

**2020 Legislative Budget Briefing
January 2020**

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A. MISSION STATEMENT

Legal Services

To provide excellent legal services to the State of Hawaii by offering advice and counsel to its client agencies, assisting in implementing policy decisions, and aiding the core activities of its client agencies. Carrying out this mission includes (1) appearing for the State in civil and criminal cases when the State is a party; (2) investigating violations of state laws, enforcing the laws, and prosecuting those who violate the law; (3) preparing legal opinions for the Governor, Legislature, and the heads of state departments; (4) advising state officials on legal matters so they can faithfully execute their duties and responsibilities; and (5) defending and representing state officials and employees when they are sued for actions that have occurred as part of their official duties.

Hawaii Criminal Justice Data Center (HCJDC)

To provide complete, accurate, and timely criminal justice information for use by all criminal justice and certain authorized non-criminal justice agencies throughout the State and to provide a statewide system of civil and criminal identification based on fingerprints and demographics.

Child Support Enforcement Agency (CSEA)

To provide assistance in obtaining support (both financial and medical) for children by locating parents, establishing paternity, establishing support obligations and enforcing those obligations.

B. HOW CURRENT ECONOMIC AND FISCAL CONDITIONS ARE AFFECTING THE DEPARTMENT

Legal Services

Although economic conditions have improved since the 2008 recession, the state understandably has remained conservative in its approach to budgeting. Budget restrictions and budgeted vacancy savings have impacted the department. Our ability to retain and recruit good attorneys has become particularly challenging because we cannot match the salaries of other government agencies. Although we have been doing our best and meeting major deadlines and providing sound advice and legal representation, our ability to retain and recruit talent is all the more critical as the volume of work faced by the department continues to increase. At the same time, the department suffers from attrition due to retirement and the availability of higher paying government jobs elsewhere.

Hawaii Criminal Justice Data Center (HCJDC)

The HCJDC continues to support the State's mission critical criminal justice systems, which require 24x7 on-call services to law enforcement and criminal justice agencies. This is a high priority for the HCJDC and all such agencies that depend upon these criminal justice services to maintain public safety for the State of Hawaii.

These systems include Criminal Justice Information System (CJIS)-Hawaii, the statewide Automated Fingerprint Identification System (AFIS) and facial recognition system, the statewide system/database of booking information (otherwise known as the Green Box System), the Lights-Out Transaction Controller (LOTC) tying together these systems in the real-time positive identification process, connectivity to the FBI's National Crime Information Center (NCIC), as well as the Hawaii Integrated Justice Information Sharing (HIJIS) program.

CJIS-Hawaii is the state's central repository for criminal history information and is an integral component of the State's criminal identification, background check, rap back, and HIJIS programs. With over 4,000 users accessing this system and relying on the programs it supports, the database and operating technical platform must be kept up-to-date and configured to maximize its performance. Throughout the years, monies from the program's operating budget were put toward its maintenance. CJIS-Hawaii hardware is past end of life and requires replacement of switches, servers; and HCJDC has begun the replacement of core hardware to ensure core services are provided on a 24/7 uninterrupted basis. New sources of funding will be needed to ensure the timely update and replacement of core hardware.

The HIJIS program got its initial start through federal grant funding and brings together state and county agencies to foster collaboration across jurisdictions and provide critical information in a more efficient means that improves public safety. Federal funds, while available for projects and new initiatives, are no longer readily available to sustain programs. Funding is needed to continue the development and support of the HIJIS program and to ensure the continuity of the program and services it provides; the core infrastructure needs to be supported locally.

After 11 years, the statewide AFIS was upgraded in 2017 to ABIS (Automated Biometric Information System). The ABIS system includes a facial recognition tool. The State has entered into a 5-year lease purchase, and on-going lease payments are partially budgeted with federal funds supplementing the total amount. Budgeted maintenance payments will need to be reviewed to ensure they are sufficient to cover overall maintenance costs, and ABIS would need additional funding to reinstate 24x7 maintenance.

HCJDC launched the Rap Back program in July of 2019. HCJDC is currently in the trouble-shooting, modification and update phase. This phase requires continued funding to support programming changes and upgrades. The Rap Back program allows authorized agencies to be notified of activity, such as arrests, on individuals, both locally and nationally. This eliminates the need for one agency to issue repeated background checks for a person in the database. With Rap Back, authorized agencies can receive on-going status notifications of any criminal history reported to CJ IS-Hawaii or the FBI once the initial background check has been completed. By using fingerprints to identify people who have been arrested and prosecuted, Rap Back provides a nationwide notice to authorities regarding subsequent actions.

Child Support Enforcement Agency (CSEA)

CSEA receives 66% of its funding from the federal government. For every \$1 that the agency receives from the state general fund, \$2 is received from the federal government. Any budget restriction to CSEA's general fund appropriation reduces the agency's available funds by three times the amount. This impacts CSEA's ability to fill vacancies and maintain its quality of service.

In addition, CSEA, in partnership with the Federal Office of Child Support Enforcement, is committed to improve its operations according to federal performance effectiveness measures. The categories to show performance effectiveness are 1) percentage of children born out of wedlock where paternity is established, 2) percentage of cases with a child support order, 3) level of performance in collecting current support, 4) level of performance in collecting arrearage, and 5) cost-effectiveness of the program. The Agency is awarded with federal incentive money every federal fiscal year based on its performance

in these categories after an annual data reliability audit. The incentive funds are used to supplement, but not to supplant, the agency's general and federal funding sources for operational purposes. Over the years, it has become increasingly difficult to raise the incentive awards due to the steady rise in the number of cases with no increase in general fund appropriation and staff resources. In fiscal year 2019, CSEA's overall caseload rose to 131,000 and support payments collected reached \$116 million.

C. FEDERAL FUNDS

Legal Divisions

No impact at this time.

Crime Prevention and Justice Assistance Division

No impact at this time.

Hawaii Criminal Justice Data Center (HCJDC)

No impact at this time.

Child Support Enforcement Agency (CSEA)

Federal Funds continue to be available at a match rate of 66% federal to 34% state funds. This is a 2:1 match rate, and one of the best offered to fund entitlement programs. In general, federal funds are available to match all state funds appropriated without limit. The agency is under strict federal regulations that require all personnel and other expenditures be completely related to child support activities. If this requirement is not met the federal government will not provide the matching funds.

D. NON-GENERAL FUNDS

<https://ag.hawaii.gov/wp-content/uploads/2019/12/Non-general-fund-reports.pdf>

E. APPROACH TO DEVELOP AGENCY BUDGET

All division supervisors were asked to submit budget requests to the Administrative Services Manager (ASM), which were reviewed for merit and prioritized. Calculations of costs (Form A) were prepared by the ASM and reviewed with the Attorney General and the First Deputy Attorney General. Requests were then reprioritized and submitted to Budget and Finance.

F. SIGNIFICANT BUDGET REQUESTS:

Legal Divisions

1. Add ten positions and \$510,000 in general funds to fund the Complex Litigation, Fraud and Compliance Unit.

This unit was created to strengthen public confidence in government by investigating and prosecuting complex matters involving government corruption, program theft and fraud, campaign spending fraud, bribery and other matters that could erode the public's confidence in government. It has the ability to pursue matters criminally, civilly and administratively, as well as to work with counterparts on the federal and local level.

2. Add \$1 million in general funds to provide salary increases for Deputy Attorneys General.

The Department continues to experience a high level of attorney turnover, prompted by the fact other public-sector entities offer significantly higher salaries. In addition, recruitment of qualified attorneys has proven challenging because the Department is well below its public-sector counterparts.

3. Add \$51,000 in general funds and 1.00 FTE for a Public Information Officer.

The need for a dedicated Public Information Officer (PIO) has expanded over the years due to the Department's increased participation in actions with other states, resulting in numerous publications on multistate congressional letters and litigation. Additionally, the ATG PIO has become one of the primary PIOs in the State because every department consults with the ATG PIO for legal analysis, coordination, and direction on the majority of disseminated public information.

4. Add \$3.2 million for fiscal year 2020 and \$5.5 million for fiscal year 2021 to provide funding for Public Safety Operations.

The Department must be prepared to provide State Law Enforcement personnel and resources for purposes of security and to ensure public safety during incidents involving civil disobedience or disruption.

5. Transition the States' share (25%) of the cost to operate the Medicaid Fraud Control Unit from \$655,517 in special funds to \$531,325 in general funds.

The special fund, which obtained revenues through settlements of large multistate Medicaid civil fraud cases, has a declining revenue stream and is not likely to produce enough funds to sustain the unit. Because providing a

percentage of the cost is a federal mandate, most states fund their required share with general funds. To avoid jeopardizing Medicaid payments, this unit should be funded with general funds. Any settlements will be funneled through the special fund and then transferred to the State general fund.

6. Add six positions to handle increasing workload in various areas as charted below.

<u>Position(s)</u>	<u>Division</u>	<u>MOF</u>	<u>Amount</u>
1 - Legal Asst.	Public Safety	A	\$34,500
2 - Deputy Atty General	DHS	U	\$128,000
0.5 – Deputy Atty General	Family Law	A	\$29,500
0.5 – Deputy Atty General	Family Law	U	\$36,500
1 – Deputy Atty General	Charities	B	\$67,000
1 – Investigator	Charities	B	\$63,000

The caseload for deputies working with Public Safety and DHS continues to increase and therefore requires additional staff to manage. The correctional facility projects further increase the workload of the Public Safety deputies and the DHS Director has requested two additional Deputies to assist with the significantly increased number of administrative hearings. DHS has agreed to fund its positions. In addition, the number of charitable organizations has grown from 1,700 in 2011, to more than 6,800 in 2019. An Investigator and Deputy are needed to investigate deceptive charitable solicitation practices and to handle administrative and court actions undertaken for the purpose of enforcing charitable solicitation laws. Finally, the deputies on the island of Hawai'i have an average caseload of eighty child welfare cases each. The American Bar Association has determined that a caseload of over sixty is unmanageable and a barrier to quality representation. This high caseload is another source of high attorney turnover.

Department of the Attorney General
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Legal Services				
	Represents the State in civil litigation in which the State is a party.	Number of cases completed and the outcomes.	ATG100	HRS§28-1
	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
	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
	Conducts civil, criminal, and administrative investigations.	Number of investigations completed.	ATG100	HRS§28-11, §28-2.5
	Notary	Issue notary public commissions and administer the notary program for all Hawaii notaries.	ATG100	HRS §456-1 et. seq.
	Office of Dispute Resolution	Conduct impartial hearings concerning children with disabilities relating to the identification, evaluation, program or placement of the child.	ATG100	HRS §302A-443
	Recovers money owed to the State.	Amount of money recovered.	ATG100	HRS§40-82, §128D-5, §480-14 & §231-9
	Regulation of Charitable Solicitation and Charitable Oversight	Oversight of the charitable solicitation activities of over 4,000 registered charitable organizations, 1,500 charitable organizations that have been granted an exemption from registration, and 225 registered professional solicitors and fundraising counsel; provide ongoing technical support for users of the online systems which are the charitable solicitation registration system, online exemption from registration application, online fundraiser system, and public Hawaii Charity Registration database; work with developers that provide ongoing maintenance the online system; collection of approximately \$950,000 in annual fees by registered charitable organizations, and registered professional solicitors and fundraising counsel, respond to and investigate complaints regarding non-profit charities and solicitation fraud; review dissolutions of public benefit corporations; provide oversight of charitable trusts and private foundations.	ATG 100	HRS ch. 467B & HRS ch. 414D.

Department of the Attorney General
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Office of Child Support Hearings	Conduct contested cases to establish, modify and/or terminate child support; determine past due child support, debt/reimbursement for TANF; establish and/or modify medical support	ATG500	HRS §576E
Hawaii Criminal Justice Data Center				
	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), and Expungement.	Average number of days to enter disposition data and complete expungement; 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
Child Support Enforcement Agency				
	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

Department of the Attorney General
Department-Wide Totals

Table 2

Fiscal Year 2020					
Budget Acts Appropriation	Restrictions	Additions	Emergency Appropriations	Total FY20	MOF
\$35,820,958	(\$3,142,096)	\$3,200,000		\$35,878,862	A
\$3,993,217				\$3,993,217	B
\$11,628,390				\$11,628,390	N
\$21,217,755				\$21,217,755	P
\$6,174,732				\$6,174,732	T
\$17,392,037				\$17,392,037	U
\$6,773,328				\$6,773,328	W
\$103,000,417	(\$3,142,096)	\$3,200,000	\$0	\$103,058,321	Total
Fiscal Year 2021					
Budget Acts Appropriation	Reductions	Additions		Total FY21	MOF
\$35,485,958		\$7,931,765		\$43,417,723	A
\$3,993,217		(\$525,517)		\$3,467,700	B
\$11,628,390		\$251,756		\$11,880,146	N
\$21,217,755				\$21,217,755	P
\$6,174,732				\$6,174,732	T
\$17,154,637		\$68,500		\$17,223,137	U
\$6,773,328		\$90,488		\$6,863,816	W
\$102,428,017	\$0	\$7,816,992	\$0	\$110,245,009	Total

Department of the Attorney General
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY20)			As budgeted (FY21)			Governor's Submittal (FY20)				Governor's Submittal (FY21)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
ATG100	Legal Services	A	258.92	23.02	\$28,955,373	258.92	23.02	\$28,620,373	258.92	23.02	\$32,155,373	11.1%	276.92	23.02	\$36,288,913	26.8%
		B	24.60		\$3,993,217	24.60		\$3,993,217	24.60	-	\$3,993,217	0.0%	22.60	-	\$3,730,925	-6.6%
		N	5.20	7.70	\$11,628,390	5.20	7.70	\$11,628,390	5.20	7.70	\$11,628,390	0.0%	5.20	7.70	\$11,880,146	2.2%
		P	18.60	2.50	\$4,091,332	18.60	2.50	\$4,091,332	18.60	2.50	\$4,091,332	0.0%	18.60	2.50	\$4,091,332	0.0%
		T			\$3,943,508			\$3,943,508	-	-	\$3,943,508	0.0%	0.00	-	\$3,943,508	0.0%
		U	108.56	27.50	\$17,392,037	106.56	27.50	\$17,154,637	108.56	27.50	\$17,392,037	0.0%	108.56	27.50	\$17,223,137	0.4%
		W	4.90	1.00	\$3,317,725	4.90	1.00	\$3,317,725	4.90	1.00	\$3,317,725	0.0%	4.90	1.00	\$3,317,725	0.0%
ATG231	Hawaii Criminal Justice Data Center	A	25.50		\$1,982,060	25.50		\$1,982,060	25.50	-	\$2,382,060	20.2%	25.50	-	\$2,382,060	20.2%
		P	-	1.00	\$1,246,182	-	1.00	\$1,246,182	-		\$1,246,182	0.0%	0.00		\$1,246,182	0.0%
		W	22.50		\$3,455,603	22.50		\$3,455,603	22.50	-	\$3,455,603	0.0%	23.50	-	\$3,546,091	2.6%
ATG500	Hawaii Child Support Enforcement Agency	A	70.72	0.34	\$4,483,525	70.72	0.34	\$4,483,525	70.72	0.34	\$4,483,525	0.0%	70.72	0.34	\$4,483,525	0.0%
		P	137.28	0.66	\$15,880,241	137.28	0.66	\$15,880,241	137.28	0.66	\$15,880,241	0.0%	137.28	0.66	\$15,880,241	0.0%
		T	-	-	\$2,231,224	-	-	\$2,231,224	-	-	\$2,231,224	0.0%	0.00	-	\$2,231,224	0.0%
ATG TOTALS			676.78	63.72	\$102,600,417	674.78	63.72	\$102,028,017	676.78	62.72	\$106,200,417	3.5%	693.78	62.72	\$110,245,009	8.1%
ATG TOTALS BY MOF		A	355.14	23.36	\$35,420,958	355.14	23.36	\$35,085,958	355.14	23.36	\$39,020,958	10.2%	373.14	23.36	\$43,154,498	23.0%
		B	24.60	-	\$3,993,217	24.60	-	\$3,993,217	24.60	-	\$3,993,217	0.0%	22.60	-	\$3,730,925	-6.6%
		N	5.20	7.70	\$11,628,390	5.20	7.70	\$11,628,390	5.20	7.70	\$11,628,390	0.0%	5.20	7.70	\$11,880,146	2.2%
		P	155.88	4.16	\$21,217,755	155.88	4.16	\$21,217,755	155.88	3.16	\$21,217,755	0.0%	155.88	3.16	\$21,217,755	0.0%
		T	-	-	\$6,174,732	-	-	\$6,174,732	-	-	\$6,174,732	0.0%	-	-	\$6,174,732	0.0%
		U	108.56	27.50	\$17,392,037	106.56	27.50	\$17,154,637	108.56	27.50	\$17,392,037	0.0%	108.56	27.50	\$17,223,137	0.4%
		W	27.40	1.00	\$6,773,328	27.40	1.00	\$6,773,328	27.40	1.00	\$6,773,328	0.0%	28.40	1.00	\$6,863,816	1.3%
ATG TOTALS			676.78	63.72	\$102,600,417	674.78	63.72	\$102,028,017	676.78	63.72	\$106,200,417	3.5%	693.78	63.72	\$110,245,009	8.1%

Department of the Attorney General
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
				FY20			FY21			FY20			FY21			FY20			FY21		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ATG100	AA	Establish Complex Litigation, Fraud and Compliance Unit	A				10.00		510,000				5.00		255,000				10.00	-	510,000
ATG100	AA	Deputy Attorney General (DAG) Salary increase	A						3,000,000										-	-	1,000,000
ATG100	AB	Medicaid Fraud Control Unit funding	A				4.00		531,325										4.00	-	531,325
ATG100	AB	Medicaid Fraud Control Unit funding	B				(4.00)		(655,517)										(4.00)	-	(655,517)
ATG100	AA	Add Public Information Officer	A				1.00		51,000										1.00	-	51,000
ATG100	AA	Add ten new positions 2 Positions for PSD 2 Positions for Family Law Division (FLD) 1 Convert Temp to Perm	A				5.00	(1.00)	152,000				2.50	(1.00)	64,000				2.50	(1.00)	64,000
ATG100	AA	Add two positions for Charities Monitoring Unit	B				2.00		130,000				2.00		130,000				2.00	-	130,000
ATG100	AA	Add one position for Antitrust investigation:	T				1.00		78,000										-	-	-
ATG100	AA	Add two positions for Department of Human Services Add one position for FLD	U				3.00		226,000				2.50		164,500				2.50	-	164,500
ATG231	BA	Add one position for Hawaii Criminal Justice Data Center (HCJDC)	W				1.00		90,488				1.00		90,488				1.00	-	90,488
ATG100	AC	Management System for Federal Grants, Crime Prevention and Justice Assistance Division (CPJAD)	A						179,440						179,440				-	-	179,440
ATG100	AA	Replace funding from DLIR	A				0.50		60,000				0.50		60,000				0.50		60,000
ATG100	AA	Replace funding from DLIR	U				(0.50)		(96,000)				(0.50)		(96,000)				(0.50)		(96,000)
ATG100	AA	Increase ceiling for DNA Registry Special Fund and Internet Crimes Against Children (ICAC) Special Fund	B						115,000										-	-	-
ATG100	AA	Relocation of Kona Family Law Unit	A						36,000										-	-	36,000
ATG100	AA	Microsoft Unified Support	A						7,120										-	-	-
ATG100	AC	Microsoft Unified Support	A						130										-	-	-
ATG231	BA	Microsoft Unified Support	A						720										-	-	-
ATG500	GA	Microsoft Unified Support	A						1,100										-	-	-
ATG500	GA	Microsoft Unified Support	P						2,100										-	-	-
ATG100	AA	Restore funding for the Career Criminal Prosecution Program (CCP)	A						801,193										-	-	-
ATG100	AI	Correct Leg Error	N						251,756						251,756				-	-	251,756
ATG100	AA	Public Safety Operational Requirements	A													3,200,000			-	-	5,500,000

Department of the Attorney General
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY20</u>			<u>FY21</u>			<u>FY19</u>
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Restriction (Y/N)</u>
		NONE									

Department of the Attorney General
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY20			FY21		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
ATG100	AA	AR	1	1	Establish Complex Litigation, Fraud and Compliance Unit	To strengthen public confidence in government by investigating and prosecuting matters involving government corruption.	A				10.00	-	510,000
ATG100	AA	AR	2	2	Deputy Attorney General (DAG) Salary increase	To reduce the departure of attorneys leaving for other government agencies	A				-	-	1,000,000
ATG100	AB	AR	3	3	Medicaid Fraud Control Unit funding	To provide the States' share of operating costs from general funds	A				4.00	-	531,325
		B								(4.00)	-	(655,517)	
ATG100	AA	AR	4	4	Add Public Information Officer	To have a dedicated PIO to handle media for the department as well as coordinate public information for all departments	A				1.00	-	51,000
ATG100	AA	AR	5a	5a	Add ten new positions 2 Positions for PSD 2 Positions for Family Law Division (FLD) 1 Convert Temp to Perm	To provide added resources in areas of increasing workload.	A				2.50	(1.00)	64,000
ATG100	AA	NG	5b	5b	Add two positions for Charities Monitoring Unit		B				2.00	-	130,000
ATG100	AA	NG	5d	5d	Add two positions for Department of Human Services Add one position for FLD		U				2.50	-	164,500
ATG231	BA	NG	1	6	Add one position for Hawaii Criminal Justice Data Center (HCJDC)	To assure the agency's compliance with Chapter 846-13, HRS verifying the accuracy and completeness of criminal history records.	W				1.00	-	90,488
ATG100	AC	NR	6	7	Management System for Federal Grants, Crime Prevention and Justice Assistance Division (CPJAD)	To improve the tracking and controls over approximately \$45 million in federal grant funds provided by 10 Department of Justice grants awarded to over 100 sub-awardees.	A				-	-	179,440
ATG100	AA	AR	7	8	Replace funding from DLIR	Due to low unemployment DLIR funding has been reduced and has requested cost relief.	A				0.50	-	60,000
		U								(0.50)	-	(96,000)	
ATG100	AA	NR	9	10	Relocation of Kona Family Law Unit	Current leased offices being sold providing an opportunity to move closer to new courthouse	A				-	-	36,000
ATG100	AI	FF	13	13	Correct FY2016 Legislative Error	A legislative adjustment caused the allotment into a negative. This brings it back to zero	N				-	-	251,756
ATG100	AA	AR	14	14	Public Safety Operational Requirements	Continuing community safety efforts	A			3,200,000	-	-	5,500,000

Department of the Attorney General
 FB 2017 - 2020 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
2020	ATG100		A	28,955,373	2,569,718	26,385,655	8.9%	We will be requesting a reduction in the restriction due to the unusually high vacancy savings required by our budget. However.
	ATG231		A	2,382,060	173,892	2,208,168	7.3%	We will request release of restrictions, otherwise maintenance and renewal of licenses for critical systems which support law enforcement/public safety agencies will need to be delayed or altogether cancelled.
	ATG500		A	4,483,525	398,486	4,085,039	8.9%	The restriction has a more substantial impact on ATG500's budget because for every dollar of general fund the federal government matches with two dollars, CSEA will then lose \$1,206,894 in total. This reduction is going to severely hamper the agency's ability to fill vacant positions, to meet operational needs, and to maintain the quality of customer services.
2019	ATG100		A	27,648,606	1,214,520	26,434,086	4.4%	All Restrictions were released
	ATG231		A	2,299,742	82,830	2,216,912	3.6%	All Restrictions were released
	ATG500		A	4,303,266	190,230	4,113,036	4.4%	All Restrictions were released
2018	ATG100		A	29,544,211	6,544,602	22,999,609	22.2%	All Restrictions were released
	ATG231		A	2,204,742	156,160	2,048,582	7.1%	All Restrictions were released
	ATG500		A	4,521,628	402,298	4,119,330	8.9%	All Restrictions were released

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)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
NONE						

Department of the Attorney General
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
						None			

Department of the Attorney General
 Intradepartmental Transfers in FY19 and FY20

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
6/30/2019	A			\$ 82,830	ATG231	4.0%	ATG500	2.0%	To cover CSEA cash shortfall (Keiki Account)	N

Department of the Attorney General
Vacancy Report as of November 30, 2019

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Appts	Describe if Filled by other Means	Priority # to Retain
ATG100	AA	9/16/1997		49338	Investigator VI	N	SR26	73	R	1.00	U	61,938	64,480	Y	Y	17	-	2
ATG100	AA	7/28/2003		116441	Investigator V	N	SR24	73	T	1.00	U	57,168	59,613	Y	Y	3	-	2
ATG100	AA	8/22/2003		116466	Investigator V	N	SR24	73	R	0.50	A .60/N .40	28,128	59,613	Y	Y	1	-	2
ATG100	AA	3/1/2004		116786	Investigator V	N	SR24	73	T	1.00	U	57,168	59,613	Y	Y	19	-	2
ATG100	AA	6/30/2004		116482	Investigator V	N	SR24	73	T	1.00	U	57,168	59,613	Y	Y	39	-	2
ATG100	AI	10/1/2004		117189	Investigator V	N	SR24	73	T	1.00	U	61,824	59,613	Y	Y	20	-	2
ATG100	AA	7/20/2006		118092	Investigator V	N	SR24	73	T	1.00	B	57,168	59,613	Y	Y	12	-	2
ATG100	AI	2/21/2007		118374	Investigator V	N	SR24	73	R	0.50	N	28,584	59,613	Y	Y	25	-	2
ATG100	AI	1/21/2010		119454	Investigator VI	N	SR26	73	R	1.00	A .60/N .40	57,168	64,480	Y	Y	17	-	2
ATG500	GA	8/11/2014	1/2/2020	119165	Investigator IV	N	SR22	13	R	1.00	A .34/N .66	51,358	52,957	Y	Y	7	-	Filled
ATG100	AI	9/30/2014		121499	Investigator V	N	SR24	73	T	0.00	N .50/A .50	57,168	59,613	Y	Y	19	-	2
ATG100	AI	1/14/2017		117837	Investigator V	N	SR24	73	T	0.50	B	28,055	59,613	Y	Y	5	-	2
ATG100	AA	8/28/2017	3/1/2020	39028	Legal Clerk	N	SR14	63	T	1.00	A	28,592	39,360	Y	N		-	29
ATG100	AA	9/18/2017	3/1/2020	10596	Legal Clerk	N	SR14	3	R	1.00	U	50,772	36,384	Y	N		-	31
ATG500	GA	4/9/2018	1/13/2020	35457	Social Service Assistant IV	N	SR11	3	R	1.00	A .34/N .66	40,944	39,948	Y	N		-	Filled
ATG100	CU	5/21/2018	3/1/2020	110221	Office Assistant III	N	SR08	3	T	1.00	U	28,212	30,243	Y	Y	3	-	64
ATG500	GE	6/5/2018	3/1/2020	40799	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	28,785	28,092	Y	N		-	39
ATG100	AA	8/3/2018	3/1/2020	48588	Legal Clerk	N	SR14	3	R	1.00	A	45,096	47,748	Y	N		-	30
ATG100	AA	9/20/2018	12/16/19	122630	Legal Clerk	N	SR10	63	R	1.00	U	33,720	36,275	Y	N		TA	Filled
ATG100	AA	9/24/2018	3/1/2020	116522	Legal Clerk	N	SR14	63	R	1.00	A	45,096	47,748	Y	N		TA	34
ATG231	BC	12/3/2018	3/1/2020	32944	Information Technology Ban	N	SR24	13	R	1.00	A	72,324	78,420	Y	N		-	24
ATG100	AE	12/25/2018		111544	Investigator V	N	SR24	73	R	1.00	U	57,168	59,613	Y	Y	3	-	2
ATG100	AB	12/31/2018	1/16/2020	30749	Accountant III	N	SR20	13	R	1.00	B .25/P .75	51,346	62,004	Y	N		-	Filled
ATG100	AA	2/1/2019	PDG - TIGA	34737	Legal Assistant III	N	SR20	73	R	1.00	A	63,260	48,942	Y	Y	2	-	7
ATG100	CU	2/1/2019	1/2/2020	121421	Deputy Attorney General	Y	SRNA	73	R	1.00	U	81,700	77,112	Y	N		-	Filled
ATG500	GA	3/1/2019	3/1/2020	11258	Cashier II	N	SR12	3	R	1.00	A .34/N .66	39,312	39,720	Y	N		-	51
ATG500	GA	3/1/2019	1/13/2020	35459	Social Service Assistant IV	N	SR11	3	R	1.00	A .34/N .66	41,881	46,476	Y	N		-	Filled
ATG500	GA	3/5/2019	3/1/2020	31195	Child Support Enfc Spct IV	N	SR22	13	R	1.00	A .34/N .66	52,144	55,092	Y	N		-	22
ATG500	GA	3/30/2019	3/1/2020	34963	Information Technology Ban	N	SR20	13	R	1.00	A .34/N .66	49,791	50,916	Y	N		-	27
ATG100	CU	4/1/2019	3/1/2020	43215	Office Assistant III	N	SR08	3	T	1.00	W	29,754	30,243	Y	Y	3	-	65
ATG231	BC	4/1/2019	3/1/2020	36259	Office Assistant III	N	SR08	3	R	1.00	A	31,740	34,020	Y	N		-	38
ATG500	GA	4/1/2019	3/1/2020	30110	Account Clerk II	N	SR08	3	R	1.00	A .34/N .66	36,347	38,220	Y	N		-	50
ATG500	GA	4/1/2019	3/1/2020	32959	Office Assistant IV	N	SR10	3	R	1.00	A .34/N .66	49,791	46,476	Y	N		-	61
ATG100	AA	5/1/2019	3/1/2020	37604	Legal Clerk	N	SR14	3	R	1.00	A	39,435	38,230	Y	N		-	35
ATG100	AA	5/11/2019	12/16/19	44231	Legal Secretary	N	SR18	3	R	1.00	A	40,914	44,724	Y	N		-	Filled
ATG100	AA	5/28/2019	12/16/19	11597	Legal Clerk	N	SR10	63	R	1.00	A	34,260	41,364	Y	N		-	Filled
ATG500	GA	6/1/2019	3/1/2020	118484	Supervising Legal Clerk	N	SR18	4	R	1.00	A .34/N .66	49,791	52,296	Y	N		-	43
ATG100	CU	6/4/2019	3/1/2020	110697	Office Assistant III	N	SR08	3	T	1.00	U	29,004	30,240	Y	N		-	66
ATG500	GE	6/17/2019	3/1/2020	38062	Office Assistant III	N	SR08	3	R	1.00	A .34/P .66	34,985	30,240	Y	N		-	40
ATG231	BC	6/24/2019	3/1/2020	119340	Office Assistant IV	N	SR10	3	T	1.00	N	29,340	32,664	Y	N		-	60
ATG100	AA	6/29/2019	2/1/2020	112402	Deputy Attorney General	Y	SRNA	73	R	1.00	A	84,849	140,040	Y	N		-	Filled
ATG500	GA	7/4/2019	3/1/2020	110169	Support Payments Officer	N	SR15	3	R	1.00	A .34/N .66	27,125	39,720	Y	N		-	13
ATG100	AA	7/16/2019	3/1/2020	118272	Legal Clerk	N	SR14	63	R	1.00	A	60,000	41,364	Y	N		TA	16
ATG500	GA	7/16/2019	3/1/2020	122533	Program Specialist III	N	SR20	13	R	1.00	A .34/N .66	42,000	48,948	Y	N		-	14
ATG500	GA	7/17/2019	1/6/2020	110477	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	37,949	30,243	Y	Y	1	-	Filled
ATG100	AA	8/1/2019	3/1/2020	30769	Librarian IV	N	SR22	13	R	1.00	A	75,192	78,420	Y	N		-	15
ATG100	AA	8/1/2019	3/1/2020	41166	Legal Assistant III	N	SR20	73	R	1.00	A	46,932	50,916	Y	N		-	28
ATG100	AA	8/1/2019	3/1/2020	49321	Legal Clerk	N	SR14	3	R	1.00	U	43,368	46,476	Y	N		-	17
ATG500	GA	8/1/2019	3/1/2020	25952	Child Support Enfc Spct IV	N	SR22	23	R	1.00	A .34/N .66	63,068	64,476	Y	N		-	23
ATG100	AA	8/8/2019	1/16/2020	100118	Deputy Attorney General	Y	SRNA	73	R	1.00	U	82,164	85,860	Y	N		-	Filled
ATG100	AA	8/16/2019	3/1/2020	118348	Legal Assistant III	N	SR20	73	T	1.00	A .50/B .50	59,880	57,324	Y	N		-	8
ATG100	CU	8/16/2019	3/1/2020	11561	Legal Clerk	N	SR14	3	R	1.00	A	49,500	38,220	Y	N		TA	52
ATG500	GA	8/23/2019	3/1/2020	38416	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	28,229	30,243	Y	N		-	58

Department of the Attorney General
Vacancy Report as of November 30, 2019

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
ATG100	AA	8/31/2019	3/1/2020	122395	Legal Clerk	N	SR14	3	R	1.00	U	50,000	38,230	Y	Y	2	-	36
ATG500	GA	8/31/2019	3/1/2020	40701	Legal Assistant III	N	SR18	13	R	1.00	A .34/N .66	48,829	45,288	Y	N		-	32
ATG100	AE	9/6/2019	3/1/2020	110953	Legal Clerk	N	SR14	3	R	1.00	B	41,724	38,230	Y	N		-	19
ATG231	BC	9/9/2019	12/16/19	34061	Office Assistant IV	N	SR10	3	R	1.00	A	31,740	32,664	Y	N		-	Filled
ATG100	AA	9/10/2019	3/1/2020	38322	Legal Clerk	N	SR14	63	R	1.00	A	32,360	38,220	Y	N		-	18
ATG100	AA	9/10/2019	3/1/2020	40555	Office Assistant III	N	SR08	3	R	1.00	W	50,772	30,240	Y	N		-	67
ATG100	AA	9/16/2019	3/1/2020	112843	Deputy Attorney General	Y	SRNA	73	R	1.00	U	110,808	129,504	Y	N		-	1
ATG231	BC	9/17/2019	12/16/2019	118631	Program Specialist III	N	SR22	13	R	1.00	W	46,962	55,092	Y	N		-	Filled
ATG100	CJ	9/18/2019	3/1/2020	101177	Senior Research Analyst	Y	SRNA	13	T	1.00	A	61,956	64,608	Y	N		-	3
ATG500	GD	9/18/2019	1/15/2020	47709	Office Assistant IV	N	SR10	3	R	1.00	A .34/N .66	37,849	38,220	Y	N		-	Filled
ATG500	GA	9/28/2019	12/16/19	38417	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	28,785	30,243	Y	N		-	Filled
ATG100	AA	10/1/2019	3/1/2020	101102	Deputy Attorney General	Y	SRNA	73	T	1.00	U	115,608	120,348	Y	N		-	1
ATG500	GA	10/1/2019	3/1/2020	37335	Support Payments Officer	N	SR15	3	R	1.00	A .34/N .66	49,791	50,304	Y	N		-	42
ATG500	GA	10/1/2019	3/1/2020	118473	Legal Clerk	N	SR14	3	R	1.00	A .34/N .66	58,218	58,824	Y	N		-	37
ATG100	AA	10/4/2019	3/1/2020	40463	Legal Clerk	N	SR06	3	R	1.00	A	53,793	27,912	Y	N		-	21
ATG500	GD	10/4/2019	1/6/2020	29531	Office Assistant IV	N	SR10	3	R	1.00	A .34/N .66	39,750	32,656	Y	N		-	Filled
ATG100	AA	10/5/2019	1/7/2020	101294	Deputy Attorney General	Y	SRNA	73	R	1.00	A	108,204	112,728	Y	N		-	Filled
ATG100	AA	10/12/2019	3/1/2020	36723	Legal Clerk	N	SR14	63	R	1.00	A	34,260	38,220	Y	N		-	20
ATG100	AA	10/12/2019		116465	Investigator V	N	SR24	73	R	1.00	A .60/N .40	69,540	59,613	Y	Y	1	-	2
ATG100	AA	10/16/2019	3/1/2020	33287	Legal Clerk	N	SR14	3	R	1.00	U	37,056	39,720	Y	N		-	54
ATG100	AA	10/16/2019	3/1/2020	112848	Legal Clerk	N	SR14	3	R	1.00	U	45,096	48,348	Y	N		-	53
ATG100	AC	10/18/2019	3/1/2020	102667	Crim Jus Ping Spec	Y	SRNA	13	T	1.00	N	69,204	63,912	Y	N		-	5
ATG100	AA	10/21/2019	3/1/2020	113083	Deputy Attorney General	Y	SRNA	73	R	1.00	A	103,620	108,888	Y	N		-	1
ATG500	GF	10/22/2019	3/1/2020	38060	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	28,229	30,240	Y	N		-	41
ATG100	CU	11/1/2019	3/1/2020	121419	Legal Clerk	N	SR18	3	T	1.00	U	47,403	45,288	Y	N		-	56
ATG231	BA	11/1/2019	3/1/2020	17368	Criminal ID Technician I	N	SR10	3	R	1.00	A	41,724	46,476	Y	N		-	6
ATG231	BC	11/1/2019	3/1/2020	117716	Office Assistant IV	N	SR10	3	R	1.00	W	40,128	43,008	Y	N		-	49
ATG231	BC	11/1/2019	3/1/2020	117924	Information Technology Ban	N	EM05	35	R	1.00	W	101,736	108,672	Y	N		-	26
ATG500	GA	11/1/2019	3/1/2020	42395	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	34,985	36,732	Y	N		-	59
ATG100	CU	11/5/2019	3/1/2020	121418	Legal Assistant III	N	SR20	13	T	1.00	A	47,403	48,942	Y	N		TA	10
ATG231	BC	11/5/2019	3/1/2020	52800	Office Assistant V	N	SR12	3	R	1.00	A	37,056	46,476	Y	N		-	45
ATG231	BC	11/9/2019	1/13/2020	32949	Information Technology Ban	N	SR22	13	R	1.00	A	75,192	52,956	Y	N		-	Filled
ATG100	AA	11/15/2019	3/1/2020	43884	Legal Clerk	N	SR14	63	R	1.00	B	54,876	41,364	Y	N		-	55
ATG500	GA	11/25/2019	3/1/2020	38421	Office Assistant III	N	SR08	3	R	1.00	A .34/N .66	28,785	30,240	Y	N		-	62
ATG100	CU	11/30/2019	3/1/2020	40716	Office Assistant III	N	SR08	3	T	1.00	W	30,780	30,243	Y	N		-	63
ATG100	AA	12/1/2019	3/1/2020	40721	Legal Assistant III	N	SR20	13	R	1.00	A	69,540	72,528	Y	N		-	9
ATG231	BC	12/2/2019	3/1/2020	117520	Office Assistant IV	N	SR08	3	R	1.00	A	29,340	30,240	Y	N		-	46
ATG100	AA	12/3/2019	3/1/2020	112196	Deputy Attorney General	Y	SRNA	73	R	1.00	B	95,712	100,020	Y	N		-	1
ATG100	CU	12/7/2019	3/1/2020	43201	Legal Assistant III	N	SR20	13	T	1.00	A	52,824	57,324	Y	N		TA	33
										89.50								

Department of the Attorney General

Table 12

Positions Established by Acts other than the State Budget as of November 30, 2019

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
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NONE

Department of the Attorney General
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY18 (actual)			FY19 (actual)			FY20 (estimated)			FY21 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
ATG100		Legal Services	M	44,625,797	152,362	0.3%	48,727,287	161,255	0.3%	57,000,000	2,200,000	3.9%	49,000,000	162,000	0.3%
ATG231		Hawaii Criminal Justice Data Center	P	2,267,417	79,603	3.5%	2,113,919	14,489	0.7%	2,500,000	80,000	3.2%	2,500,000	80,000	3.2%
ATG500		Child Support Enforcement Agency	A/P	9,534,532	4,231	0.0%	11,484,571	3,748	0.0%	12,000,000	3,800	0.0%	12,000,000	3,800	0.0%
		M = Multiple MOF													
		A = 34% ; P = 66%													

Department of the Attorney General
Active Contracts as of December 1, 2019

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
							From	To					
ATG100	A (58%)/B (42%)	19,730	M	1,420,560	1,282,450	3/7/2019	5/1/2019	4/30/2025	707 Richards	Criminal Justice Div./Tobacco Enf. Unit Office Lease	Owner's monthly billing	N	L
ATG100	A	1,273	M	75,129	49,661	8/29/2018	4/1/2018	2/28/2023	Lipin LDB Kona, LLC	Family Law Division Kona Office Lease	DAGS Leasing quarterly billing	N	L
ATG100	A	9,277	M	1,113,240	120,601	12/9/2011	2/1/2012	1/31/2022	James Campbell Company LLC	Family Law Division Kapolei Office Lease	Vendor's monthly billing	N	L
ATG100	A	13,254	M	1,484,419	172,299	8/7/2012	9/1/2012	1/31/2022	James Campbell Company LLC	Family Law Division Kapolei Office Lease	Vendor's monthly billing	N	L
ATG100	A	7,147	M	514,542	135,784	6/15/2016	8/1/2016	7/31/2022	Hawaii Starlanes, Inc.	Tax & Charities Division	Owner's monthly billing	N	L
ATG100	B	7,147	M	514,542	135,784	6/15/2016	8/1/2016	7/31/2022	Hawaii Starlanes, Inc.	Tax & Charities Division	Owner's monthly billing	N	L
ATG100	A	1,811	M	108,670	50,708	3/1/2011	4/1/2011	4/30/2022	1955 Main Street Partnership	Family Law Division Maui Office Lease	DAGS Leasing quarterly billing	N	L
ATG100	A	3,500	M	237,966	174,969	2/20/2018	3/1/2018	2/29/2024	707 Richards	AG/ODR Office Lease	Owner's monthly billing	N	L
ATG100	B (25%) / P (75%)	12,645	M	872,495	644,887	2/20/2018	4/1/2018	3/31/2024	707 Richards	Medicaid Fraud Office Lease	Owner's monthly billing	N	L
ATG100	A	178	M	10,680	1,068	5/29/2014	5/29/2014	Mo. to Mo.	Xerox Corp	FLD-Kona Office	Vendor's monthly billing	N	L
ATG100	A	229	M	13,740	0	5/30/2013	5/30/2013	Mo. to Mo.	Xerox Corp	FLD-Maui Office	Vendor's monthly billing	N	L
ATG100	A	6,304	M	378,240	182,816	6/1/2016	6/1/2016	6/1/2021	Xerox Corp	Lot Billing for all OAG Offices	Vendor's monthly billing	N	L
ATG100	A	Progress billing	O	12,000	12,000	4/18/2019	4/1/2019	TO EXT	VENDOR	Professional fees for FY20-SWCAP	AG & B&F	Y	S
ATG-231	A (64%) / P (36%)	billed as deliverables are met	O	3,007,422	0	12/1/2014	12/1/2014	12/31/2019	MorphoTrak LLC now known as Idemia Identity & Security	Upgrade of Statewide AFIS	HCJDC per billing received; all deliverables have been met by Idemia; continuing to pay lease-to-purchase payments to Banc of America	N	G/S
ATG-231	A	Progress billing	M	1,094,463	1,094,463		8/1/2019	6/30/2024	Idemia Identity & Security	Maintain system components with the Automated Biometric Identification System (ABIS)	HCJDC per billing received	N	G
ATG-231	P	Progress billing	M	39,972	31,396	12/22/2017	12/22/2017	12/31/2019	eWorld Enterprise Solutions, Inc.	Professional Services for .Net Support	HCJDC per billing received	N	S
ATG-231	P	billed as deliverables are met	M	99,792	99,785	9/23/2019	9/23/2019	3/31/2020	Connecting the Dots, LLC	Delinquent Disposition Research	HCJDC per billing received	N	S
ATG-231	P	billed as deliverables are met	O	229,275	225,075	7/1/2019	7/1/2019	6/30/2020	Open Justice Broker Consortium	eFiling, dispo reporting, incident exchanges, data analytics	HCJDC per billing received	N	S
ATG-231	W	43,034	O	172,136	86,068	7/1/2019	7/1/2019	6/30/2020	Computer Projects of Illinois, Inc.	OpenFox Software Maintenance and Support	HCJDC per billing received	N	G/S
ATG-231	W	37,341	A	37,341	0	7/1/2019	7/1/2019	6/30/2020	Peak Performance Solutions	Maintenance and Support	HCJDC per billing received	N	G/S
ATG500	P	3,804	M	182,592	0	8/12/2009	10/1/2009	Terminated	Sumikawa, Bert M. & Ellen S.	CSEA Kauai Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	5,827	M	343,805	262,227	8/15/2018	10/1/2018	9/30/2023	Watumull Kukui LLC	CSEA Kauai Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	12,744	M	731,896	407,808	9/18/2017	9/1/2017	7/31/2022	Gulsons, LLC	CSEA Maui Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	P	5,487	M	308,357	0	8/20/2009	7/1/2009	5/31/2014	WKSP Limited Partnership	CSEA Hilo Office Lease	DAGS Leasing quarterly billing	N	L
ATG500	A (34%) / P (66%)	2,323	M	139,380	74,336	9/26/2017	8/1/2017	7/31/2022	C&A Properties LLP	FSU Kona Office Lease	Owner's monthly billing	N	L

Department of the Attorney General
Active Contracts as of December 1, 2019

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
ATG500	A (34%) / P (66%)	5,407	M	64,882	32,442	4/22/2019	6/1/2019	5/31/2020	Loihi Holdings LLC	FSU Hilo Office Lease	Owner's monthly billing	N	L
ATG500	A (34%) / P (66%)	9,212	M	110,544	101,332	11/1/2019	12/1/2019	11/30/2020	Castle & Cooke Commercial	FSU Oahu Office Lease	Owner's monthly billing	N	L
ATG500	A (34%) / P (66%)	53	M	3,191	1,595	4/24/2015	5/1/2015	5/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	53	M	3,191	1,595	4/24/2015	5/1/2015	5/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	53	M	3,191	1,595	4/24/2015	5/1/2015	5/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	29	M	1,763	882	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	231	M	13,842	6,921	8/26/2015	9/1/2015	9/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	261	M	15,638	7,819	8/26/2015	9/1/2015	9/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	327	M	19,657	9,828	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	128	M	7,678	3,839	7/29/2014	8/1/2014	8/1/2019	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	30,181	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	889	M	53,327	26,664	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	30,181	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	1,006	M	60,362	30,181	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	367	M	22,046	11,023	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	320	M	19,207	9,604	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	367	M	22,046	11,023	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	214	M	12,813	4,057	6/16/2014	6/16/2014	6/16/2019	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	214	M	12,813	3,844	7/21/2014	7/21/2014	7/21/2019	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	262	M	15,708	7,854	8/28/2015	9/1/2015	9/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	3,604	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	3,604	9/17/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	120	M	7,208	3,604	9/18/2015	10/1/2015	10/1/2020	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	302	M	18,138	2,721	8/29/2013	8/29/2013	8/29/2018	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	19	M	1,138	114	5/24/2013	6/1/2013	6/1/2018	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	A (34%) / P (66%)	353	M	21,204	0	8/1/2012	8/30/2012	8/30/2017	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E

Department of the Attorney General
Active Contracts as of December 1, 2019

Table 14

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S/*</u>
ATG500	A (34%) / P (66%)	373	M	22,355	7,824	7/14/2014	8/1/2014	8/1/2019	Xerox Corp	Copier Machine Lease	By CSEA per Monthly Billing	N	E
ATG500	T (100%)	\$176/hr	M	825,285	681,329	9/4/2019	9/5/2019	9/4/2020	Redmane Technology LLC	Maintenance and Support of Child Support System	By CSEA per Monthly Billing	Y	S

Department of the Attorney General
 Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID Priority</u>	<u>Dept- Wide Priority</u>	<u>Senate District</u>	<u>Rep. District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY20 \$\$\$</u>	<u>FY21 \$\$\$</u>
					NONE			

Department of the Attorney General
CIP Lapses

Table 16

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

Department of the Attorney General
Program ID Sub-Organizations

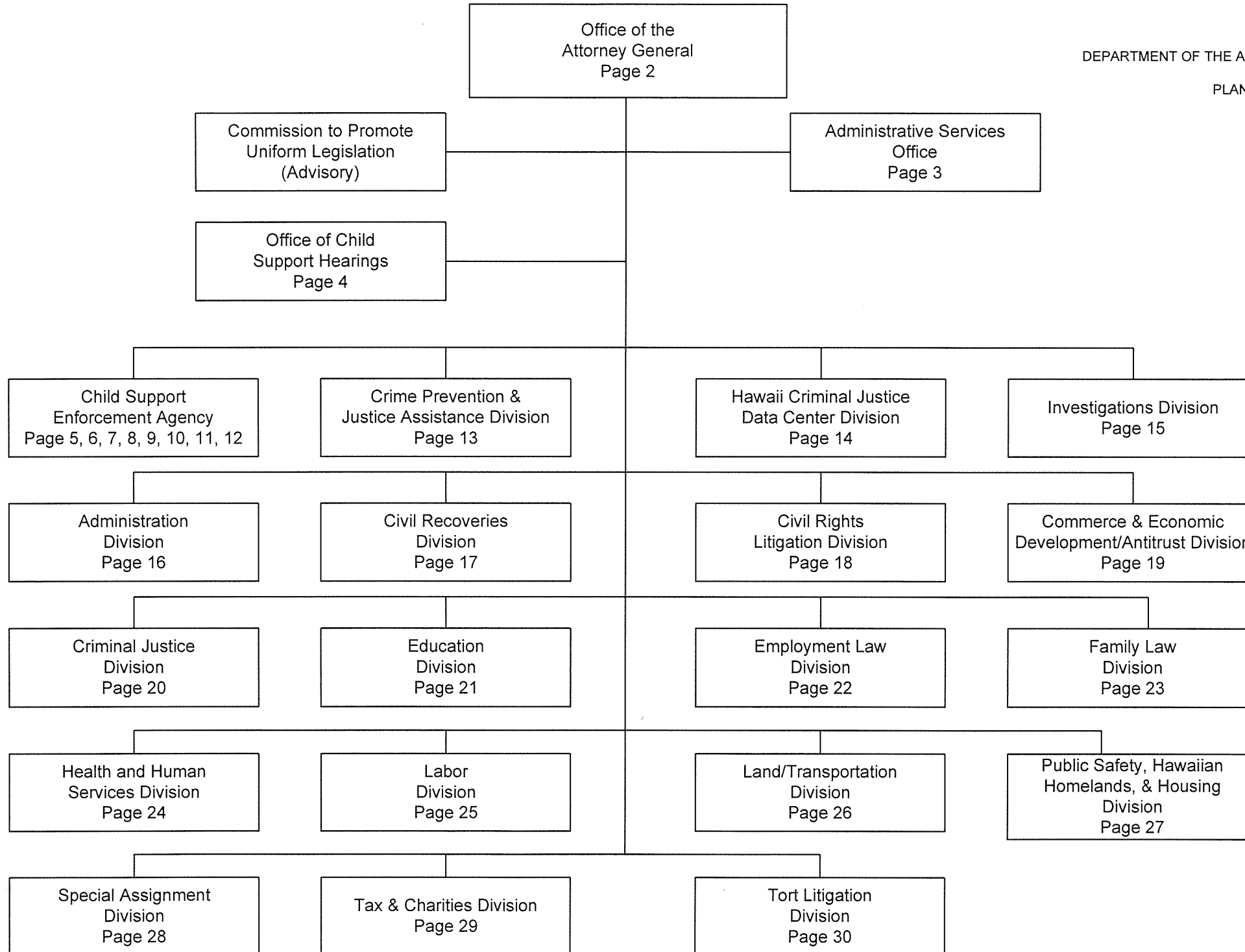
Table 17

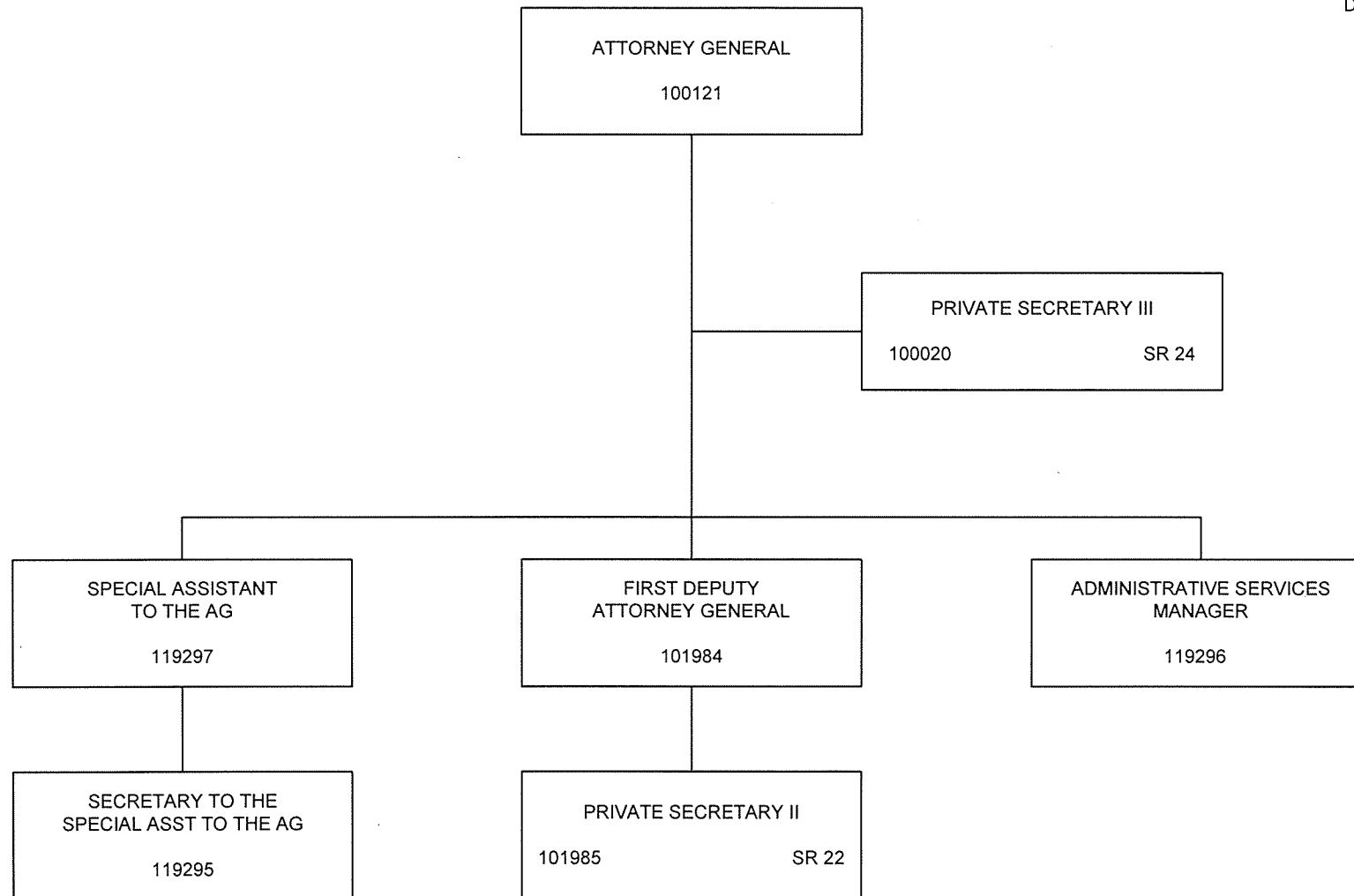
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
ATG100	AA	Legal Services	Provide legal counsel to the various State agencies
ATG100	AB	Medicaid Fraud Unit	Investigate and prosecute medicaid fraud cases
ATG100	AC	Justice Assistance	Utilize federal and state funds and non-financial resources to address crime problems and criminal justice system issues
ATG100	AD	Juvenile Justice Information System	Develop and maintain a statewide computerized juvenile offender information system that includes status offenders and runaways
ATG100	AE	Tobacco Tax Unit	Enforce the Master Settlement Agreement with tobacco companies and enforce tobacco tax stamp program.
ATG100	AI	Investigations Unit	Investigate civil and criminal cases in protection of the State and it's various agencies.
ATG100	AJ	Special funds org. code	INV and OCSH special funds.
ATG100	CJ	Research and Prevention	Research crime issues and report comprehensive crime statistics; plan, develop, and implement education and crime prevention programs to promote community safety; & assist in locating, recovering, and reuniting missing children and runaways with their parents.
ATG100	CU	Collections Unit	Collection of debts owed the State and various agencies
ATG100	EA	Commission on Uniform Legislation	Promotion of uniform state legislation recommended by the National Conference of Commissioners on Uniform State Laws.
ATG231	BA	Criminal Identification	Maintain a statewide system of criminal identification, including the Automated Fingerprint Identification System (AFIS).
ATG231	BC	Hawaii Criminal Justice Data Center	Responsible for the statewide criminal justice information system (CJIS-Hawaii), Sex Offender Registration, National Crime Information Center (NCIC), the Hawaii Integrated Justice Information Sharing (HIJIS) program, and Expungements.
ATG231	BD	Hawaii Criminal Justice Data Center	Same as BC. This sub-org had to be created because eBuddi could not accommodate more than 4 MOFs.
ATG500	GA	Child Support Enforcement Agency	Provide child support services such as order establishment and modifications, case enforcement, as well as child support payment collections and disbursements
ATG500	GC	Maui Family Support Unit	Provide paternity establishment services for child support purposes
ATG500	GC	Maui CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections
ATG500	GE	Lihue CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections
ATG500	GF	Hilo CSEA Unit	Provide child support services such as order establishment and modification, case enforcement, as well as child support payment collections

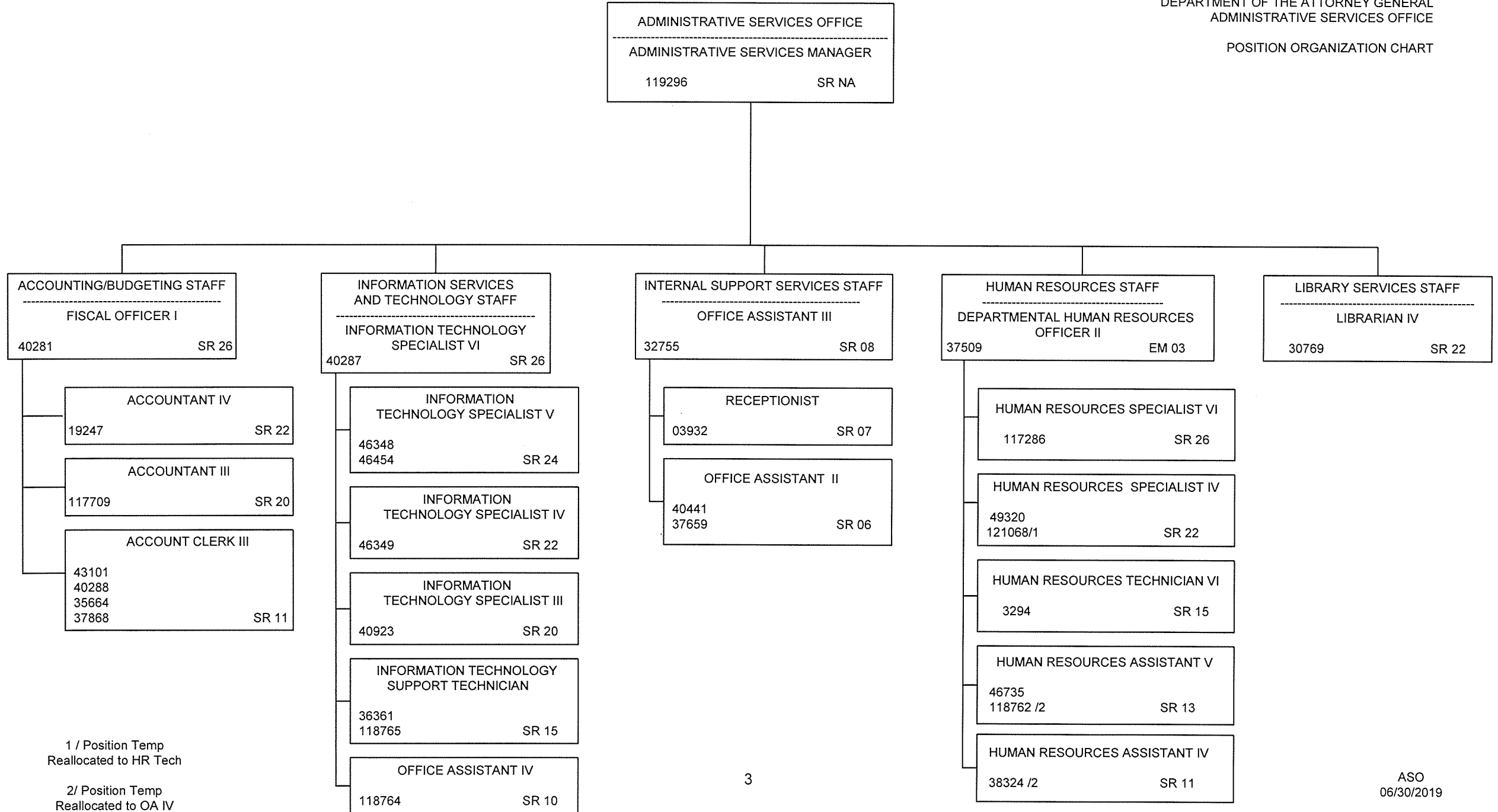
Department of the Attorney General
Organization Changes

Table 18

<u>Year of Change</u> <u>FY20/FY21</u>	<u>Description of Change</u>
FY 19	Commerce and Economic Division (CED) & Civil Recoveries Division (CRD): Re-Organization of the Notary section. Transfer three (3) positions PN# 40555, 110305, & 119100 from CED to CRD.
FY 19	Criminal Justice Division: Establish Investigator V, pos. no. 122746.
FY 19	Criminal Justice Division: Establish Legal Clerk, pos. no. 122765.
FY 19	Criminal Justice Division: Establish Office Assistant IV, pos. no. 122832.
FY 19	Criminal Prevention and Justice Assistance Division: Abolish pos. no. 121724, Criminal Justice Planning Spclt.
FY 19	Civil Recoveries Division: Establish Legal Assistant III, pos. no. 122807.
FY 19	Civil Recoveries Division: Establish Deputy Attorney General, pos. no. 122808.
FY 19	Criminal Justice Division: Establish Investigator V, pos. nos. 122948 & 122981.
FY 19	Civil Recoveries Division: Abolished Office Asst III, pos. no. 43210.
FY 19	Hawaii Criminal Justice Division: Abolished Info Tech Spclt IV, pos. no. 121890.
FY 19	Hawaii Criminal Justice Division: Abolished Office Asst IV, pos. nos.: 119341 & 119342.
FY 19	Hawaii Criminal Justice Division: Abolished HCJDC Admin Spclt, pos. no. 111877.
	https://ag.hawaii.gov/wp-content/uploads/2019/12/2019-ATG-Organizational-Charts.pdf
	https://ag.hawaii.gov/wp-content/uploads/2019/12/2019-ATG-Functional-Statements.pdf

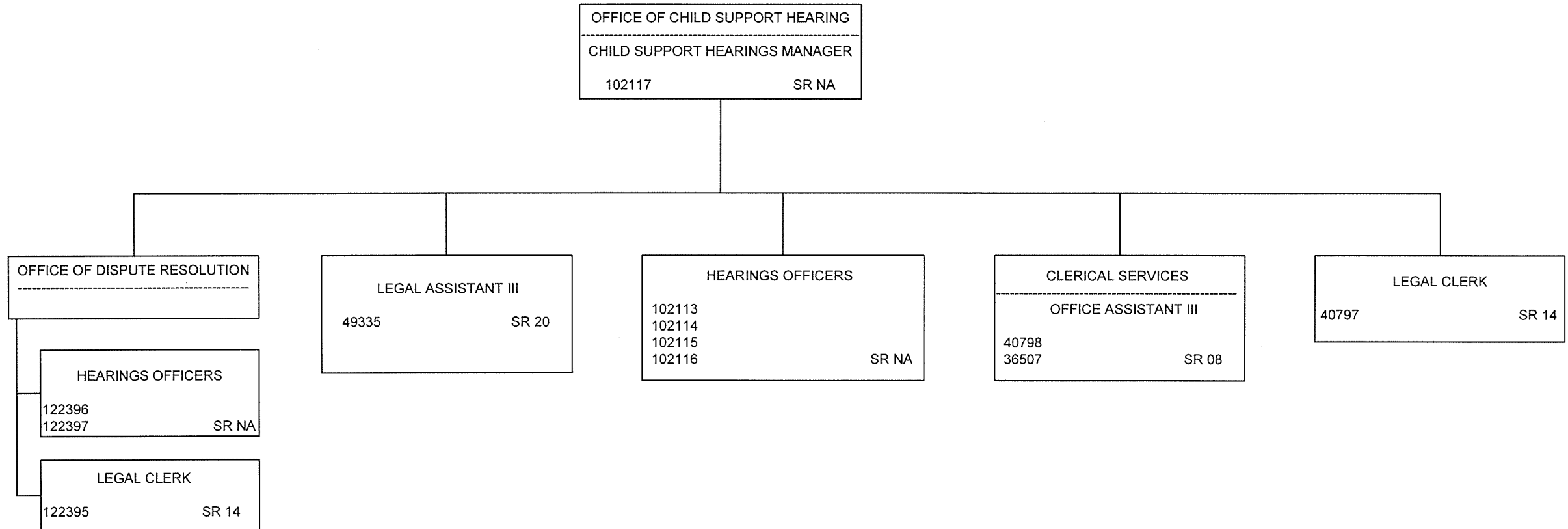


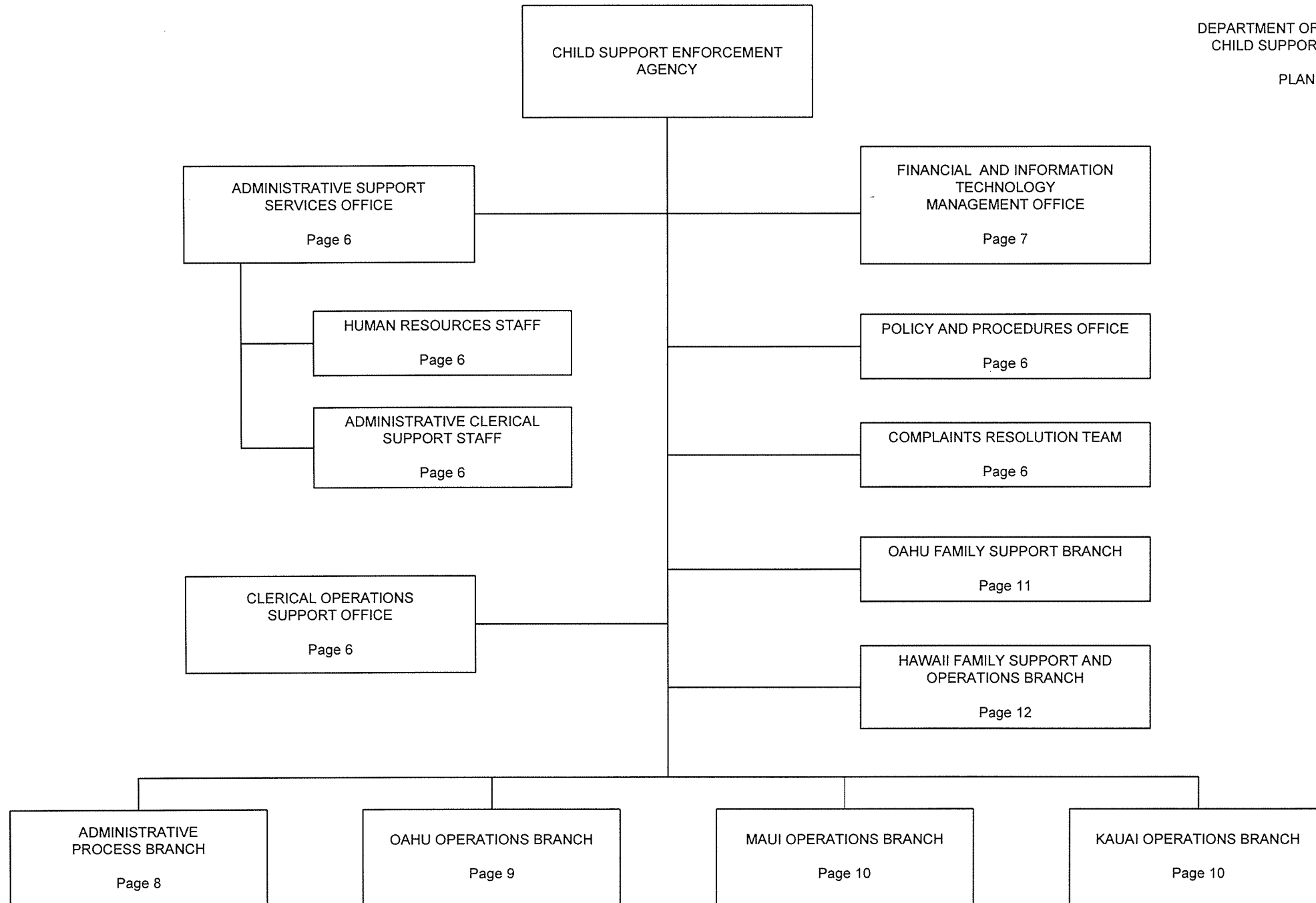


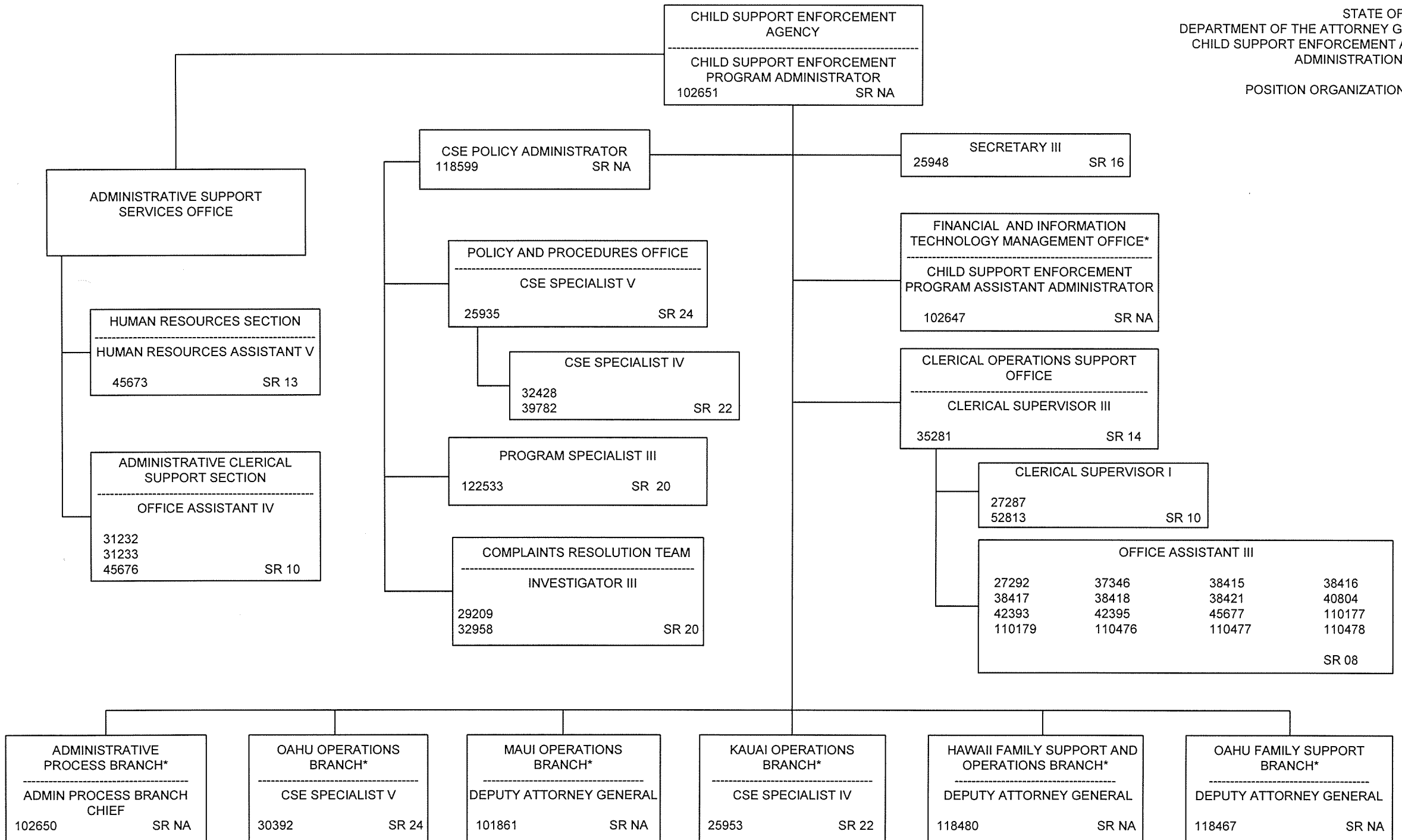


1 / Position Temp
 Reallocated to HR Tech

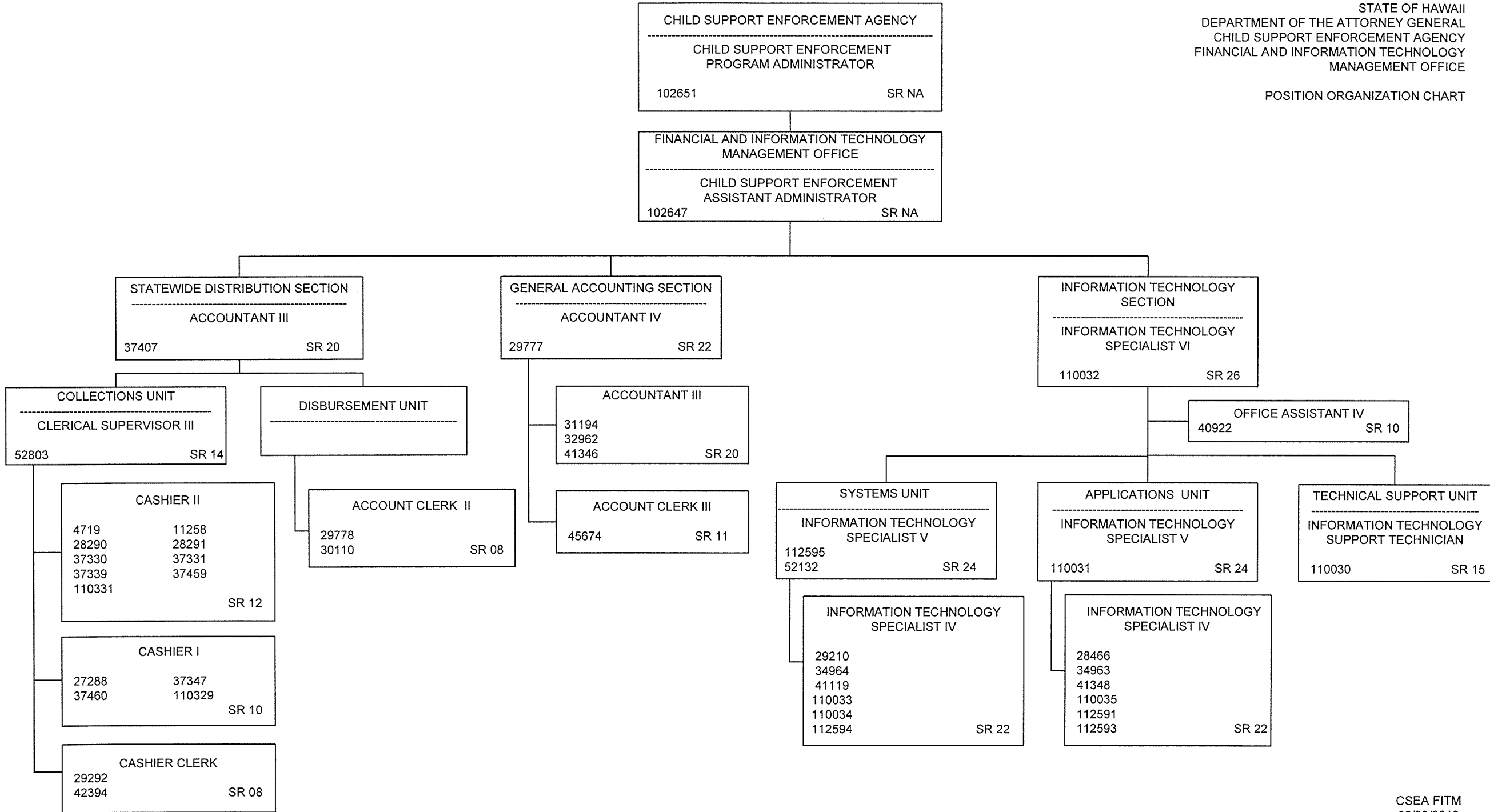
2/ Position Temp
 Reallocated to OA IV



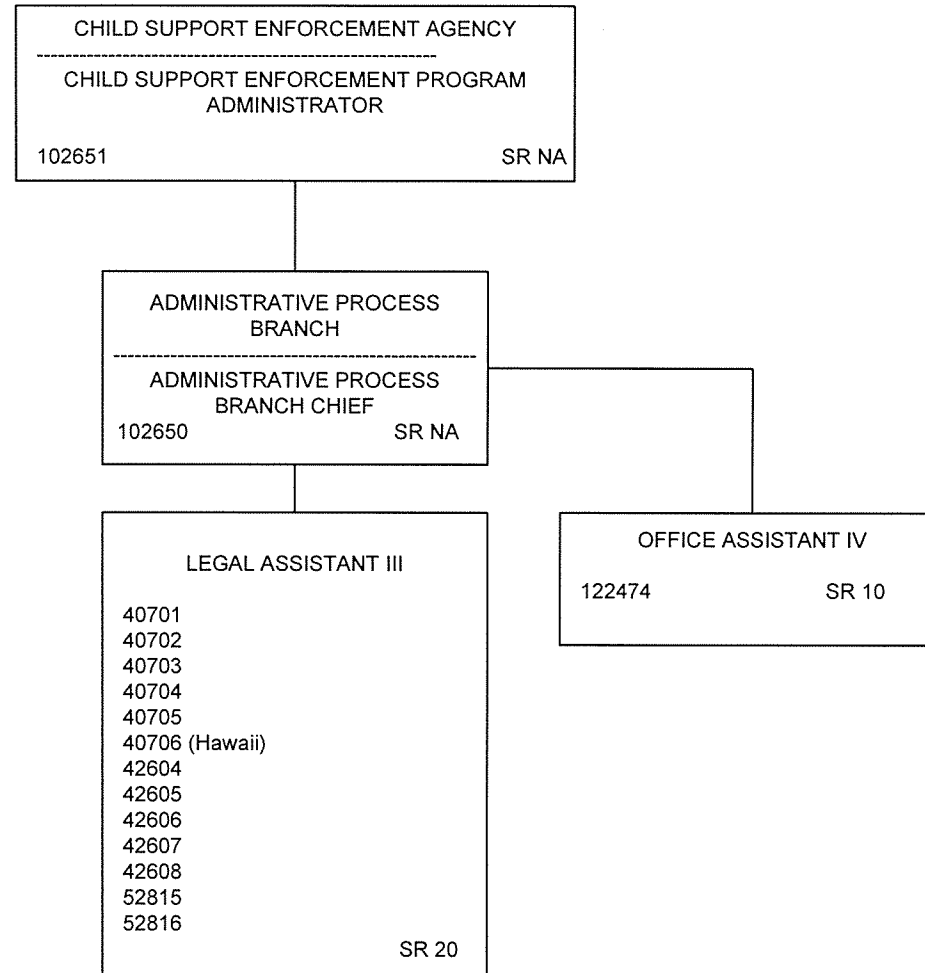


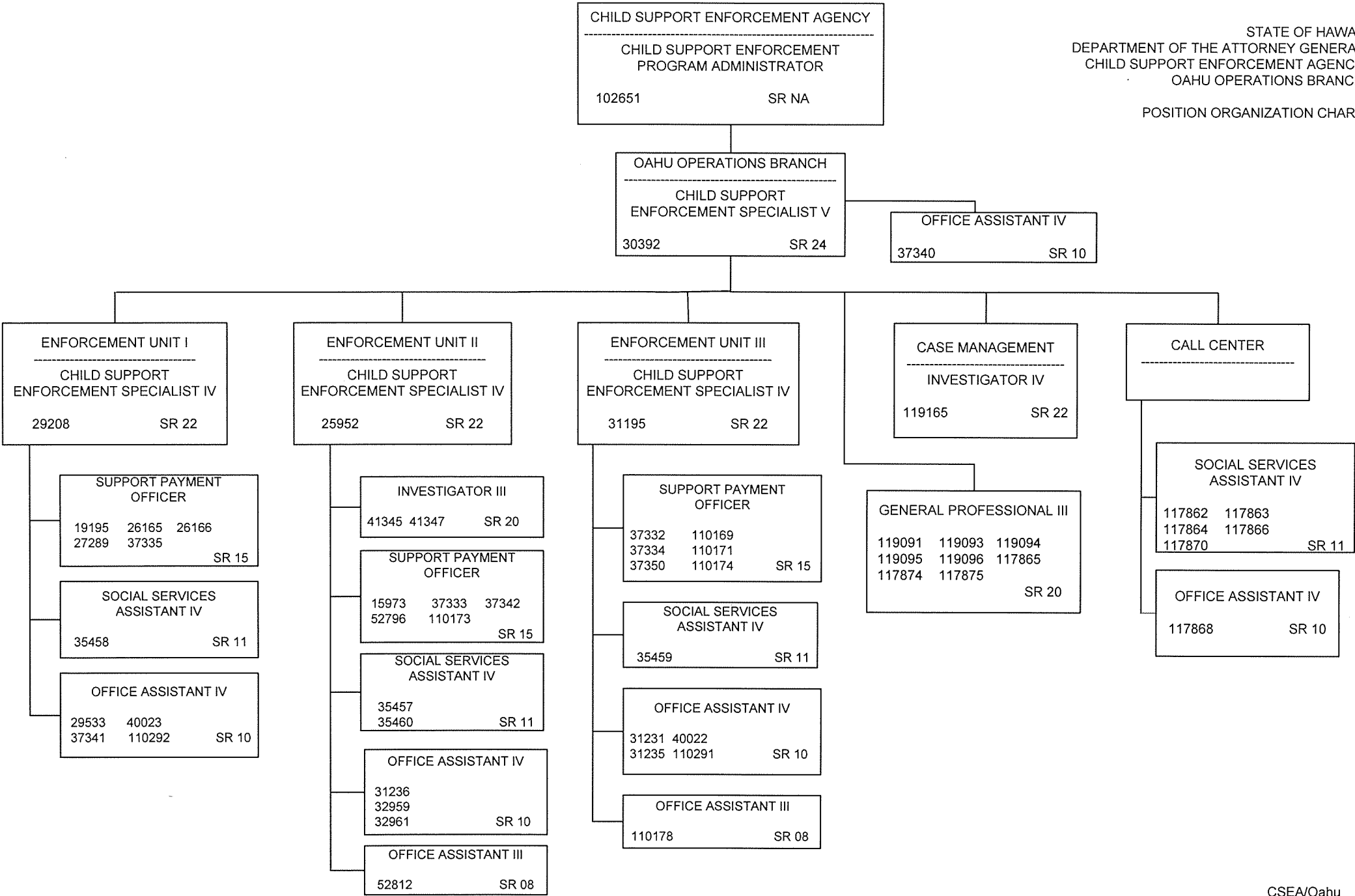


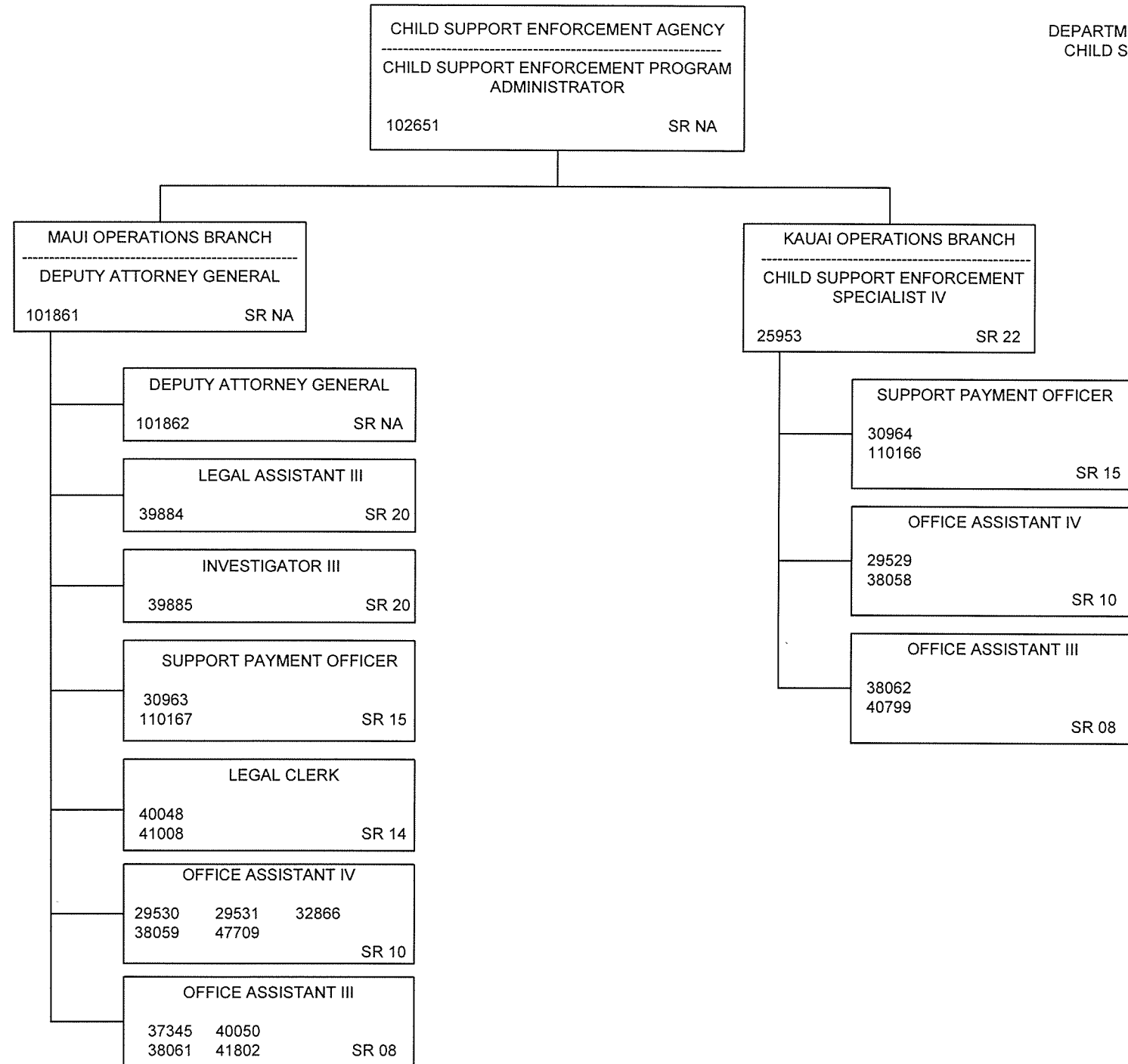
* Refer to following pages



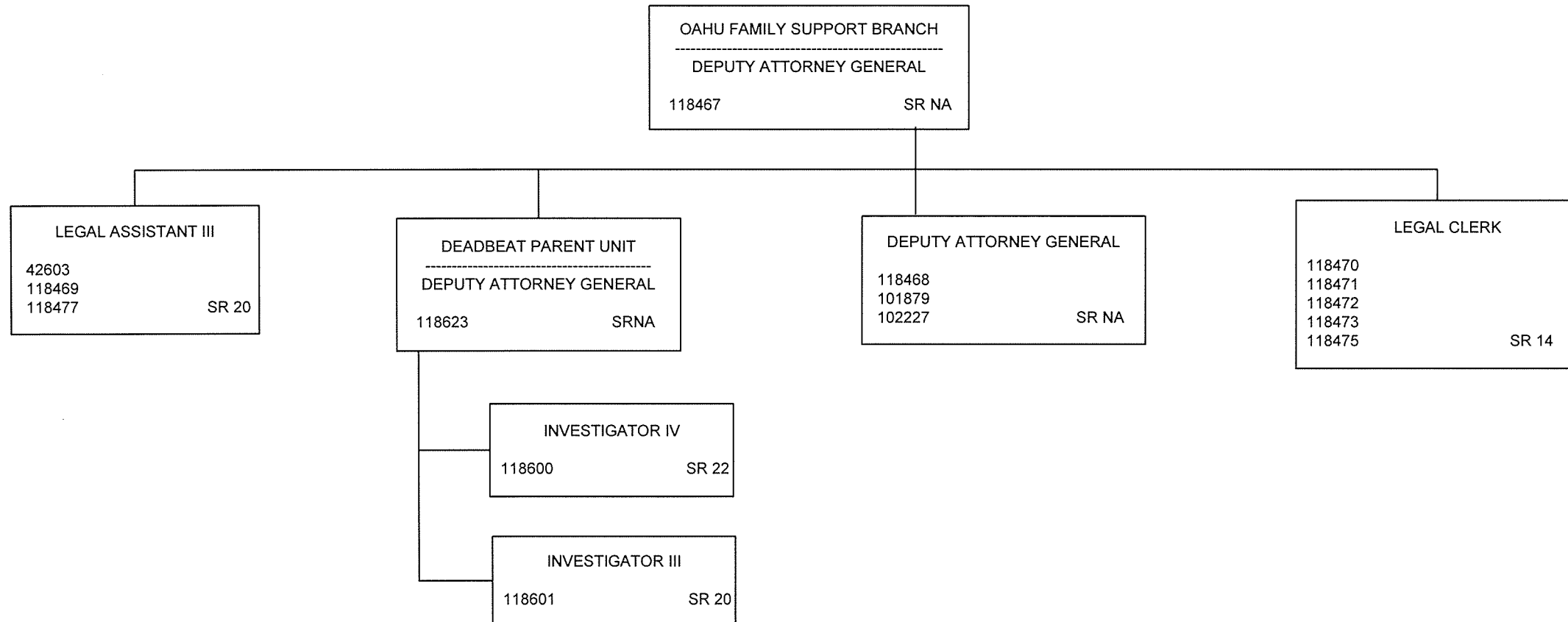
POSITION ORGANIZATION CHART



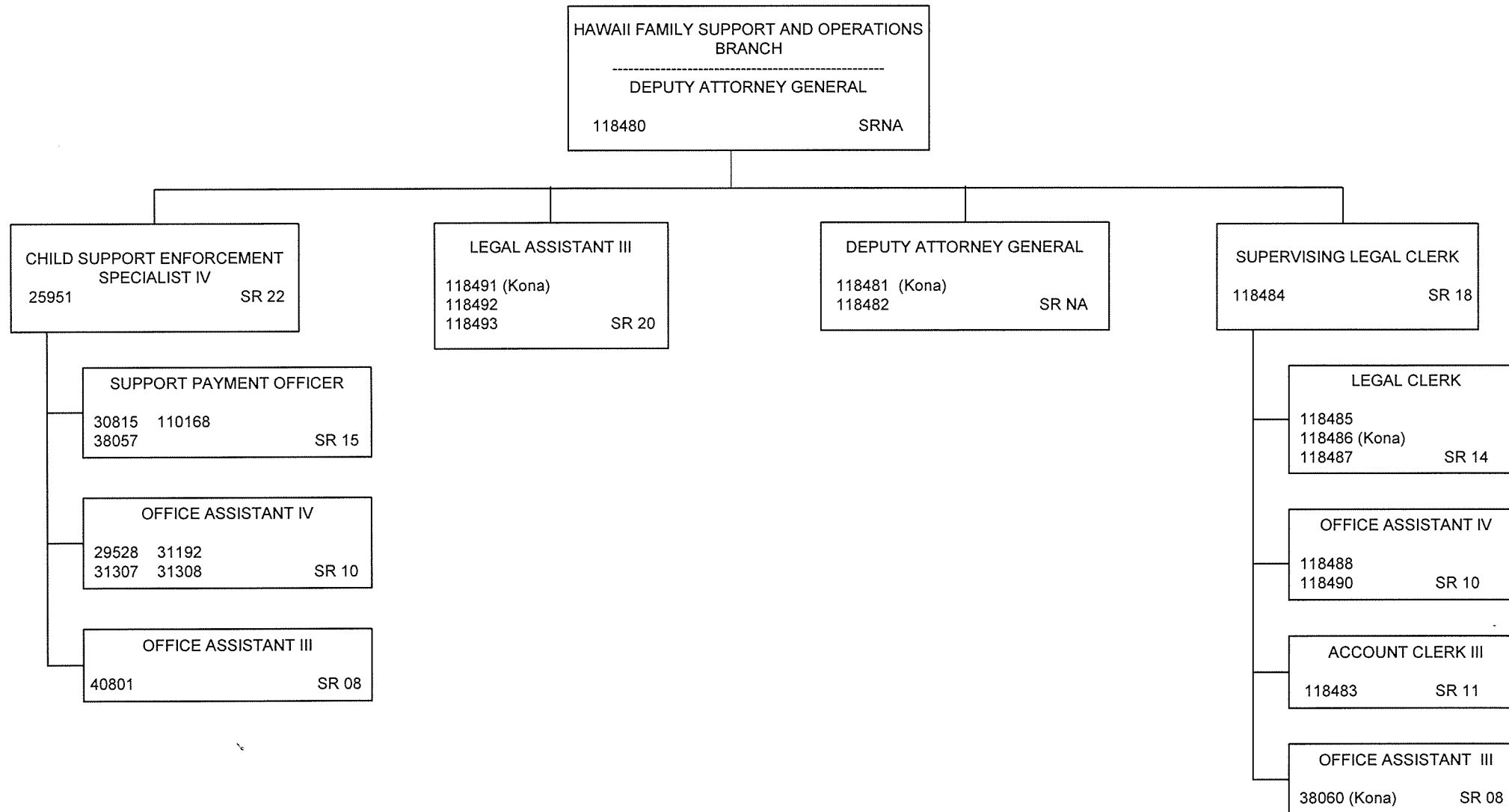




POSITION ORGANIZATION CHART



POSITION ORGANIZATION CHART



CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION

 CRIMINAL JUSTICE RESOURCE MANAGER
 102013 /1 SR NA

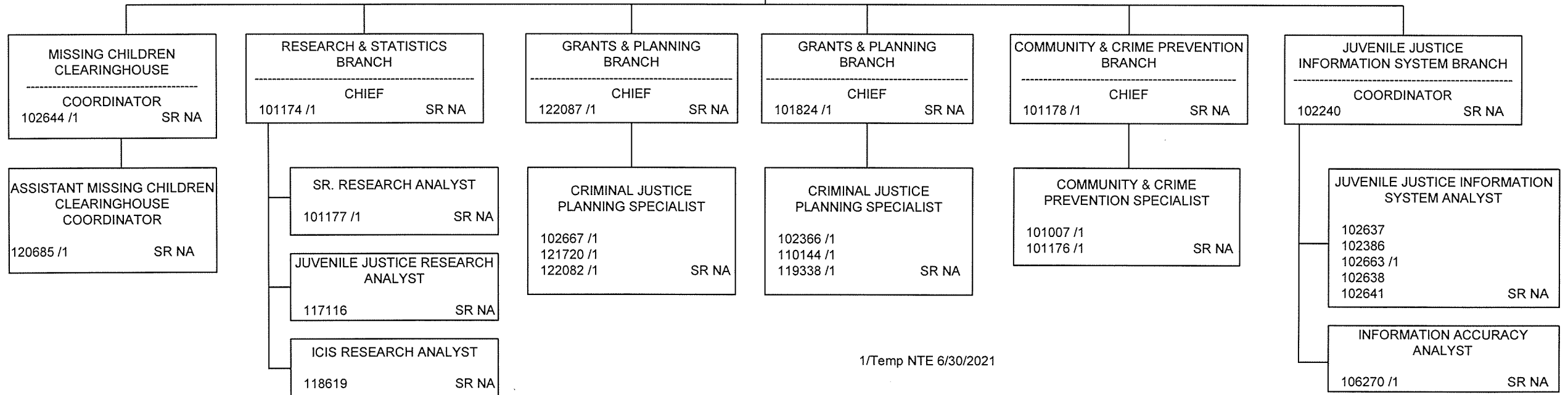
ACCOUNT CLERK
 101825 /1 SR NA

ADMINISTRATIVE SERVICES ASSISTANT
 101179 /1 SR NA

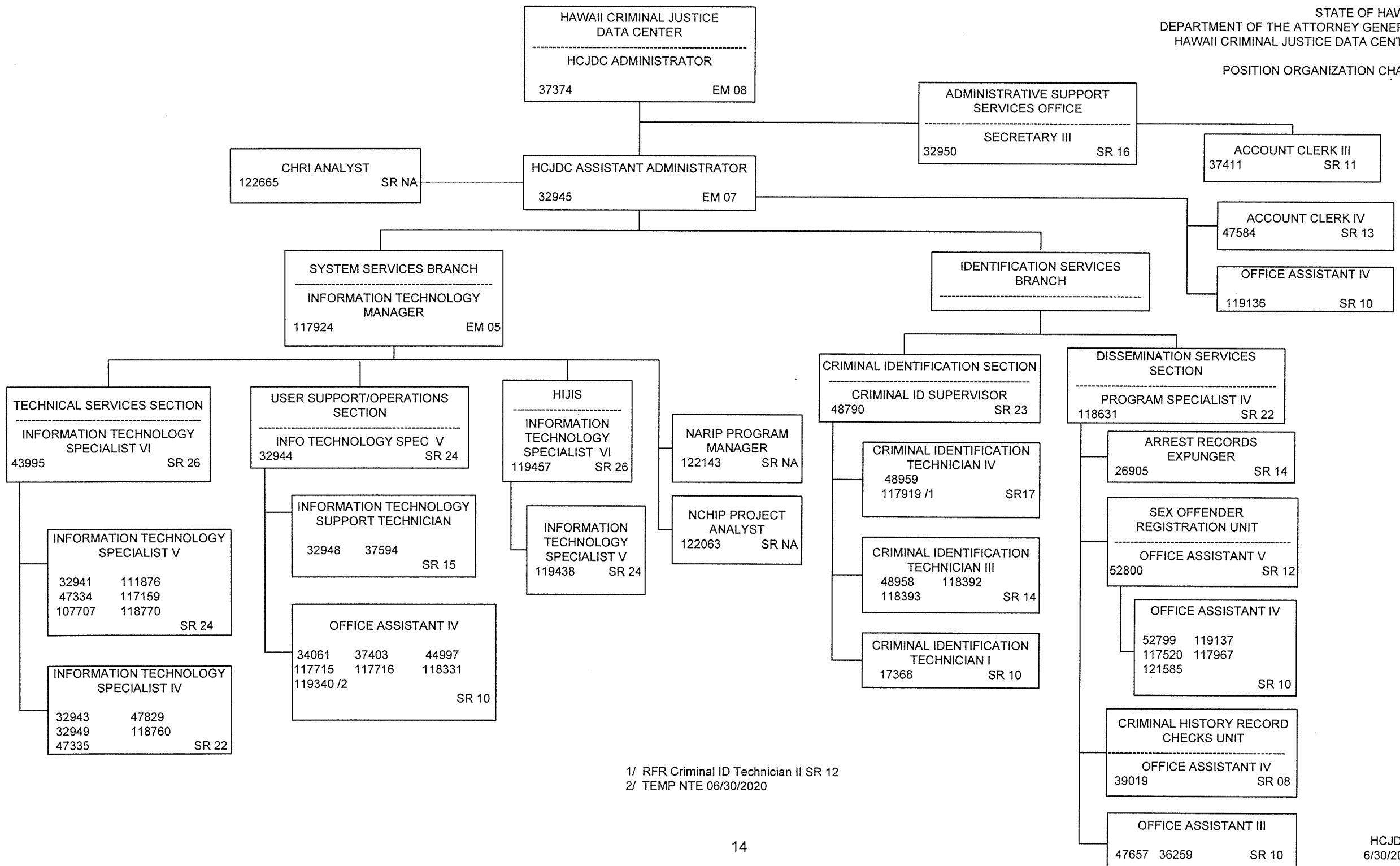
ACCOUNT CLERK II
 102387 /1 SR NA

CLERK TYPIST
 102392 SR NA

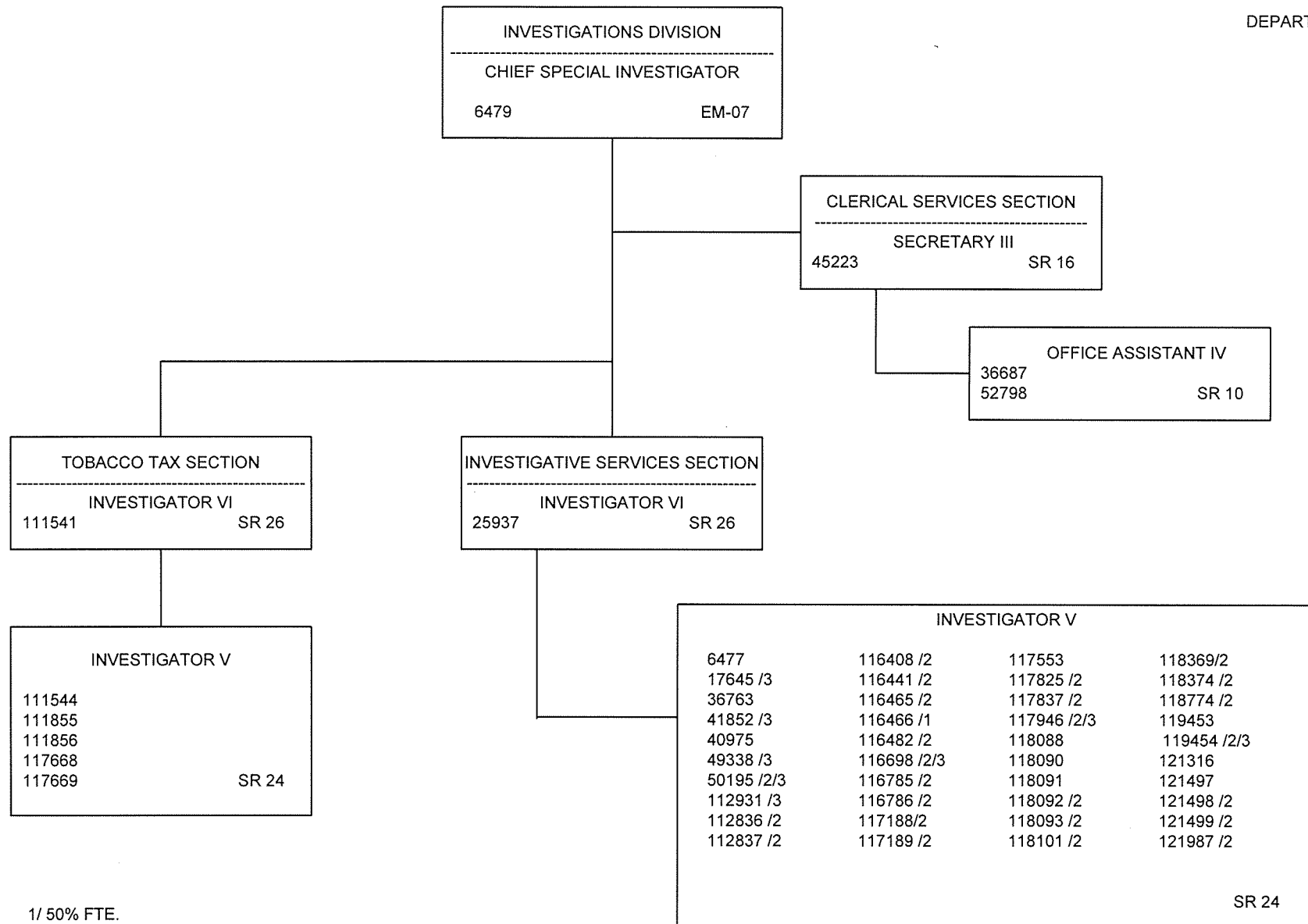
SAKI SITE COORDINATOR
 122345 /1 SRNA



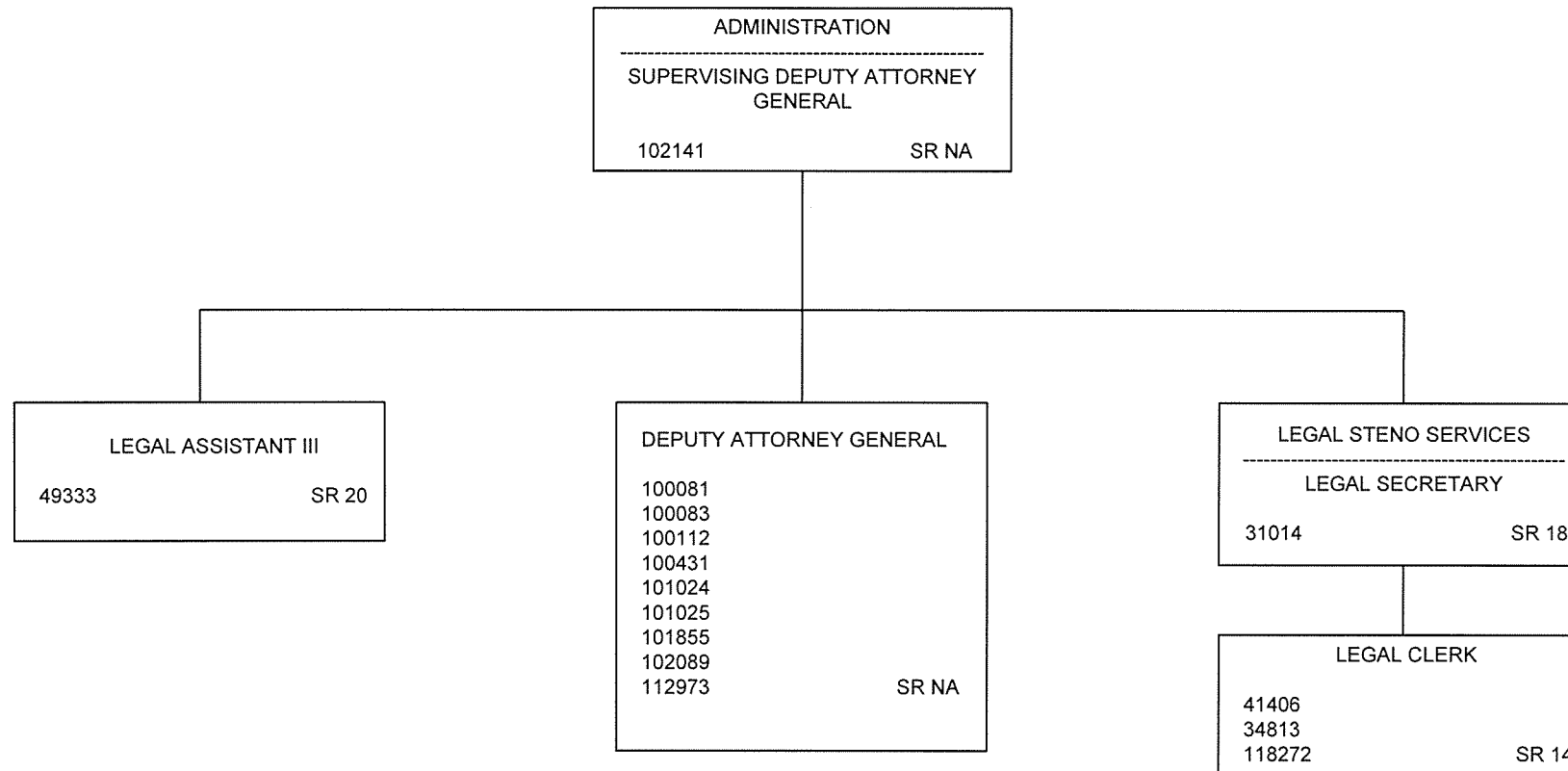
1/Temp NTE 6/30/2021

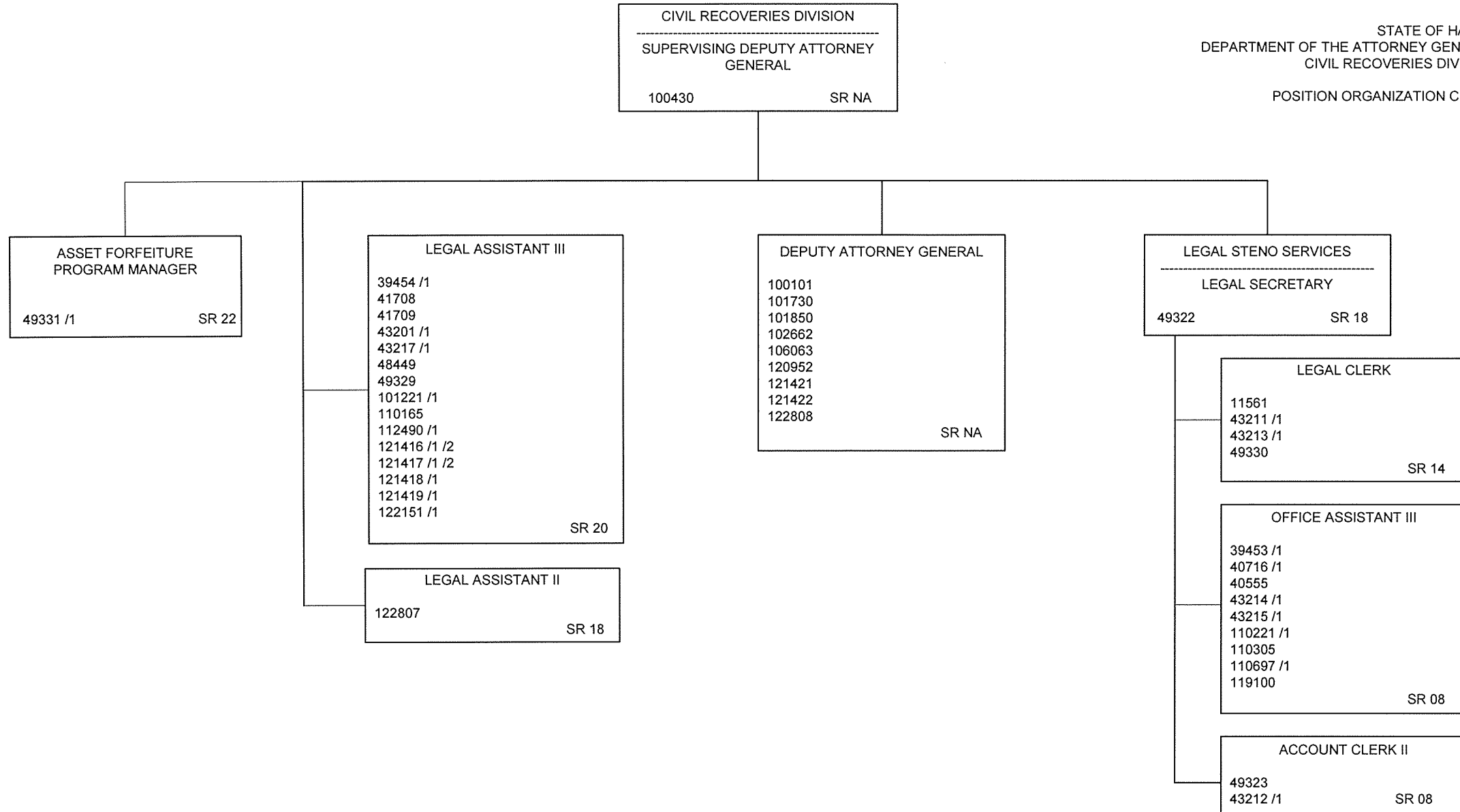


1/ RFR Criminal ID Technician II SR 12
2/ TEMP NTE 06/30/2020

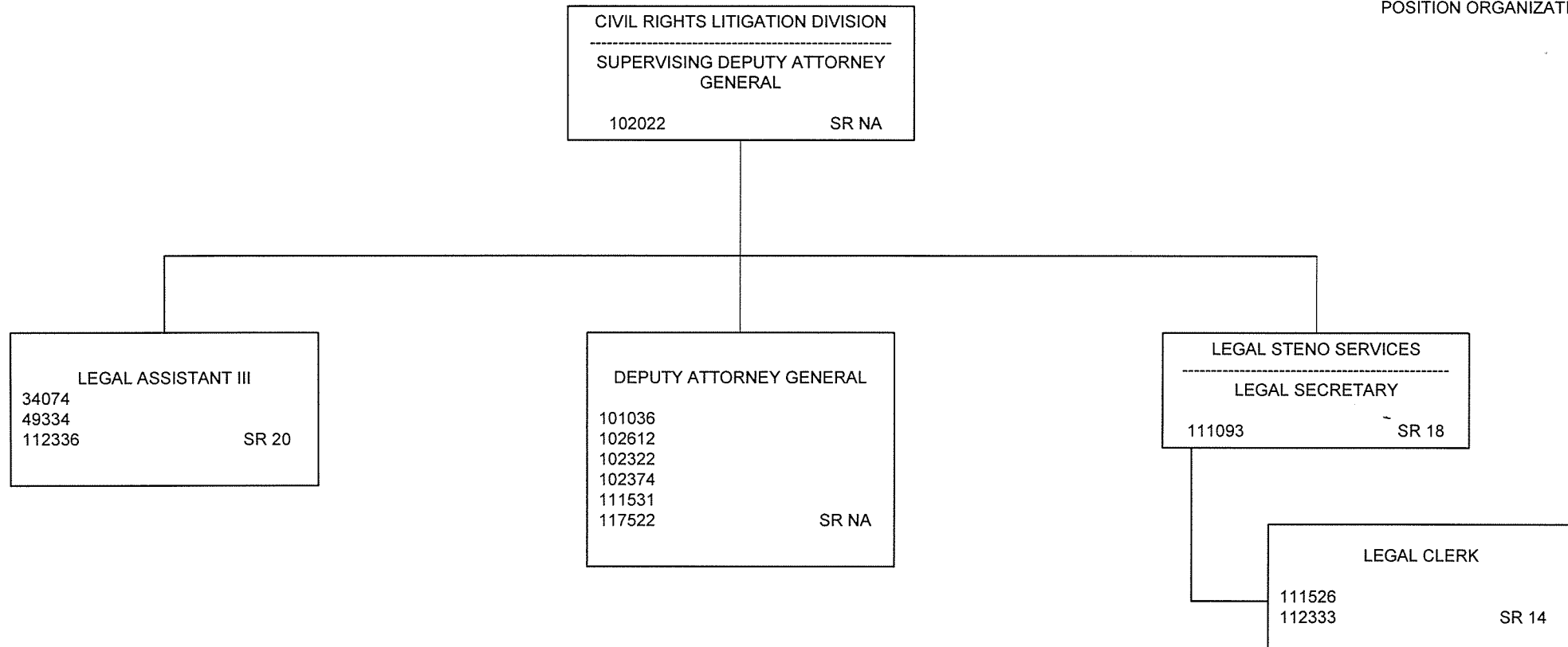


1/ 50% FTE.
 2/ Temp NTE 06/30/2020
 3/ Temp reallocation to Investigator VI

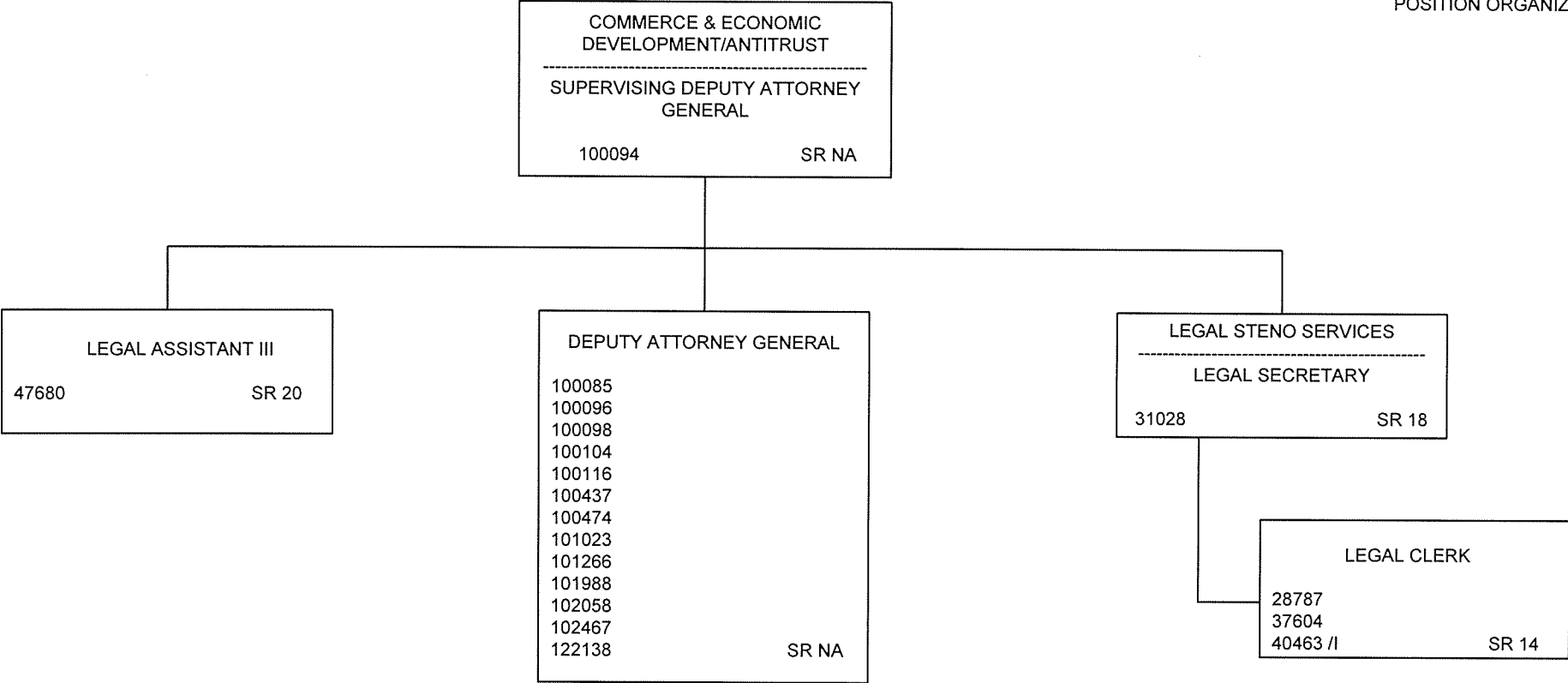




1/ Temp NTE 06/30/2020
 2/ Temp Re-described to Legal Clerk

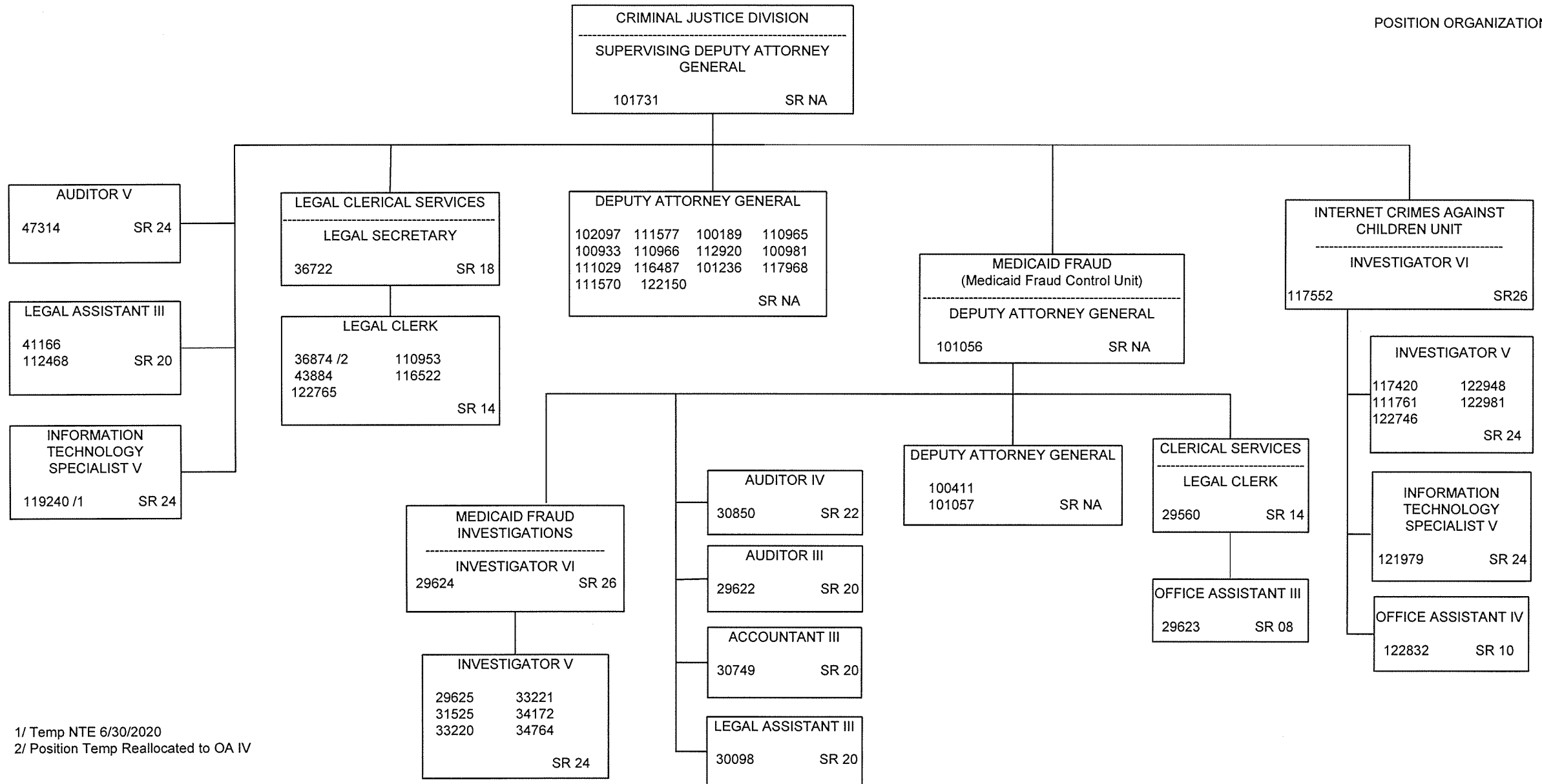


POSITION ORGANIZATION CHART

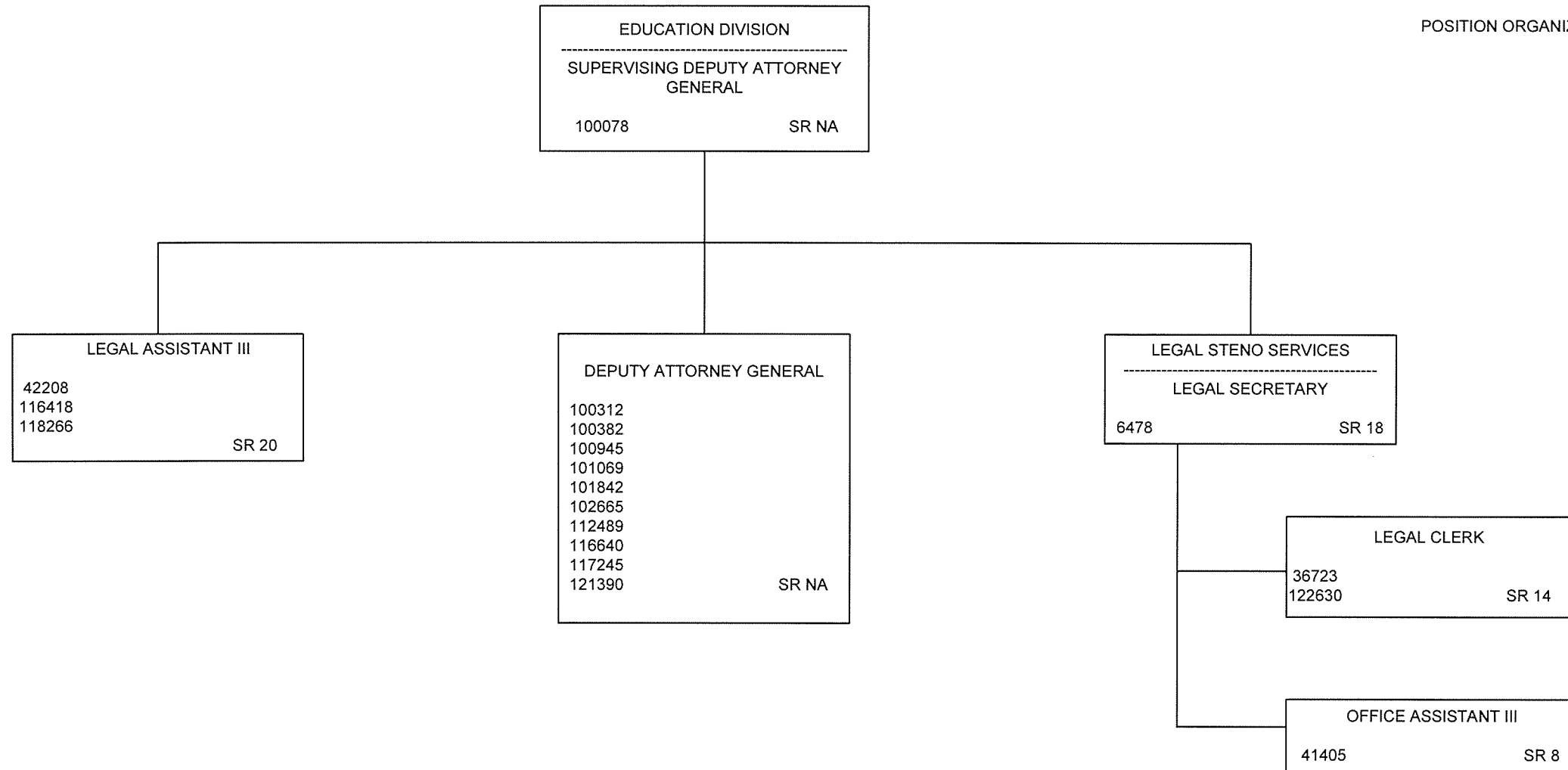


1/Position Temp Reallocated to OA II

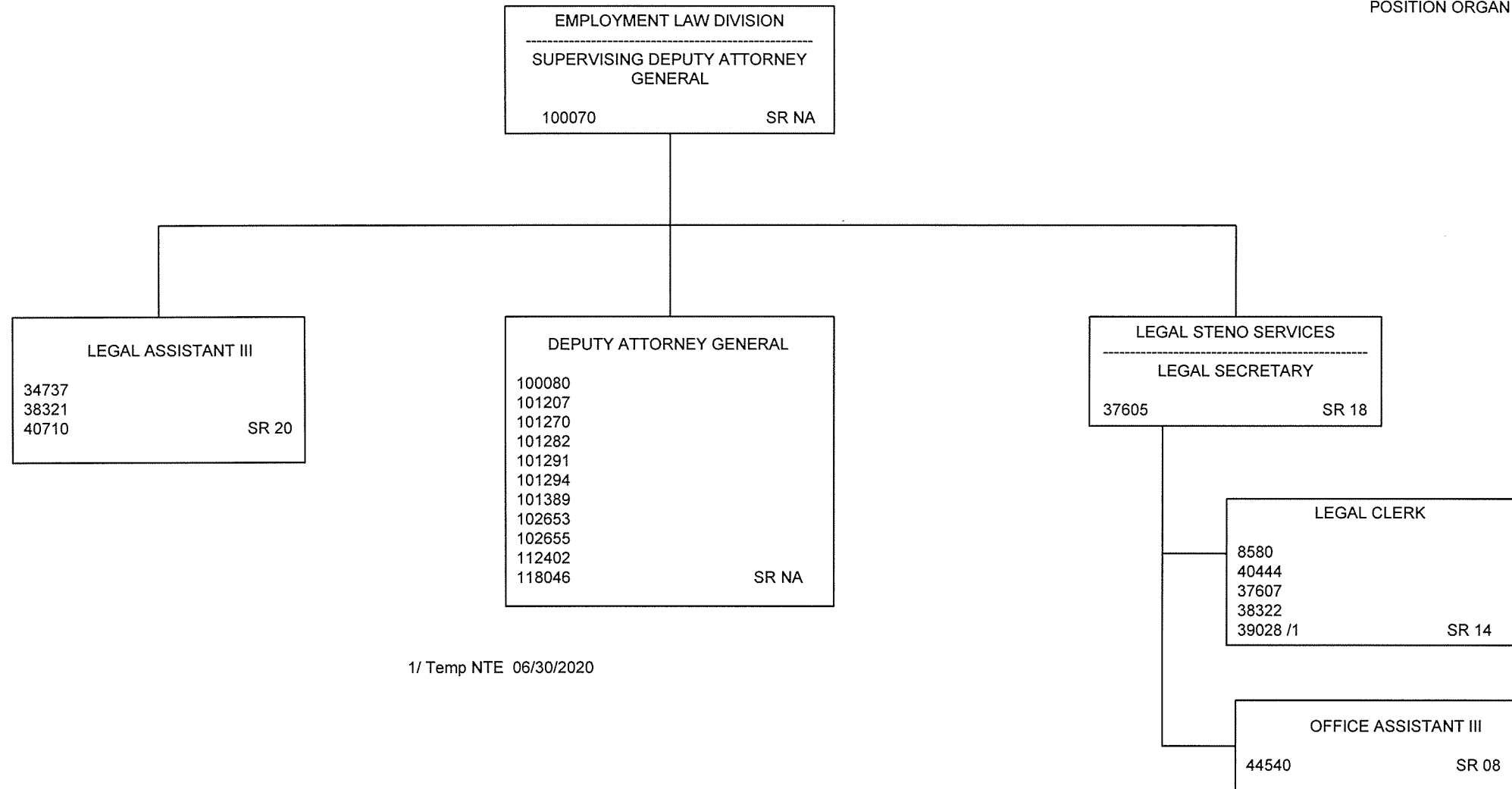
POSITION ORGANIZATION CHART



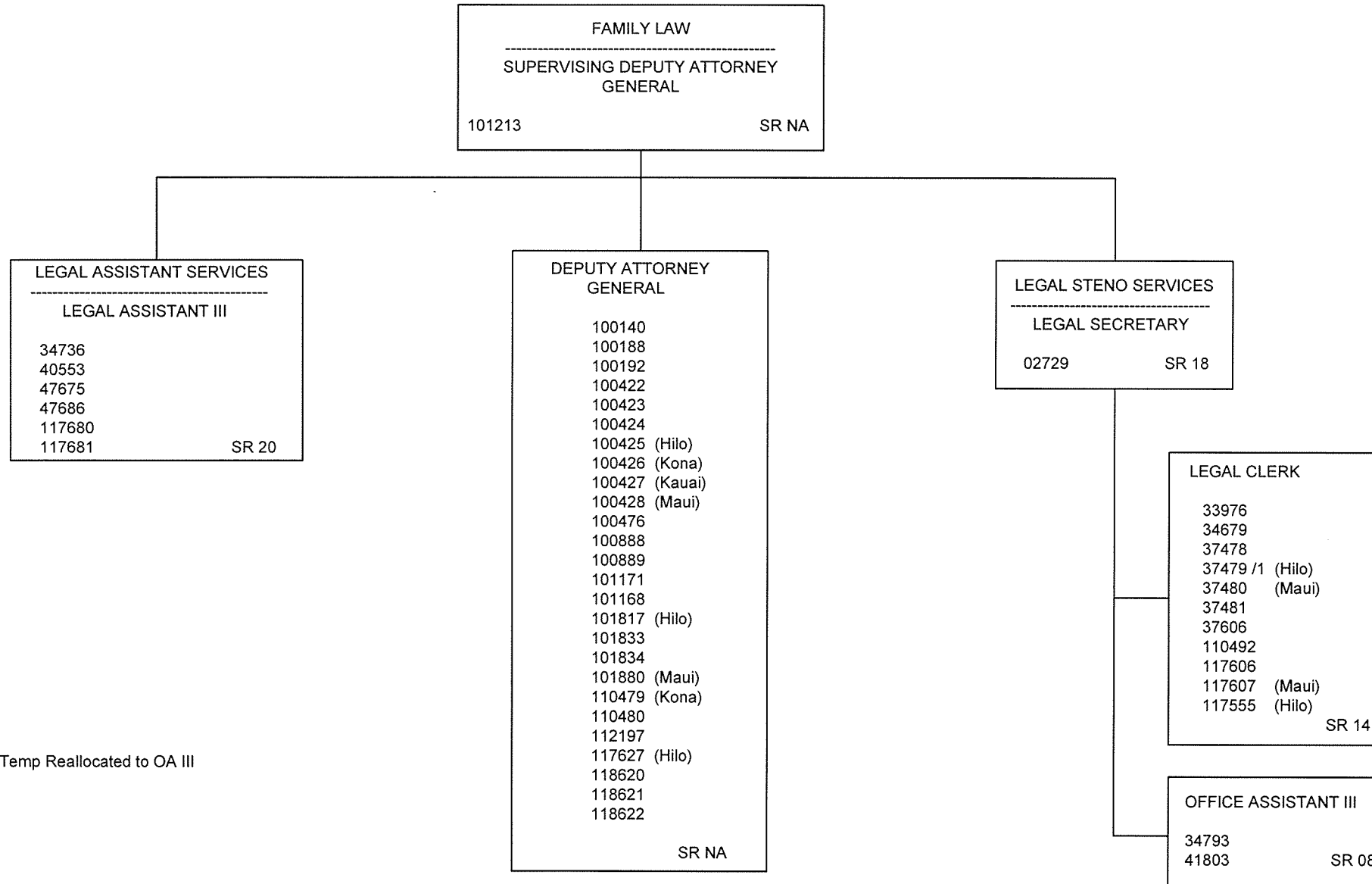
1/ Temp NTE 6/30/2020
2/ Position Temp Reallocated to OA IV



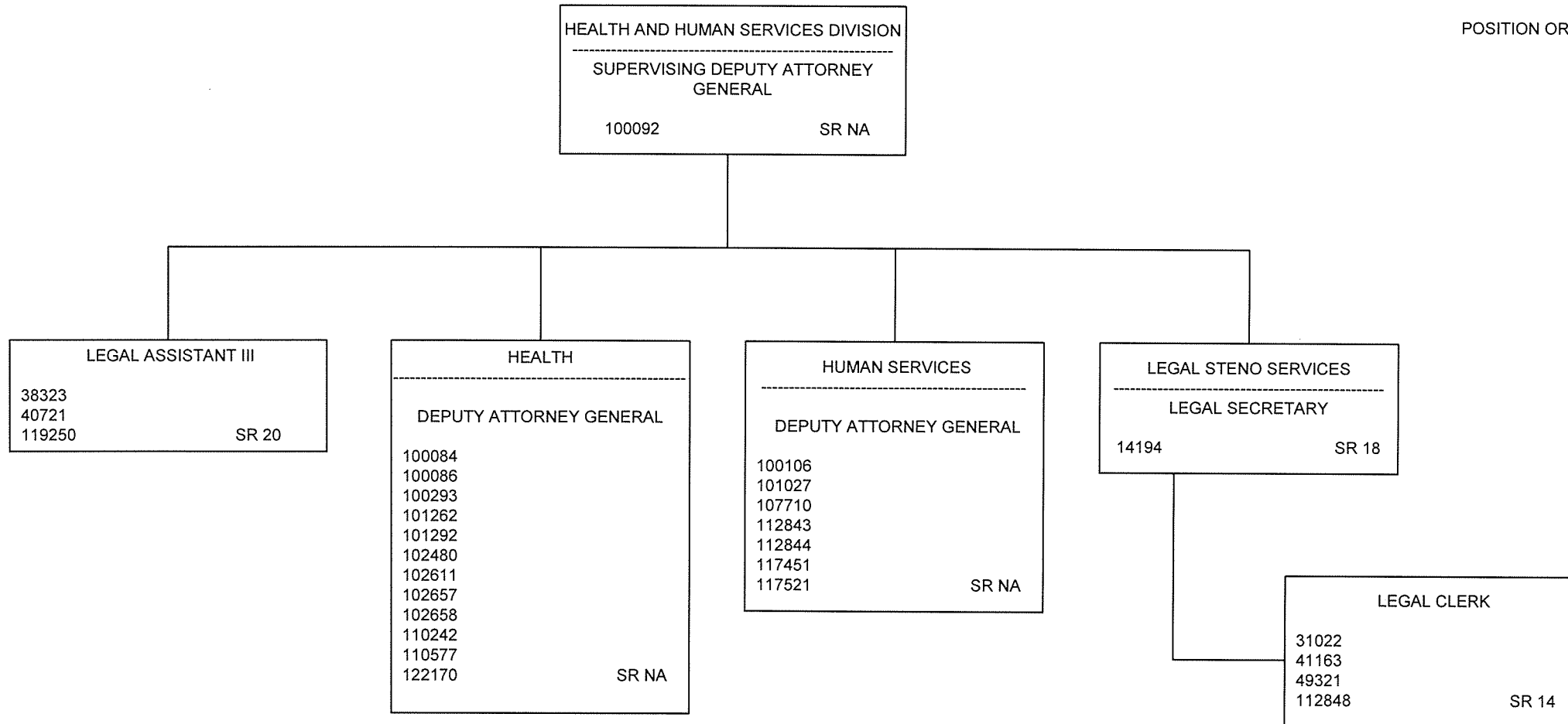
POSITION ORGANIZATION CHART



1/ Temp NTE 06/30/2020

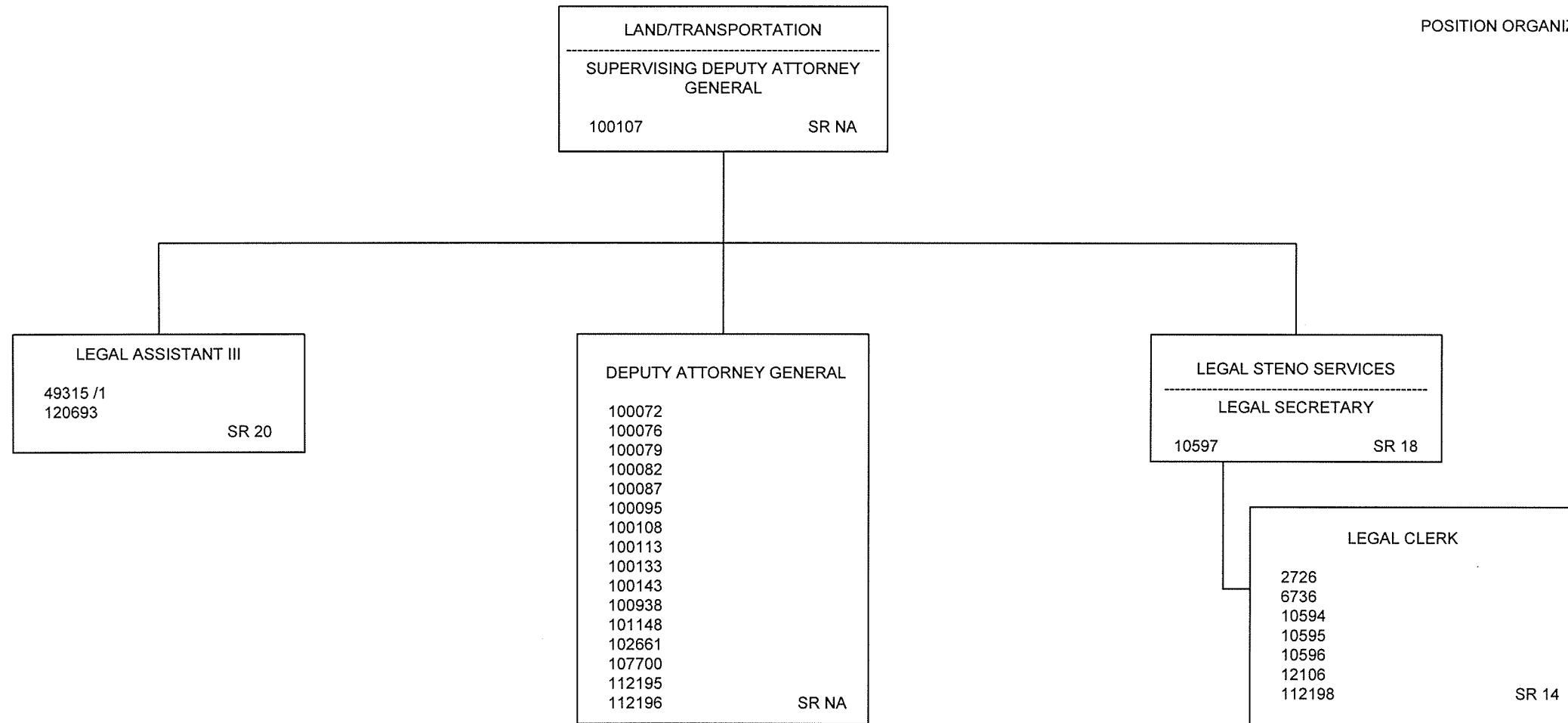


1/ Position Temp Reallocated to OA III



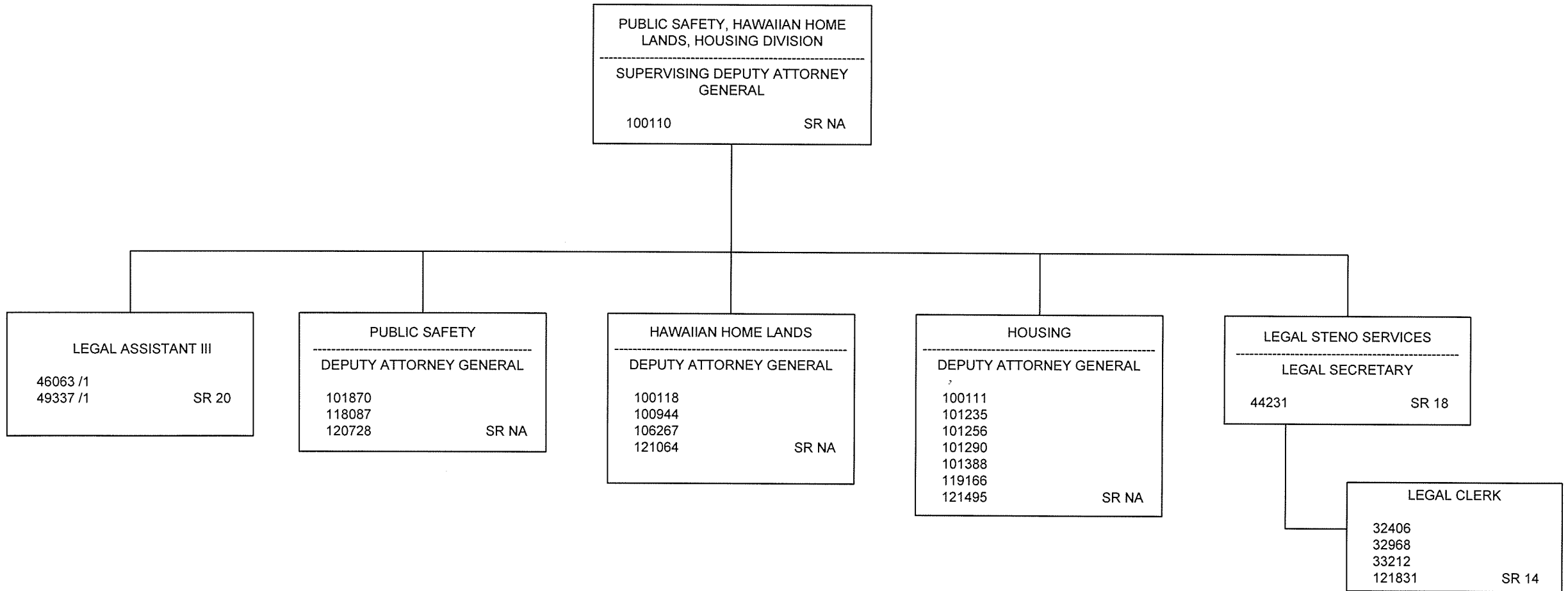


1/ Temp NTE 06/30/2021

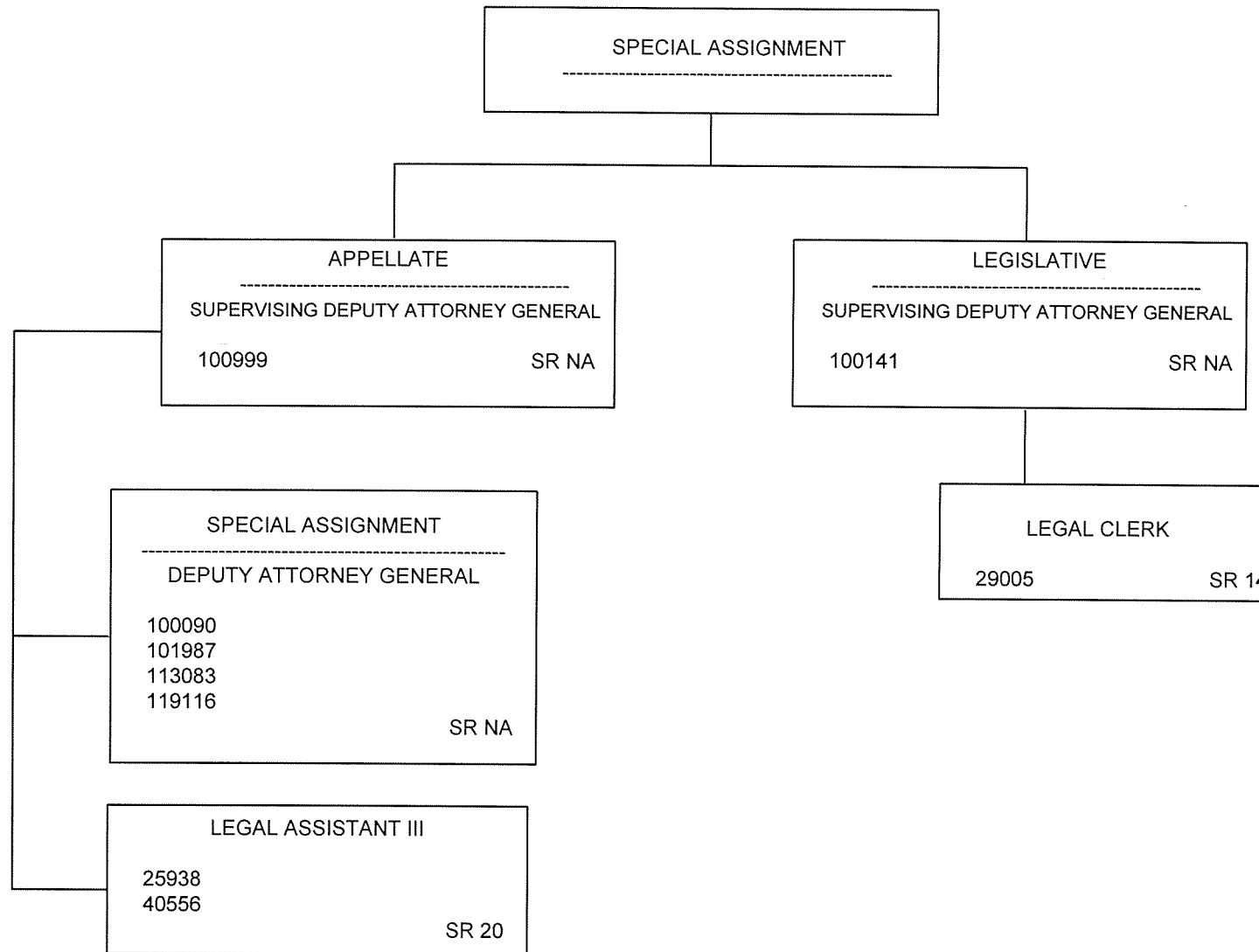


1/ Temp NTE 06/30/2020

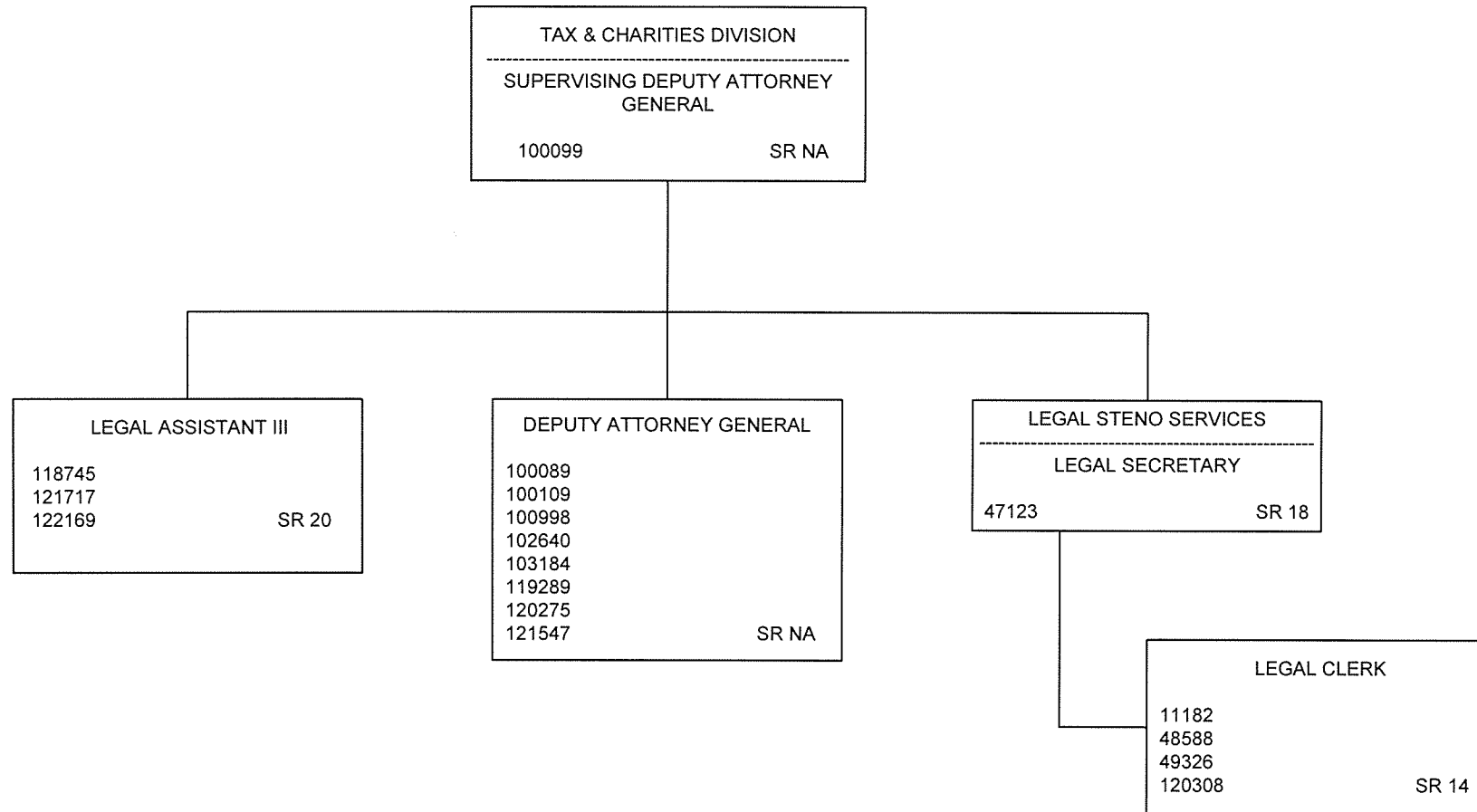
POSITION ORGANIZATION CHART



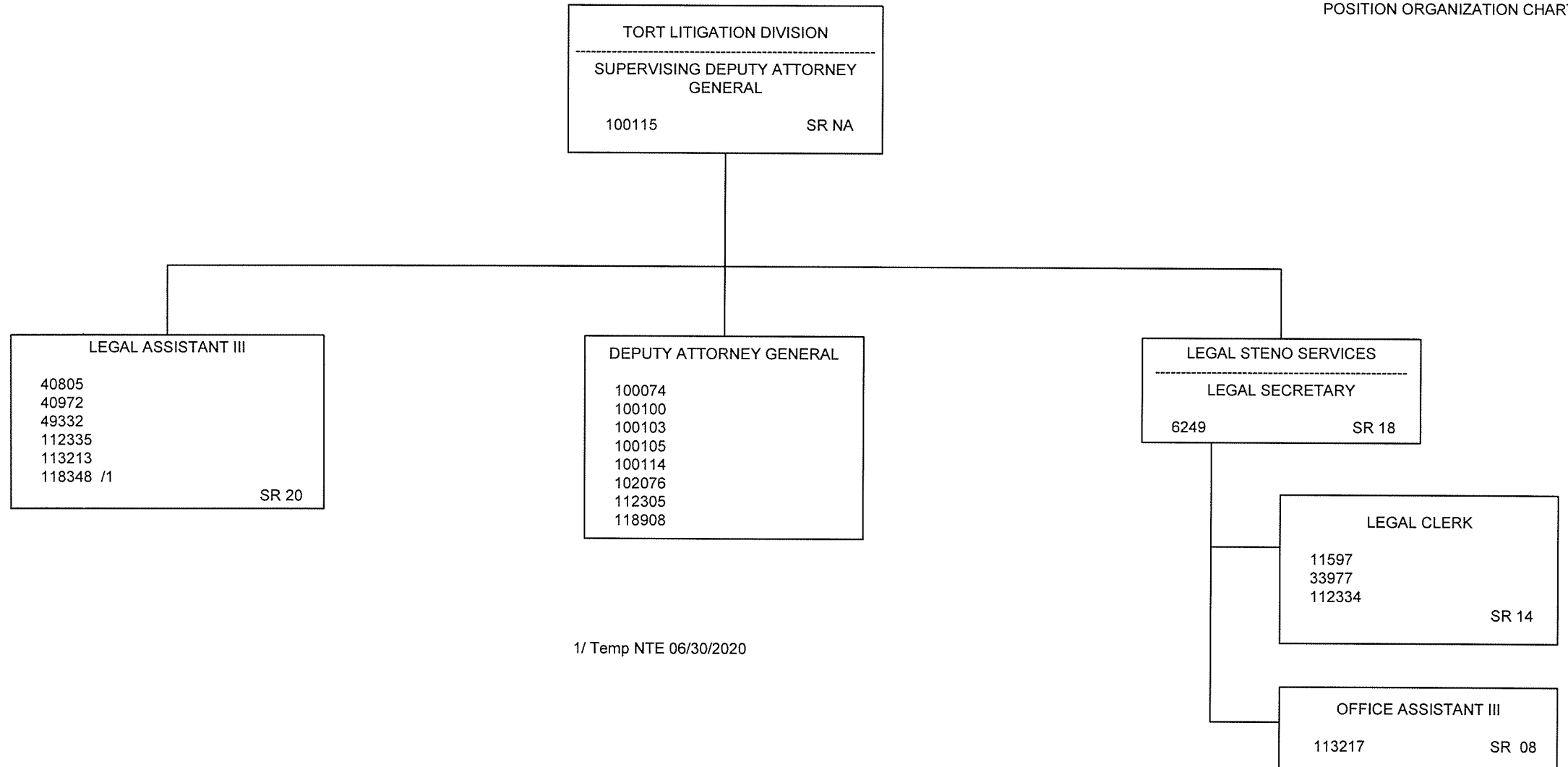
1/ Temp NTE 06/30/2020



POSITION ORGANIZATION CHART



POSITION ORGANIZATION CHART



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

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

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

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.

HUMAN RESOURCES 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 FAMILY SUPPORT AND OPERATIONS BRANCH AND MAUI OPERATIONS BRANCH

The Hawaii Family Support and Operations Branch and the Maui Operations Branch are 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. These two branches are also responsible for paternity establishment cases on their respective island.

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; and receive and process complex correspondence requiring investigation and review.

KAUAI OPERATION BRANCH

The Kauai Operations Branch is responsible for all functional activities listed above for the Hawaii Family Support and Operations Branch and Maui Operations Branch, except for establishing paternity for children.

OAHU FAMILY SUPPORT BRANCH

The Oahu Family Support branch is responsible for establishing paternity cases for Honolulu County. In addition this Branch provides three forms of legal service to the Division.

The first legal service is a Deadbeat Parent Unit. This unit investigates Child Support cases where the arrears are \$10,000 or higher and they have not made voluntary payments for at least two years. Cases are investigated and then taken to court for contempt hearings for non-payment.

The investigation aspect of the Deadbeat Parent Unit is a very active and important part of this Branch. In addition, the Deadbeat Parent Unit is instrumental in negotiating

arrears settlements as part of their enforcement function. This unit works cases state-wide.

The second legal service is provision of a Deputy Attorney General position. This position represents CSED in Family Court on all appeals, enforces liens against a non-custodial parent that has a debt. Takes both non-custodial and custodial parents to court to recover funds owed to CSED.

Finally, the third legal service is a position that represents CSED in all: Financial Institution Data Match (FIDM) cases, Insurance Match cases, Bankruptcies, and other related matters where funds are attached or seized to satisfy Child Support arrearages. This position also files in Probate cases, lien enforcement and QDRO actions.

DEPARTMENT OF THE ATTORNEY GENERAL
CIVIL RECOVERIES DIVISION
FUNCTIONAL STATEMENT

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. CRD administers the Asset Forfeiture Coordination Program which administers the disposition of forfeiture petitions and manages the storage, maintenance, liquidation, and distribution of assets seized and forfeited. CRD also administers the Notary Program which entails processing of new applications and renewals, and tasks affiliated with maintaining and processing of Notary related documentation.

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

DEPARTMENT OF THE ATTORNEY GENERAL
CIVIL RIGHTS LITIGATION DIVISION
FUNCTIONAL STATEMENT

The Civil Rights Litigation Division (CRLD) provides legal defense to the State, its departments, agencies and certain State employees¹ 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.

¹ 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

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.

DEPARTMENT OF THE ATTORNEY GENERAL
CRIMINAL JUSTICE DIVISION
FUNCTIONAL STATEMENT

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, and the Internet Crimes Against Children Task Force 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.

INTERNET CRIMES AGAINST CHILDREN UNIT

- Plans, supervise, and review the work of investigators engaged in ICAC investigations and forensic computer analysis.
- Receive, analyze cases dealing with internet crimes against children.
- Prepare and execute search warrants, and conducts arrests.
- Operation and maintenance of the Computer Forensic Laboratory.

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

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 Form. 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

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

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

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;
- 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, and legal assistants, all of whom provide clerical or other support to the Division.

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

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.

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.

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 identification program, 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, 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) and facial

recognition system, 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.

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

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

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 according 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

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

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

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

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

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

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

The Tort Litigation Division (TLD) provides defense against legal claims made against the State, its departments, agencies and certain State employees². 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

² 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.