstate Identification Index (IAFIS/III) system.

- Responsible for state level III program requirements, including III information and responses for arrest/disposition information from out-of-state law enforcement agencies.
- Responsible for all electronic state fingerprint-based checks for statutorily authorized state agencies.

#### ***Dissemination Services Section***

To provide authorized services to the public and non-criminal justice users of CJIS-Hawaii information. This includes the following functions:

##### **Sex Offender Registration Unit:**

- Responsible for the statewide sex offender registration program, including the 90-day verification requirements.
- Responsible for the monitoring and followup on non-compliant convicted sex offenders.
- Responsible for the maintenance and monitoring of data quality on the sex offender website.
- Responsible for program compliance with the FBI's National Sex Offender Registry reporting requirements.
- Responsible for the authorized dissemination of sex offender information to criminal justice users, non-criminal justice users, outside agencies, and the general public.

##### **Expungement of Arrest Records**

Responsible for the expungement of arrest records for all qualified applicants, including the coordination required from other city, county, state and national criminal justice agencies.

##### **Criminal History Record Check Unit**

- Management of the statewide Public Access Facility and the State's online criminal history website (eCrim) that disseminates conviction information to the general public.
- Responsible for the dissemination of criminal history record information for all statutorily authorized purposes at both the state and national levels.
- Responsible for the capture and monitoring of the quality of fingerprints required for non-criminal fingerprint-based background checks, both manually and via electronic capture on site and at outside agencies.

#### **Civil Identification Section**

To establish and maintain a statewide system of civil identification. This includes the following functions:

- Responsible for the statewide registration and issuance of State ID cards for all applicants with proper documentation.
- Coordinate statewide community outreach initiatives including the staffing of events/remote sites that provide improved access to these services by the general public.
- Provide statewide training, operational, and first level technical assistance for staff at the HCJDC and at the Governor's Liaison Offices on the Neighbor Islands.
- Provide information, including fingerprints, to authorized agencies for investigative purposes or verification of identity.

**DEPARTMENT OF THE ATTORNEY GENERAL  
HEALTH AND HUMAN SERVICES DIVISION  
FUNCTIONAL STATEMENT**

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The Health and Human Services Division (HHSD) furnishes legal services to the Department of Health and the Department of Human Services, except for family court matters.

These legal services include general advice and counsel to all programs, assistance in rule making, review of and advice on contracts, advice to boards and commissions, preparation of legal opinions, environmental enforcement actions and licensing enforcement actions both in administrative forums and in court, and litigation and appeals in state and federal courts..



**DEPARTMENT OF THE ATTORNEY GENERAL  
INVESTIGATIONS DIVISION  
FUNCTIONAL STATEMENT**

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The Investigations Division (INV) conducts a broad range of investigations involving suspected or actual violations of criminal, civil, and administrative laws, rules, regulations or other legal requirements.

**INVESTIGATIVE SERVICES SECTION**

- Conducts special investigations dealing with confidential matters such as crime, subversive activities, public employees and officers, malfeasance and other sensitive matters.
- Provides investigative services in accordance with the Uniform Criminal Extradition Act.
- Conducts investigations of municipal and State agencies for nonconformance to policies or regulations.
- Reviews and conducts necessary investigations for all applications for pardon, commutation of criminal sentence, final discharge from parole, petitions for writ of habeas corpus, and other matters regarding disposition of persons convicted of criminal offenses, submitted to the Office of the Governor through the Board of Pardons, Parole or through independent sources.
- Conducts immediate investigations of patient abuse and neglect at Hawai'i State Hospital.
- Conducts investigations of Hazardous Waste violations.

**TOBACCO TAX SECTION**

Conducts enforcement of the Tobacco Tax law, which began on April 1, 2001. The law requires that no individual package of cigarettes may be sold or offered for sale to the general public unless affixed with a stamp required under Chapter 245, HRS. Statewide enforcement is provided on a continuous basis.

**CLERICAL SERVICES**

Provides all clerical and other support services to Chief Investigator and staff.

DEPARTMENT OF THE ATTORNEY GENERAL  
LABOR DIVISION  
FUNCTIONAL STATEMENT

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The Labor Division provides legal services and litigation support, including agency appeals, to the Department of Labor and Industrial Relations and boards and agencies administratively attached to that department, including the State Fire Council, Office of Community Services, Office of Language Access, and Workforce Development Council. In connection with its enforcement of the various labor laws, the division also collects penalties, fines, and reimbursements. The Labor Division also currently advises and represents the Medical Board of the Employees' Retirement System.

DEPARTMENT OF THE ATTORNEY GENERAL  
LAND/TRANSPORTATION DIVISION  
FUNCTIONAL STATEMENT

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The attorneys in the Land/Transportation Division (LTD) provide assistance on all legal matters to their clients who are the Department of Transportation, the Board of Land and Natural Resources, Department of Land and Natural Resources (including the Commission on Water Resource Management, Kaho'olawe Island Reserve Commission, and the Island Burial Councils for Hawaii, Oahu, Kauai/Niihau, Molokai, and Maui/Lanai).

This work includes the preparation of written legal opinions and advice, client counseling, reviewing legislation and administrative rules, assisting on legal issues at board and commission meetings, and being responsible for numerous types of lawsuits including eminent domain and quiet title actions, actions concerned with public land trust matters, appeals from administrative agencies, and other civil actions exclusive of torts that are assigned to another division. The division routinely prepares and reviews a great many land documents including the governor's executive orders setting aside public lands to various public uses, deeds, leases, permits, licenses and easements. The legal steno services section provides a full range of clerical support to the deputies and legal assistant of the division.

**DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF CHILD SUPPORT HEARINGS  
FUNCTIONAL STATEMENT**

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The Office of Child Support Hearings (OCSH) establishes, modifies, enforces, suspends, and terminates support obligations owed to dependent children by parents, via an administrative process in accordance with state and federal laws.

**HEARINGS STAFF**

- Hears and determines child support proceedings.
- Issues orders, including default and consent orders, which may include establishing, modifying, enforcing, suspending, and terminating support.
- Schedules cases for the administrative process branch and the child support enforcement agency, as requested by the CSEA.
- Develops written procedures for hearings officer training, and research and development for the child support hearings program as required by federal law.
- Establishes and maintains liaison with all family support divisions, county and state attorneys and courts.
- Reviews, evaluates, and recommends amendments to state and federal child support laws, administrative rules, and regulations.

**CLERICAL SERVICES**

- Provides clerical support services for the Office of Child Support Hearings staff in such general areas as correspondence, purchasing, and inventory; and specific program areas as support cases, amendments to present child support laws and administrative rules, reciprocal support cases and divorce order to show cause cases.
- Provides clerical support services for the Administrator of the Child Support Hearings.
- Schedules cases for the administrative hearing process.
- Performs clerical functions necessary for the operation of the section.

**DEPARTMENT OF THE ATTORNEY GENERAL  
PUBLIC SAFETY, HAWAIIAN HOME LANDS AND HOUSING DIVISION  
FUNCTIONAL STATEMENT**

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The Public Safety, Hawaiian Home Lands and Housing Division (PSHHD) provides legal services to the Department of Public Safety and its attached commissions and agencies which include the Hawaii Paroling Authority, Crime Victim Compensation Commission, Correctional Industries Advisory Committee and the Corrections Population Management Commission, the Department of Hawaiian Home Lands, Hawaii Public Housing Authority, Hawaii Housing Finance and Development Corporation and the Hawaii Community Development Authority.

The Legal Steno Services section provides legal stenographic support to the Public Safety, Hawaiian Home Lands and Housing Division.

The legal services provided by this division includes advice and counsel to client departments and agencies on a variety of issues including advice to boards and commissions, assistance in rule making, preparation of legal opinions, contract, legislation and other documentation review, eviction, foreclosure and eminent domain actions, administrative appeals and other state and federal litigation and related appeals. The division is also responsible for handling extradition and pardon requests on behalf of the State, correspondence and communication with the public and the media on behalf of the department on matters relating to its clients, and the defense of the State in quasi-criminal matters, such as habeas corpus petitions and petitions under Rule 40 of the Hawaii Rules of Penal Procedure.

DEPARTMENT OF THE ATTORNEY GENERAL  
SPECIAL ASSIGNMENT DIVISION  
FUNCTIONAL STATEMENT

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The Special Assignment Division provides legal services on any special assignment as determined by the attorney general, or assistant attorney general. The Steno Services section provides stenographic services for the Special Assignment Division.

**DEPARTMENT OF THE ATTORNEY GENERAL  
TAX AND CHARITIES DIVISION  
FUNCTIONAL STATEMENT**

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The Tax and Charities Division (TCD) provides legal representation and advice to the Department of Taxation and other state departments and agencies, primarily in the areas of:

- Tax appeals and other tax litigation in State and Federal Courts.
- Tax legislation,
- Tax related administrative rules
- Tax audits and investigations
- Procurement
- Opinions and advice.

The division also represents the Department of Taxation in federal bankruptcy cases. The division represents the Attorney General, as *parens patriae*, in the oversight and enforcement of laws pertaining to charitable trusts, public charities, public benefit corporations, and private foundations.

The division is also responsible administering and enforcing the department's registration and bonding function for charitable organizations, professional solicitors and professional fundraising counsels under chapter 467B, Hawaii Revised Statutes, and the enforcement of the State's charitable solicitation laws. The division is the custodian of certifications by charities that issue charitable gift annuities under HRS § 431:204(b).

The division also provides oversight over public benefit corporations under chapter 414D, Hawaii Revised Statutes, including reviewing the proposed dissolution of public benefit corporations and the sale of substantially all of their assets.

The division is also responsible for reviewing the proposed acquisition of nonprofit hospitals under section 323D-73, Hawaii Revised Statutes.

The division also responds to governor's referrals and responds to inquiries from legislators in connection with addressing legislative concerns.

The Legal Steno Services section provides legal stenographic services for the Tax Division.

DEPARTMENT OF THE ATTORNEY GENERAL  
TORT LITIGATION DIVISION  
FUNCTIONAL STATEMENT

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The Tort Litigation Division (TLD) provides defense against legal claims made against the State, its departments, agencies and certain State employees<sup>1</sup>. The Tort Litigation Division does not have primary responsibility to give advice and counsel to any State department or agency, to conduct criminal prosecutions, nor to collect monies owed to the State.

The Tort Litigation Division provides legal services to all State departments and agencies that are sued, or have affirmative claims for relief made against them, in personal injury, property damage and/or other tort claims.

In addition to deputies, the staff of the Tort Litigation Division includes a legal secretary, legal clerks, legal assistants, and if available, student help. These persons provide clerical and paralegal support to the Division.

The services provided by the Division include:

- Accepting service of legal complaints for the Attorney General
- Answering legal complaints made against the State
- Investigating claims and conducting discovery on claims
- Representing State interests at arbitrations, mediations and trial
- Assisting in training State departments and agencies on tort liability issues, when requested
- Drafting or monitoring legislation relevant to litigation
- Advising the State Risk Management Office regarding tort claims against the State

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<sup>1</sup> Representation of State employees by the Department of the Attorney General is discretionary pursuant to Hawaii Revised Statutes Section 662-16 and is based upon a determination that the employee was acting within the course and scope of his or her employment when the alleged negligent or wrongful act occurred.