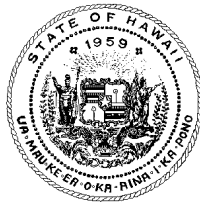


JOSH B. GREEN, M.D.
GOVERNOR



DEPT. COMM. NO. 227

TOMMY JOHNSON
DIRECTOR

Teresita Fernandez
Acting Deputy Director
Administration

Michael J. Hoffman
Acting Deputy Director
Corrections

William Oku
Acting Deputy Director
Law Enforcement

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
DEPARTMENT OF PUBLIC SAFETY
Ka 'Oihana Ho'opalekana Lehulehu
1177 Alakea Street
Honolulu, Hawaii 96813

No. _____

December 22, 2022

The Honorable Ronald D. Kouchi,
President and Members of the Senate
Thirty-second State Legislature
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker
and Members of the House of the
House of Representatives
Thirty-second State Legislature
State Capitol, Room 431
Honolulu, HI 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the **Annual Report to the Legislature for the Department of Law Enforcement**. In accordance with Section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at: <http://dps.hawaii.gov/publications/reports-to-legislature/>.

Sincerely,

Tommy Johnson
Director

Enclosure

Legislative Report for the Department of Law Enforcement



Department of Public Safety
(Ka 'Oihana Ho'opalekana Lehulehu)

Department of Law Enforcement
(Ka 'Oihana Ho'okō Kānāwai)

Acronyms

B & F	Department of Budget and Finance
CALEA	Commission on Accreditation for Law Enforcement Agencies
Dep-A	Office of the Deputy Director for Administration
Dep-E	Office of the Deputy Director for of Law Enforcement
DHS	Department of Human Services
DHRD	Department of Human Resources Development
DLE	Department of Law Enforcement
DLETT	Department of Law Enforcement Transition Team
DOD	Department of Defense
DOH	Department of Health
DOT	Department of Transportation
DOTAX	Department of Taxation
DOTA	Department of Transportation, Airports Division
DOTH	Department of Transportation, Harbors Division
ETS	Office of Enterprise Technology Services
ATG	Department of the Attorney General
HRMS	Human Resources Management System
LAW	Department of Budget and Finance Program ID for DLE
LETD	Law Enforcement Training Division
NED	Narcotics Enforcement Division
OHS	Office of Homeland Security
PSD	Department of Public Safety
SD	Sheriffs Division

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1 Introduction

The State of Hawaii thirty-first Legislature, 2022 passed HB No. 2171, H.D. 2, which primarily focused on the separation of two very succinct and different disciplines within the Department of Public Safety. The bill creates a new Department of Law Enforcement and changes the name of the Department of Public Safety to the Department of Corrections & Rehabilitation. HB 2171 also serves as the impetus for a strategic consolidation plan which would merge assets from the Department of Public Safety, Department of Transportation, Department of the Attorney General, and Department of Defense under one umbrella department, the Department of Law Enforcement.

The Legislature further contends that the consolidation of law enforcement into a single state department would centralize state law enforcement functions to increase public safety, improve decision making, promote accountability, streamline communication, decrease costs, reduce duplication of efforts, and provide uniform training and standards.

1.1 HB 2171 HD2 SD 1 CD1 Signed into Law as Act 278 Session Laws 2022 Relating to Public Safety

On July 8, 2022, Governor Ige signs HB 2171 into law as Act 278, HRS 2022. The Governor previously authorized the establishment of a Special Project to create a transition team to facilitate the foundation for the new Department of Law Enforcement. The special project worked closely with the Department of Public Safety Deputy Director for Law Enforcement to analyze, develop and plan the reorganization efforts. The project examined personnel, equipment, communications, and other infrastructure requirements of the newly established Department of Law Enforcement.

1.2 Mission Statement for the Department of Law Enforcement

The Mission

The Hawaii State Department of Law Enforcement stands for safety with respect for all. We will engage in just, transparent, unbiased and responsive law enforcement, do so

with the spirit of Aloha with dignity and in collaboration with the community; maintain and build trust and respect as the guardian of constitutional and human rights.

1.3 The Mission Concept and Values

The mission concept of the Department of Law Enforcement is founded around the first written law of the Kingdom of Hawaii and remains in the State Constitution to this day, the Law of the Splintered Paddle, Ke Kanawai Mamalahoe.

1.3.1 The Law of the Splintered Paddle

As a young warrior chief, Kamehameha the Great came upon commoners fishing along the shoreline. He attacked the fishermen, but during the struggle caught his foot in a lava crevice. One of the fleeing fishermen turned and broke a canoe paddle over the young chief's head. The fisherman's act reminded Kamehameha that human life was precious and deserved respect, and that it is wrong for the powerful to mistreat those who may be weaker.

Years later when Kamehameha became ruler of Hawai'i, he declared one of his first laws, *Ke Kānāwai Māmalahoe* (the Law of the Splintered Paddle), which guaranteed the safety of the highways to all. This royal edict was law over the entire Hawaiian kingdom during the reign of Kamehameha the Great. Considered one of the most important *kānāwai* (royal edict), the law gave the Hawaiian people an era of freedom from violent assault.

The law provided for the safety of non-warriors during wartime. It became the first written law of the Kingdom of Hawai'i. It was also included in the 1978 state constitution to show Hawaii's concern for the safety and welfare of all of its people and remains in the State Constitution to this day. It is a symbol of servant leadership that elevates the important core values of:

- Caring for and serving one's people
- Standing steadfast for the principles from which leadership privilege is earned
- Knowing and doing what is right

- Taking responsibility for those you serve and
- Doing so with Aloha, compassion and respect

1.4 The LAW Core Values

The lesson learned from the Law of the Splintered Paddle is that you take responsibility for those you serve and do so with Aloha, compassion and respect.

From the Law of the Splintered Paddle core values, the LAW core values are derived:

- RESPECT: Treating everyone with Aloha, honoring the rights of all individuals
- INTEGRITY: As a law enforcement agency of character and principle we are guided by a moral compass in all of our decisions
- COLLABORATION: Build strong partnerships with the community and first response agencies for addressing community-wide challenges that impact community welfare
- DIVERSITY: We embrace the strength of diversity in our employees and our communities.
- All of LAW's efforts done in the Spirit of Aloha.

2 Applicability and Scope

The Operational Plan for the consolidation of law enforcement services, Phase 1, shall focus on Part VII of HB 2171 HD2, SD1, CD1 scheduled to be effective on July 1, 2022. Part VII establishes new positions within the Department of Law Enforcement that are required for the department's operations. These positions include the director of law enforcement, deputy directors, and certain administrative positions that will staff the department, as well as new positions that will be required when parts III and V take effect on January 1, 2024. Part VII also appropriates funds to the Department of Law Enforcement to fill certain positions that will be required to prepare the department for the transfer of functions, personnel, and assets from other departments on January 1, 2024. Part VII further requires the department of law enforcement to report to the legislature, no later than twenty days prior to the convening of the regular session of

2023, the progress made in preparing for the transfer of law enforcement functions to the department on January 1, 2024.

3 Goals and Objectives: Critical Milestone Tasks and Timelines that Have Been Accomplished Towards Consolidation

3.1 Human Resources Tasks

One of the main tasks for the project was completed by filling the six (6) senior management team positions for DLE as outlined in HB 2171, Section 57:

1. The-Director of Law Enforcement
2. The Deputy Director for Administration
3. Private Secretary III
4. Private Secretary II
5. Administrative Services Officer (ASO)
6. Departmental Human Resources Officer (DHRO) II

The position descriptions, classifier’s reports, organizational chart, functional statements and HGEA union consultation letter were drafted and sent to HGEA for these six (6) positions on July 15, 2022. DHRD Classification completed the review of the six (6) positions and received HGEA’s concurrence on the exclusion for the private secretaries, ASO I and DHRO II on October 20, 2022.

Working in collaboration with B&F, DAGS, ETS and DHRD, DLETT managed to establish the Human Resources Management System (HRMS) which then generated program IDs and funding appropriations. The project team received DLE’s appropriation codes from DAGS and established UAC for DLE. This allowed HRMS to go into live production and the six (6) senior management teams positions were filled.

POSITION #	CURRENT
00124509	Director, SRNA, BU:00
00124511	Private Secretary III, SR-24, BU:63
00124507	Deputy Director for Administration, SRNA, BU:00
00124510	Private Secretary II, SR-22, BU: 63
00124506	Administrative Services Officer I, EM-05, BU: 35

00124505	Departmental Human Resources Officer II, EM-03, BU:35
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The draft of the overall DLE org charts, functional statements, and position descriptions for the remainder of the sixty-four (64) positions along with HRD-1s, HRD 256s, and classifier’s reports have been completed.

Axway access is set for DLE as well as the EUTF department ID but the EUTF online access for DLE is still pending. Other tasks include: finalizing Bus pass capabilities in HRMS, setting up access with HCJDC for background checks, setting up billing with Diagnostic Laboratories for drug testing, setting up NEOGOV for online onboarding, coordination with the other departments to discuss transition actions, establishing Worker’s Comp and Temporary Disability Insurance codes, prepare memos for Governor and B&F for the re-organizations, conduct meetings for existing employees from the other departments to discuss re-organization and transition plans that will occur on January 1, 2024 and re-organization consultation memos to HGEA. The target completion date for the above tasks is July 31, 2023.

3.2 Program IDs Established to Create Program Structure and Performance Measures

The DLE in collaboration with B&F established program IDs to begin the process of attaining the administrative framework and other organizational requirements to be an independent department. The Program IDs will be used to create program structure and performance measures for each Program ID.

3.3 Program IDs and Title are as Follows:

- LAW900 (General Administration)
- LAW901 (Office of Homeland Security)
- LAW502 (Narcotics Enforcement Division)
- LAW503 (Sheriff Division)
- LAW504 (Criminal Investigation Division)
- LAW505 (Law Enforcement Training Division)

3.4 Creation of Program Structure Performance Measures

Another task that is connected to establish the Program IDs was to create Program Structure Performance Measures. This is in accordance with Department of Budget and Finance Memorandum No. 22-06, DLE submitted new Level III Program Structure Performance Measures. These newly created Program Structure Performance Measures was submitted to B&F for approval on August 31, 2022 and approved on September 6, 2022. The Program Structure Performance Measures was entered into the Department of Budget and Finance eANALYTICAL database.

On August 12, 2022, DLE re-submitted a memo to the Governor through B&F to propose to establish the Department of Law Enforcement for consideration and approval. The proposed initial organization to establish the new DLE as authorized by Act 278, SLH 2022 was approved on August 25, 2022.

3.5 Allotment to release funds to establish DLE positions authorized

On August 12, 2022, DLE requested the release of, allotment of, and to expend the \$900,000; and to establish and fill the 6.00 full-time equivalent (FTE) positions authorized by Section 57 of Act 278, SLH 2022 for approval. The request to allot and expend for the 6.00 positions was approved on August 25, 2022. DLE had previously requested the general funds specific appropriation to DLE of \$900,000 be expended by PSD on behalf of DLE, for the purposes identified in Section 57 of Act 278, SLH 2022, since LAW is in the process of attaining the administrative framework and other organizational requirements to be an independent Department.

On August 26, 2022, DLE prepared and submitted to B&F a request for allotment (Form A-19) along with the Governor's approval memo to "Allot and Expend FY 23 General Fund Specific Appropriation and Establish and Fill Various Positions as Authorized by Act 278, SLH 2022". The approval to allot and expend releases the \$900,000 in general funds to be expended to be used for the personal services of the 6.00 FTE positions.

On August 25, 2022, the Governor approved the release of \$810,000 in general funds from appropriated \$900,000 (subject to anticipated restrictions) in general funds for FY 23 as authorized by Section 57 of Act 278, SLH 2022. The approved appropriated \$810,000 general fund specific appropriation (G-23-375-V1) was allocated to PSD.

However, after ETS testing and consultation with their own consultant, the State of Hawaii Human Resources Management System (HRMS) will not allow PSD to expend for DLE’s 6.00 full-time equivalent positions.

On October 21, 2022, DLE requested for approval for reallocation of the general fund specific appropriation that was in PSD to DLE and have DLE instead of PSD expend the funds as authorized by Section 57 of Act 278, SLH 2022.

3.6 DLE Operating Budget Submitted

On October 21, 2022, in accordance with Finance Memorandum No. 22-11, Fiscal Biennium 2023-25 Executive Budget Request and the Program and Financial Plan for the Period 2023-29, the Department of Law Enforcement submitted the OPERATING BUDGET Form A and Form A-Attachment, Form B, and Form C for recommendation B&F to the Governor.

The summary table below reflects the FB 23-25 BIENNIUM BUDGET transferred budgeted funds amounts, method of funding (MOF), full-time employees (FTE (P)) and temporary full-time employees (FTE (T)) of law enforcement and their support positions from the following departments of Public Safety, Transportation, Defense, and the Attorney General effective January 1, 2024.

	Transferred Budgeted Funds From Transitional Departments						
	MOF	FY 24			FY 25		
		FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
General	A	332.00	3.50	14,229,501	332.00	3.50	29,490,111
Special	B	22.00	-	82,051	22.00	-	173,128
Federal Funds	N	3.00	4.00	543,857	3.00	4.00	1,087,714
Other Federal Funds	P	0.40	1.50	771,184	0.40	1.50	1,542,367
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	84.60	10.50	6,133,069	84.60	10.50	12,603,778
American Rescue Plan Funds	V	-	-	-	-	-	-
Revolving	W	8.00	-	497,320	8.00	-	1,004,068
Other	X	-	-	-	-	-	-
TRANSFERRED IN TOTAL:		450.00	19.50	\$ 22,256,982	450.00	19.50	\$ 45,901,166

This summary table below reflects the requested total “other adjustments” funding, method of funding (MOF), full-time employees (FTE (P)) and temporary full-time employees (FTE (T)) for the Department of Law Enforcement FB 23-25 BIENNIUM BUDGET starting on July 1, 2023. The Department of Law Enforcement will expand to include the seventy (70) new positions authorized under Section 56 of Act 278, SLH 2022. This will create the administrative and additional operations structure of DLE.

		Requested total “Other Adjustments” Funding					
		FY 24			FY 25		
By MOF	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
General	A	107.00	-	39,344,025	107.00	-	27,047,784
Special	B	(2.00)	-	(73,581)	(2.00)	-	(147,162)
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	(2.00)	-	(28,974)	(2.00)	-	(57,947)
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	(16.00)	-	(428,974)	(16.00)	-	(982,218)
American Rescue Plan Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-
OTHER REQUESTED TOTAL:		87.00	-	\$ 38,812,496	87.00	-	\$ 25,860,457

This summary table below reflects the Grand Total (transferred IN funding from other departments and the requested additional funding, method of funding (MOF), full-time employees (FTE (P)) and temporary full-time employees (FTE (T)) for the Department of Law Enforcement FB 23-25 BIENNIUM BUDGET.

GRAND TOTALS of Transferred Budgeted Funds From Transitional Department and Requested total "Other Adjustments" Funding - FB 23-25 BIENNIIUM BUDGET							
By MOF	MOF	FY 24			FY 25		
		FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
General	A	439.00	3.50	53,573,526	439.00	3.50	56,537,895
Special	B	20.00	-	8,470	20.00	-	25,966
Federal Funds	N	3.00	4.00	543,857	3.00	4.00	1,087,714
Other Federal Funds	P	(1.60)	1.50	742,210	(1.60)	1.50	1,484,420
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	68.60	10.50	5,704,095	68.60	10.50	11,621,560
American Rescue Plan Funds	V	-	-	-	-	-	-
Revolving	W	8.00	-	497,320	8.00	-	1,004,068
Other	X	-	-	-	-	-	-
GRAND TOTAL:		537.00	19.50	\$ 61,069,478	537.00	19.50	\$ 71,761,623

3.7 DAGS approves Appropriation Code

On October 26, 2022, DLE received from DAGS a new appropriation code for the \$900,000, which allows DLE to create UAC code for each of the 6 positions. With the UAC codes, HRMS went into live production, so an interim Director was appointed, and recruitment began for the ASO I and DHRO II posted on November 5, 2022.

4 Legislative Proposals to Amend Act 278 Regarding DLE Procurement Process Authority Over Private Security Contracts to DLE to Remain with DOH, DOD and DHS.

HRS 278 pages 52 & 53 declares the functions and authority relating to the procurement process for private security contracts for DOD, DOH, and DHS be transferred to the DLE after January 1, 2024. Administrative and procurement officers for DOD, DOH and DHS request for retention of private security contracts remain with their individual agencies as it would be financially advantageous and efficient for private contracts to meet the individual security needs of each of their facilities. Legislative justification sheet and letters in support of the amendment proposal are submitted for private contracts to meet the individual security needs of each of their facilities.

Legislative justification sheet and letters in support of the amendment proposal are submitted herewith as Annex C1, C2 and C3.

4.1 Legislative Proposal to Have DLE Included in the Enhanced 911 System for Emergency Alerts and a Legislative Proposal to Add an Additional Seat to the Enhanced 911 Board.

The purpose of the Enhanced 9-1-1 Board is to perform administrative duties necessary for administering the 9-1-1 fund. The dedicated Enhanced 9-1-1 Fund is a special fund created to ensure adequate funding for all Public Safety Answering Points (PSAPs). The Board is also responsible for sustaining enhanced 9-1-1 service and developing future enhanced 9-1-1 technologies.

Currently, DLE does not have a seat on the Board. The Department would like to amend the law to add the Director of Law Enforcement or designee to the Board. This would allow State law enforcement to participate in the statewide discussions and help guide Hawaii towards being a nationwide technology leader.

5 Coordination of DLE Dispatch Services to be Centered at the JTMC as a Part of Phase II of the Consolidation Plan

In addition to a seat at the table of the Enhanced 9-1-1 Board, DLE would like to deploy resources at the Joint Traffic Management Center to improve statewide dispatch services. Having coordinated resources with Honolulu Police Department will help to address jurisdictional issues and prevent multiple agencies from unnecessarily responding. The joint effort will also assist in larger investigations or emergency response situations where all units from multiple agencies are required to respond.

6 DLE Facility Planning

Since July 2022, the Department of Law Enforcement transition team (DLETT) has been working with the Department of Accounting and General Services (DAGS) Public Works and Leasing Sections to complete the process of finding a new centralized work site. The new DLE office space would function as the centralized headquarters for state law enforcement. To that end, the new office space would need the following capabilities, including, but not limited to:

- Providing a centralized site to house support services such as: the Director and Deputy Director's offices, human resources, administrative services, and information technology
- Providing a centralized site to house the Criminal Investigation Division and Sheriff Division administration
- Providing meeting places and conference rooms to plan and execute law enforcement operations and responsibilities
- Providing private interview and interrogation rooms to interview witnesses and interrogate suspects
- Providing storage spaces to securely store sensitive files, records, evidence and weapons
- Have the capacity to install and use modern communication and physical security systems.

The process of finding a new work site required several steps. First, the DLE transition team needed to create and finalize organizational charts. Second, the transition team needed to calculate the authorized individual work and storage spaces for a potential new facility based on the organizational chart and the storage space requirements particular to a law enforcement facility such as secure storage and physical security. In the fall of 2022, the preliminary space requirements for the new DLE facility were calculated and the DLE transition team formalized a request to the 2023 State Legislature for funding to locate, lease, furnish, equip and operate a new DLE centralized facility for the DLE.

7 DLE IT Enhancement Planning

To enhance and protect the community of Hawaii, the Department of Law Enforcement (DLE) is dedicated to investing in Next Generation law enforcement internet technology solutions that will allow DLE to prioritize innovation and staffing needs. IT enhancement will promote an open, interoperable, reliable, secure, data management systems and reliable communications infrastructure.

7.1 A Multi-year Three Phased Approach

In furtherance of this initiative, the DLE has met with internal stakeholders, external law enforcement partners and private industry vendors to determine the needs and priorities to bring DLE to the forefront of law enforcement technology in the State of Hawaii. A

multi-year three phased approach has been developed and is forecasted to begin implementation July 1, 2023, with initial functionality ready on January 1, 2024 when the transfer of functions, personnel and assets from the other departments will occur.

7.2 A Robust Command & Control Capability Required

The integration of multiple component agencies with disparate records and communications infrastructure in the DLE requires a robust command and control capability to support critical decision making during all phases of law enforcement operations.

7.3 An Upgrade in Advanced IT Technology Needed

Most of the DLE component agency systems are more than a decade old, they demand more rapid maintenance cycles resulting in considerably higher cost of operations per annum. The Department of Law Enforcement can gain significant operating and maintenance savings by purchasing new technology instead of maintaining older stand-alone maintenance and personnel intensive systems. The funding will be used to replace obsolete “stand-alone” dispatch, radio, voice, video, records management system, case management system, and integrate legacy data from the incoming component agencies with modern technologies that enable system integration across all operational functions within DLE.

7.4 An IT Program that Permits Integration of System Capabilities

The program will address current challenges of integrating system capabilities within the law enforcement mission operations such as:

- Latency: personnel must query and process information from multiple, disconnected systems to understand complex events, communication between State, Local and Federal Law Enforcement is hindered due to interoperability issues of legacy and current technology.
- Scalability: systems require dedicated personnel to monitor each system.
- Efficacy: a high reliance on manual processes / reports and radio / phone communication places hard limits on the effectiveness of law enforcement operations, creates a public safety issue through delayed response to critical incidents and as well as officer safety issues.

- Proactivity: Analyze and partner data as is not easily leveraged to obtain advance warnings / alerts or to discover patterns / anomalies of interest.

7.5 Creation of IT “Family of Systems” Capability that is Flexible, Reliable, Secure and Cost Effective

Computer Aided Dispatch, Records Management System and Case Management Systems will be integrated as a “Family of Systems” around a CAB (Create, Adapt, Buy) conceptual approach, to deliver a capability that is flexible, reliable, secure and cost effective. This will consolidate duplicative capabilities and remove those that do not integrate with a standards-based approach.

This initiative ensures data associated with law enforcement operations is received, stored, processed, and transmit securely via a resilient architecture. This initiative specifically supports the DLE efforts to accredit and operate communication, records and information systems that support law enforcement operations.

Failure to fund delays recapitalization of obsolete communications systems, promotes continuation of stovepipe systems and fails to leverage converged enterprise solutions negatively affecting the strengthening of the mission of the Department of Law Enforcement.

8 The DLETT has managed to successfully overcome many tasks and milestones and is in line to complete the Goals and Objectives of Consolidation to make the Department of Law Enforcement a successful law enforcement entity.

ANNEX A: Funcional Statements of Newly Created Department of Law Enforcement and Subordinate Divisions of LAW:

A1 DEPARTMENT OF LAW ENFORCEMENT FUNCTIONAL STATEMENT

Centralize the state law enforcement functions to adhere to its’ newly created mission statement, and its’ core values to include the values of increased public safety, improve decision making, promote accountability, streamline communication, decrease costs, reduce duplication of efforts, and provide uniform training and standards. The goals of the Department of Law Enforcement include:

- (1) Establishing a partnership with the federal Joint Terrorism Task Force to protect the State from domestic and foreign threats
- (2) Eliminating the narcotics epidemic that plagues Hawaii's communities through its commitment of investigators in the federal High Intensity Drug Trafficking Area task forces
- (3) Expanding the narcotics canine program
- (4) Reducing gun violence and other violent criminal acts in island communities through participation in the federal Project Safe Neighborhoods program.

A2 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DIRECTOR

Under general direction of the Governor of the State of Hawaii, plans, directs and coordinates the various activities of the department to provide for the safety of the people of Hawaii.

- Plans, organizes, and directs comprehensive staff services in overall departmental planning and budgeting.
- Directs the review and analysis of programs and operations to ensure effectiveness and economy of activities and compliance with legal and programmatic requirements.
- Directs planning and programming for the short and long-range development of management systems, program services and capital improvements.
- Directs budget formulation and justification, including comprehensive review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies and contract services.
- Assess changes in community conditions and outlook that might impact the Department's public safety mission.
- Directs the development of departmental rules and regulations, policies, and procedures to ensure a sound legal administrative framework for departmental decisions and actions.
- Communicates departmental policies, goals, and objectives, and provides overall leadership to departmental staff to achieve unity of purpose, effective operation, and a high-level morale.
- Recommends or approves departmental reorganization as authorized by the Governor, operating and capital improvements budgets, and statutory and other changes; presents justification and oral testimony at legislative hearings and

- briefings, as well as any other related meeting; and directs necessary follow through and implementation based on approvals and authorizations received.
- Promotes legislative, community, and inter-agency rapport and support for departmental efforts through informational, personal contact, and other means.
 - Maintains effective working relationships with Federal, State, and County criminal justice agencies to foster coordination, collaboration, enhance the sharing of information and expertise, and improve the delivery of services, as applicable.
 - Authorizes contracts for goods and services.
 - Directs control for the safekeeping and authorized use of departmental equipment, supplies, material, facilities, funds, and other resources. • Plans, organizes, and coordinates the development of a comprehensive and integrated in-community program for offenders.
 - Provides advisory, consultative, and technical support services to operations in the implementation and management of community programs.
 - Conducts studies and prepares reports on various issues relative to community programs. Monitors the performance of community programs delivered by departmental operations. Analyzes and evaluates programs; and modifies program plans and priorities, as necessary.
 - Maintains liaison with community agencies or groups; coordinates program planning with community agencies; negotiates contracts with private providers for community-based programs.
 - Monitors the performance of private service contractors; provides periodic inspection of private and public community-based programs.
 - Maintains liaison with agencies and jurisdictions to resolve major project issues; establishes inter-agency agreements, as necessary.
 - Plans, develops, and organizes a departmental project management system, including a project validation and prioritization system to ensure maximum utilization resources.
 - Establishes time schedules for completion of approved projects; and ensures that projects move expeditiously towards completion.
 - Coordinates and monitors projects; conducts field visits to review progress of projects; and evaluates performance of projects.

A3 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

Under the general direction of the Director of Law Enforcement, administers, through subordinate staff offices, administrative systems, services and operations in and for the Department pertaining to general program planning, programming and evaluation, program budgeting, capital improvements, fiscal accounting and auditing, payroll, procurement and contracting, human resources, information technology, special programs, and other relevant functions consistent with sound administrative practices and applicable Federal, State, and Departmental laws, rules and regulations.

- Plans, organizes, directs, and coordinates a comprehensive and integrated system of staff services to facilitate Departmental planning and budgeting, assist operating units in accomplishing program objectives, and ensure the proper accounting and utilization of resources.
- Recommends and adopts operating policies concerning staff services and develops and implements Department-side procedures to ensure appropriate and consistent operations and the adequacy of staff services.
- Reviews staff service plans, organization/reorganization, critical issues, proposed actions, and recommends executive approval, as necessary.
- Plans, organizes, directs, and coordinates a comprehensive staff training and development system to ensure that all personnel are trained in the technical, administrative, and managerial aspects of operations.
- Conducts the ongoing monitoring of staff services to ensure the effectiveness and efficiency of operations; and directs field visits, workshops, published manuals, special instructions, and other means to promote Department-wide adherence to policies and procedures relative to administrative services.
- Maintains liaison with staff agencies and legislative committees to ensure Departmental compliance with guidelines, data requirements, and deadlines; and to ensure effective needs for favorable consideration.

A4 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
ADMINISTRATIVE SERVICES OFFICER

Under the general direction of the Deputy Director for Administration, manages departmental general internal fiscal, human resources management, informational

services, internal support assistance to the Director in exercising responsibilities as executive of the department. Advises and provides staff services in the area of program budgeting and planning, management of available resources and facilities management.

A5 ACCOUNTING/BUDGETING STAFF

Under the general supervision of the Administrative Services Officer, conducts the departmental operating budget preparation, justification, and execution process. Manages departmental administrative staff services in fiscal management including accounts record keeping and auditing, financial reporting, vouchering for purchases of goods and services, payroll preparation, and equipment and capital assets inventory record keeping and disposal management.

- Conducts operating budget preparation through dissemination and interpretation of budget instructions, review and compilation of requests, and summarization of significant aspects and justifications for departmental management consideration; prepares budget documents in proper form.
- Assists departmental management in presenting budgetary needs and justifications through the executive budget and legislative review process; coordinates requests for data and assists in liaison with the Department of Budget and Finance and various legislative committees.
- Coordinates the preparation of the departmental expenditure plan and reviews all requests for operating budget allotments.
- Maintains oversight of the budget through the review of financial reports, analysis of the budget impact of program changes, and control of the transfer of funds between accounts.
- Provides consultative and advisory services to assist in improving the Department's administrative and management systems, and to make more efficient use of authorized resources in achieving the Department's goals and objectives.
- Establishes and maintains general and detailed ledger of accounts, including the internal transfer of funds and reconciliation with the Department of Accounting and General Services (DAGS) central ledgers.
- Compiles and analyzes fiscal data and prepares reports on appropriations and allotments, status of funds, and encumbrances and expenditures, including reports on financial trends, potential problems, and other developments; interprets fiscal data for management purposes.

- Informs and instructs operating units on fiscal record keeping and reporting requirements, and related topics.
- Initiates and oversees annual Departmental physical inventory and conducts equipment disposal activities.
- Reviews payroll changes documents, calculates, and verifies adjustments, follows up on discrepancies and corrections, posts changes to payroll change schedule for submittal to DAGS for preparation of salary warrants and performs related functions.
- Receives, reviews, and processes transfer of vacation and sick leave credits.
- Pre-audits encumbrances and expenditure documents, posts records, and performs dataentry to encumber funds or liquidate encumbrances in State's financial management information system; verifies reports.

A6 HUMAN RESOURCES STAFF

Under the general supervision of the Administrative Services Officer, manages a comprehensive system of human resources staff services to assist departmental management in the effective recruitment, retention, and utilization of personnel resources through programs of staffing and technical services, labor relations, employee relations and safety, and employment transactions and records, and to assure departmental compliance with Federal and State employment laws, rules and regulations, and negotiated collective bargaining contracts pertaining to employees in bargaining units 03, 04, 13 and 14.

- Supervises the personnel program of the entire department by providing services in personnel management functions such as classification, job evaluation, employee relations, employee training and development, Labor Relations, Civil Rights (EEO/AA), personnel transactions and maintenance of personnel records.
- Advises the department director, supervisors, and other employees regarding application of appropriate personnel management practices and of existing personnel laws and rules, and collective bargaining agreements.
- Assists departmental units in planning for their personnel needs.
- Plans, coordinates, and assists in the implementation of training programs.
- Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

- Serves as the department liaison unit with the Department of Human Resources Development.
- Conducts job analyses and prepares or reviews proposed job descriptions.
- Provides technical assistance to management in organizational matters to ensure appropriate staffing, recruitment, hiring and termination.
- Assists the Director in developing and implementing the Department's Affirmative Action Plan.
- Deals with labor relations matters involving union, members, and others.

A7 INFORMATION SERVICES AND TECHNICAL STAFF

Under the general supervision of the Administrative Services Officer, the Information Technology Systems (ITS) Unit is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology systems and processing for the department statewide. The ITS Unit provides business application development and maintenance, project planning and management, system software, hardware management, telecommunications and network management and support, technical training, operations of the Department of Law Enforcement (DLE) computing facility including data control and technical help desk functions.

- System Support and Services provides technical and project expertise and monitors the progress of the assigned departmental and divisional IT projects.
- Provides planning, managing and administrative services assistance to the IT administrator and staff; in the area of strategic and tactical planning to achieve IT goals and objectives and work requests and prepares status reports and conveys concerns regarding the quality and progress of system/projects; assist in the finalizing of the office budget and expenditure plan.
- Plans, coordinates, develops, evaluates, monitors, and assists in proposal and contract processing in the acquisition of IT hardware, software, and services.
- Applications Development and Maintenance Staff: Administers, plans, coordinates, and directs all Applications Systems Design, Development, Implementation and Maintenance for departmental business application computer systems. Provides analyzes, construction and programming for all Information Processing computer systems for all the various Federal and State programs for the divisions and the various staff of the DLE.

- Provides overall project management expertise and assistance in project management for all systems development projects; works with various department offices and division administrators to implement automation initiatives; assist in development of the advance planning document or the system development and implementation project plans; provides all system analysis and design services and computer programming services to the end users community; and provides daily operational support and maintenance in all aspects of data processing requirements for end users community.
- Telecommunication Services Section – Analyze network traffic and available communication capacity; upgrade, improvements, reconfiguration of communication devices and transmission media to provide sufficient transmission speed and bandwidth.
- Network Planning and Management Section – oversees and manages the activities of the DLE computer networks including LANs, WANs, and Internet systems.
- Plans, coordinates, and manages activities involving data and video communications. Directs the network architecture design and determines network system software. Oversees the development of policies, standards, and procedures, long-range plans, and goals for network access within DLE.
- Manage, plans, and directs office automation usage and the development of customized office automation application and databases. Provides technical expertise in the support of client applications and Web development.
- Provides planning, managing and administrative services assistance to the IT administrator and staff; in the area of strategic and tactical planning to achieve IT goals and objectives and work requests and prepares status reports and conveys concerns regarding the quality and progress of system/projects; assist in the finalizing of the office budget and expenditure plan.
- Plans, coordinates, develops, evaluates, monitors, and assists in proposal and contract processing in the acquisition of IT hardware, software, and services.
- Applications Development and Maintenance Staff: Administers, plans, coordinates, and directs all Applications Systems Design, Development, Implementation and Maintenance for departmental business application computer systems. Provides analyzes, construction and programming for all Information Processing computer systems for all the various Federal and State programs for the divisions and the various staff of the DLE.

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- Manage, plans, and directs office automation usage and the development of customized office automation application and databases. Provides technical expertise in the support of client applications and Web development.

A8 INTERNAL SUPPORT SERVICES STAFF

Under the general supervision of the Administrative Services Officer, provides various office services in support of administrative services office operations.

- Operates and maintains the Department's mailroom; maintains a system for the control and disposition of all incoming and outgoing correspondence.
- Operates and maintains a directive system and administrative policies and procedures.
- Operates and maintains the Department's messenger service.
- Operates and maintains the Department's communication routing system.
- Provides other clerical and housekeeping services to the Deputy Director for Administration.

A9 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
LITIGATION COORDINATION OFFICE

Under the general direction of the Deputy Director of Administration; develops and implements policy and procedures through subordinates' staff for the purposes of litigation coordination, information requests, administrative rule making, and administrative tort claims. Oversees services and procedures for the law enforcement department in these subject areas.

- Provides expertise and advice to the Director and administration to the areas of litigation coordination, information requests under HRS § 92F, and administrative tort claims.
- Provides the Director with input and expertise regarding proposed legislation affecting subject matter under the auspices of the unit.
- Develops training for the department in the areas of expertise (litigations, tort claims, and policy interpretations).
- Serves as a department liaison with the courts, prosecutor's offices, the Federal Detention Center, and other criminal justice agencies.
- Coordinates with the Attorney General's Office on litigation filed against the department or its staff, as well as interpretation and development of policy and procedures.
- Conducts analysis and evaluation of all programs and processes within the office.
- Oversees the development and maintenance of records and data for litigation coordination, tort claims, and information requests.
- Serves as the Department Coordinator for Policies and Procedures.
- Maintains expertise regarding unlawful harassment, equal employment opportunity, external contract compliance, and affirmative action through knowledge of statutes, statutory changes, judicial rulings, and Federal and State rules, regulations, and directives.
- Promotes departmental civil rights compliance through the regular and systemic dissemination of information throughout the department, training programs, advisory services, and data collection and analysis; assists departmental staff with relevant projects.
- Monitors, reviews, and evaluates the department's compliance with the Language Access Law, Americans with Disabilities Act, Title VI and VII of the

Civil Rights Act, HRS 368 and 378 and other federal, and other federal and state civil rights laws.

- Acts as a liaison to provide information and technical assistance to program managers, administrators, and others on matters relating to civil rights programs.
- Investigates, evaluates, and conciliates civil rights complaints from employees, applicants, and the general public.
- Reviews, evaluates, and recommends changes to internal employment policies, practices, and training opportunities to assure compliance with State and Federal civil rights laws and regulations.
- Maintains case files, statistics, and other program materials, and prepares required reports.

A10 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
SPECIAL PROGRAMS

Under the general supervision of the Deputy Director for Administration assists in long- and short-range planning activities and coordinates the implementation of actions to accomplish the policy direction of the Department; provides policy development support and grant-seeking activities; coordinates and processes legislative materials and administrative rule activities affecting the Department; monitors the effectiveness of the Department's efforts to meet its stated mission, goals, and objectives; conducts the departmental capital improvements program of construction, repairs and maintenance, budget preparation, justification, and execution process; organizational analysis; perform research and statistics; maintain records and forms management.

- Develop, coordinate, and conduct planning projects and prepares reports on departmental plans, including long and short-range plans and special studies to the Director, the Legislature, other public and private agencies, and the general public.
- Provide technical advice and assistance to program managers on program-based planning activities.
- Develop, coordinate, and provide technical assistance on grant proposals and other funding mechanisms which enhance program activities.
- Assist departmental management in presenting capital improvements needs and justifications through the executive budget and legislative review process;

coordinates requests for data, and assists in liaison with DAGS and various legislative committees.

- Coordinate with the preparation of the annual capital improvements construction, repairs and maintenance programs, reviews project schedules, and prepares requests for release of funding allotments.
- Maintain oversight of the capital improvements budget through the review of project progress reports, proposed contract change orders, fund status, equipment needs and systems, maintenance and repairs.
- Recommend equipment specifications, operations, policies, and procedures governing use and safekeeping of equipment, repair and replacement schedules, space, physical plant requirements, alternative approaches, costs, and benefits.
- Plan and coordinate all major repair and preventive maintenance projects relative to facilities and environment; monitor and inspect operations to ensure the optimum use of equipment, and compliance with standards and regulations; and recommends changes and improvements to systems; coordinate activities with environmental health and safety organizational segments of the Department; maintains liaison with various Federal, State, and county government agencies.
- Conduct and develop means, methods, and procedures for the collection, retrieval, compilation, analysis, and reporting of operational, and other data pertinent to understanding departmental programs and operations, and other external factors impacting programs and operations; and prepares reports of findings.
- Provide research and statistical support for program planning and evaluation, resource allocation, and other departmental purposes, and prepares special statistical reports as required.
- Advise and inform organizational components on statistical data reporting procedures to ensure completeness and accuracy of data received and serves as central depository for departmental statistical information.
- Conduct research studies through the application of research and statistical methods.
- Advise and guide the Department in establishing measures of effectiveness which shall represent operational achievements of the program objectives.
- Plan and conduct organization studies for better and efficient utilization of staffing and time. Review and make recommendation on proposed changes to

the functional statements and organization charts to determine compliance with Department's established requirements.

A11 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

Under the general direction of the Director of Law Enforcement, administers through subordinate staff offices and line divisions programs and services for protecting the public and preserving the peace, guarding persons, public property and facilities; enforcing specified laws, rules and regulations to prevent and control crime; and serving legal process.

- Directs the review and assessment of law enforcement programs and security services within the purview of the Department, including goals, objectives, priorities and policies, and recommends implementation along plans and strategies for such implementation.
- Directs divisional operating budget formulation and justification functions, including the review and adjustment of recommendations relative to staffing, space requirements, equipment, supplies, contract services, and so forth from all subordinate components.
- Promotes public, legislative, and central staff and other criminal justice agencies support of law enforcement plans and programs through community forums, legislative hearings on budgets and proposed legislation, and interagency dialogue and cooperation.
- Establishes and directs expenditure and other management controls for the ongoing review of operations, resolution of potential problems, and response to emergency situations through regular and special operational reports, periodic staff meetings, on-site visits on a regular as well as emergency basis, special instructions, and other means.
- Directs and coordinates the implementation of policy, and operational and organizational changes to improve the effectiveness and efficiency of programs, services, and functions.

A12 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION

Under the general direction of the Deputy Director for Law Enforcement, the Sheriff's Division, statutorily authorized with equivalent police powers, and is the primary law enforcement entity under the provisions of Chapter 353C-2 (1), Hawaii Revised Statutes (HRS). Its primary function is to preserve the public peace, prevent crime, and protect the rights of persons and property.

- Provide a safe and secure environment for all persons and property through established patrol areas or posts, either by personnel or electronic means.
- Conduct felony and misdemeanor investigations; coordinate with other federal, state, and county law enforcement agencies to facilitate all necessary documentation and processes for successful prosecution. Appear and testify in federal and state court for all criminal related investigations and prosecutions.
- Promote the safe and efficient movement of traffic on public roadways, most specifically the Honolulu International Airport and outlying areas, through traffic management and enforcement of traffic laws, including investigations of traffic collisions, enforcement of statewide intoxicated-influenced driving laws, and issuance of citations for moving and parking violations.
- Analyze information, incidents, physical layouts, and requests to establish transpiring needs for persons, courtrooms, cellblocks, corridors and all other areas, or requests from other agencies as directed by the Director or Deputy Director for Law Enforcement.
- Interagency and interagency federal, state, and city law enforcement coordination and collaborations in matters of mutual concern relative to public safety and law enforcement functions.
- Enforcement of court orders. Responsibility of all official Judiciary-issued legal documents and enforcement pertaining to arrest warrants. Enforce statewide court-ordered eviction notices, foreclosures, seizure of property through the execution of writ of possessions, maintain safe and secure environment for delivery of eviction process in cooperation with other law-enforcement agencies.
- Assess emergency management needs, develop plans, and coordinate efforts through entities such as the State Law Enforcement Coalition to provide support in major terrorist or natural disasters. Allows the commitment of

personnel and resources in support of the State Civil Defense for homeland security threats to the State.

- Provides personal protective services for key state and high-ranking government officials. Properly respond to allegations of security breaches or threats against any state employee or state official.
- Establishes and amends as necessary, standards, policies and procedures, rules and regulations and other directives to carry out law enforcement and security responsibilities.
- Prepares a budget and recommends resource needs for fulfillment of its functional responsibilities.
- Maintains a system of statistics, reports, and records, which accurately reflect the Divisions degree of accomplishment of its responsibilities.
- Keep management informed of incidents, concerns, problems, and accomplishments related to Division responsibilities.
- Establishes, coordinates, maintains, and improves a training curriculum for employees engaged in public safety or security duties.

A13 STAFF SERVICES OFFICE

This Office performs clerical, personnel, administrative, accounting, and other related duties. The office provides support services for the Division's operations, programs, services, and assists in managing the division's resources.

- Assists with the budget preparation process, compiles, and consolidates budget details for review, conducts expenditure plan preparation and allotment control; and conducts fiscal record keeping and reporting. Manages purchasing requisitions and monitors expenditures and record keeping.
- Prepares necessary personnel action forms, maintains personnel records, employee transactions, leave records, time sheets, employee evaluations and other documents related to personnel. Processes position action forms, applicant select forms, interview packets, vacancy announcements and other applicable personnel related matters. Prepares WC-1 forms.
- Solicits bids relative to equipment (uniforms, firearms etc.) and motor vehicle repair and communication equipment. Processes purchase orders for equipment and supplies and calculates payment for quarterly weapon allowances and annual uniform allowances.

- Provides clerical services; maintains correspondence and technical files and records; provides typing, filing and other clerical services to the divisional office and other related duties as required.
- Establishes and maintains records and inventory of all equipment, uniform and firearms issued to Deputy Sheriffs. Maintains vehicle registration and maintenance records.

A14 SPECIAL INVESTIGATIONS OFFICE

The Special Investigations Office investigates criminal cases on State premises which are initiated by deputy sheriffs.

- Investigates criminal cases and conducts follow-up investigations, including cases in the correctional facilities.
- Assists prosecutors and other law enforcement agencies with criminal investigation and prepare case for court.
- Prepares and serves search and arrest warrants in relation to the case in progress in accordance to Chapter 803, HRS.
- Plans, prepares, directs and conducts operations.
- Makes arrests as necessary on criminal complaints and bench warrants.
- Ensures proper recovery of evidence and integrity of the chain of custody.
- Testifies in a court of law concerning investigative findings for the case.
- Conducts interviews of victims and/or witnesses; conducts interrogations of suspects; servessubpoenas for criminal cases.
- Conducts internal administrative investigations as directed.
- Provides assistance and training in proper investigative techniques as requested.

A15 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF DIVISION OPERATIONS BRANCH

Under the general direction of the Sheriff, the Operations Branch provides law enforcement functions for all persons and property within and on the premises controlled by the State of Hawaii including the Honolulu International Airport and/or as ordered by the Director.

- Performs patrol duties by foot or by the use of land vehicles as assigned, within the jurisdiction of the Department to prevent the loss and damage of State facilities, property and equipment and to provide protective services for those persons employed or visiting these State facilities.
- Responds to silent alarms, threats, public disorders, fire alarms, criminal activities, and requests for assistance from other federal, State or county agencies.
- Controls and keeps under constant surveillance and scrutiny, protest demonstrations, sit-ins, public gatherings/rallies, strikes, marches etc. on State properties or facilities in order to deter riots and to prevent injury to persons or destruction of State property.
- Typically, the duties are to enforce laws, investigate crimes or criminal activity and arrest violators; prohibit unlawful entry into, trespassing on, loitering in, and utilization of areas, buildings, facilities, or equipment by unauthorized persons on State property.
- Conduct investigations and take appropriate action; apprehends, confines and arrest persons attempting to and/or in the act of committing violence, property destruction, or other acts punishable by law.
- Detains suspects and arrest persons violating State or county laws; transport arrested persons to applicable holding facilities; conduct booking procedures, take fingerprints and photographs; informing offenders of their rights; conduct searches of persons and property and make seizures; collect and preserve evidence; submit reports, charts and diagrams.

A16 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION- SPECIAL OPS UNIT

Under the general direction of the Deputy Sheriff V, the Specialized Services Section Special Operations unit conducts:

- Enforcement of all arrest warrants related matters.
- Official custodial responsibility of all Judiciary issued legal documents pertaining to arrest warrants. All legal documents are entered into the Judiciary database for wanted individuals, initial and ongoing investigative background research conducted, and personnel deployed to locate and apprehend fugitive. •

- Initiate the recall and/or re-issuance of papers and warrants deemed to be defective or issued in error. Assist other law enforcement agencies in the service of off-island or out-of-state warrants of arrest.
- Enforcement of court orders including the service of restraining orders, statewide courtordered eviction notices, foreclosures, seizure of property. Maintains a safe and secure environment in the delivery of court orders.
- Provide personnel for special assignments such as witness protection, high-risk trial protection, official security for magistrates and dignitaries, etc. as directed by the division administrators.
- Coordinate the recording of all arrests by the Division with the Hawaii Criminal Justice Data Center through data input in the criminal history system. As deemed necessary, conduct background checks, and prepare reports of such checks for requesting agency.
- Establish and maintain canine utilization guidelines in compliance with all legal decisions; determine training and certification of personnel and canines in compliance with legal requirements and national certification criteria.
- Conducts regular narcotic searches at correctional facilities, judicial facilities, and airport facilities. Provides searches to detect explosives devices, suspicious packages, and other threats at State buildings, for the protection of State employees and the public.
- Provides canine support and assistance in the tracking, detection and apprehension of escapees or fleeing felony suspects or fugitives and other dangerous criminals. Upon request, provides support for high-risk search operations (i.e., armed, and dangerous suspects) or participates in rescue operations.
- Document reports of daily training and perform canine care and feeding as required.
- Testifies in a court of law in reference to evidence recovered during narcotic and other searches.
- Execute crowd control, assists in evictions and/or riot situations when required.
- Custodies are transported in a safe, orderly, and humane manner and in accordance with guidelines, Federal Regulations, Title 14, FAA guidelines, State laws, rules, and regulations.
- Follow proper procedures in transporting of custodies, (i.e., searches, female transports, restraints, juveniles, injured custodies etc.).
- Adhere to policies and procedures for prisoner transport.

- Receive, process, update, and distribute all traffic bench warrants issued by the courts to the Deputy Sheriffs.
- Input warrants information such as receipt, identification, deletions, recalls arrests and returned unserviceable warrants into the computer system designed for the warrants program information.
- Maintains statistical data on warrant services. Verify warrants for validity and legality before issuance to the Deputies for service. Maintain files on warrants and warrant information.
- Maintains records, logs, statistics, and files relating to the Section's operations.

A17 RECORDS UNIT

This Unit is the central clearing house for the collection, examination, storage, maintenance, distribution, and disposal of all official records, documents, and reports generated and/or utilized by the division.

- In conjunction with established standard procedures, ensures proper bookings, setting of bail and if warranted, the release of individuals arrested by divisional personnel.
- Performs custodial searches for arrested persons in compliance with divisional policies and procedures.
- Collects, documents, stores, and secures personal property of arrestees.
- Collects and processes cash, bail bonds, court documentation and receipts for the release of arrested individuals. Generates and distributes records, reports, and vouchers. Audits receipts and money and transfer funds to the appropriate agency.
- Processes and distributes documentation and coordinates with agencies in the assignment of court dates for appearances of arrestees.
- Acts as an intake and processing area for court ordered Penal Summons bookings.
- Ensures the proper chain of custody for the evidence recovered during arrests. Properly tags and maintains the evidence log and secures items in the vault.
- Releases evidence to proper authorities when presented with a subpoena for the court case.
- After the case is closed, the evidence is either returned to the rightful owner or properly disposed.

- Maintains a filing system for reports according to the file maintenance system requirements.
- Assist various other agencies and the public by answering inquiries in person and over the telephone, explaining the procedure to obtain copies of Sheriff reports.
- Duplicates copies of reports for those requesting it (traffic accident, incident report, etc.).
- Research various available computer systems for background data such as criminal history, traffic violations and court records, etc.
- Utilizes various resources to research and verify charges, violations, severity codes, standard operating procedures, etc. Such resources may include the Hawaii Revised Statutes, Judiciary bail schedules, Hawaii Criminal Justice Center, NCIC tables and manuals.
- Compiles data and completes reports as needed to respond to other government agencies.

A18 EXECUTIVE PROTECTION UNIT

This Unit is responsible for providing personal protective services to key State officials and other dignitaries as directed by the Director.

- Provides personal protective services to key State Officials and other dignitaries.
- Escorts the Governor and Lt. Governor to functions and provides personal protection during these events.
- Ensures vehicles are always properly maintained and operational. Maintains liaison with all federal, State and county law enforcement agencies in matters of a material interest.
- Maintains a strict confidential system of reports, logs and statistics that reflect needed information relative to its operations and effectiveness.
- Assists in crowd control procedures during any demonstration by any group of individuals for identified State buildings and property under its jurisdiction as directed by the Director or Deputy Director for Law Enforcement.

A19 CRIMINAL INVESTIGATIONS UNIT

This subunit provides investigation activities for criminal cases generated by the Deputy Sheriffs or cases, which occurred on State Premises.

- Execute investigations as well as assist other detectives, investigators, and prosecutors in preparing cases for court.
- Conduct follow-up investigations on a wide variety of criminal complaints by examining reports and other sources.
- Prepares and serves search and arrest warrants in relation to the case in progress in accordance to §803, HRS.
- Plans, prepares, directs, and conducts covert operations.
- Assists other law enforcement agencies with misdemeanor and felony criminal investigations.
- Makes arrests as necessary on criminal complaints and bench warrants.
- Conducts investigations for all misdemeanor cases at the prison facilities.
- Ensures the integrity in the recovery of evidence and the chain of custody.
- Testifies in a court of law concerning investigative findings for the case.
- Conduct interviews and interrogations take victim and/or witness statements and serve subpoenas to witnesses, victims, or suspects for criminal cases.
- Conduct internal and administrative investigations as directed.
- Provides assistance and be available to conduct classes in regard to proper investigative techniques.
- Reclassify cases if warranted, as evidence dictates and forward to the proper agency for action.

A20 PROGRAM SUPPORT UNIT

This subunit is responsible for the overall development, implementation, and management of policies, procedures, training, and other directives impacting all Sheriff Division personnel.

- Research viable solutions for problems, develop appropriate plans and implementation for systematic management improvement, conduct special projects, provide legislative responses, and assists in the development of new training methods or techniques for sheriffs.
- Make periodic inspections and audits of Division operations to ensure activities comply with policies and procedures of the department.

- Establishes, updates, amends, records, repeals, and issues the various directives of the division.
- Maintains and updates divisional files on all General Orders, Rules, Standards and other directives and memoranda.
- Provide advanced or remedial firearm training and/or qualification for Deputy Sheriffs.
- Establishes and maintains necessary training records for requirements established through policies and procedures. Make recommendations for recall training of Sheriffs.
- Research availability of grants, prepares forms, applications, and monitors grants for compliance requirements.

A21 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

SHERIFF DIVISION OPERATIONS BRANCH CENTRAL PATROL SECTION

Under the general direction of the Deputy Sheriff V, the Central Patrol Section protects the rights of persons and property statewide, with a particular focus for law enforcement in State facilities, including but not limited to the Civic Center Complex, Judiciary system, the State Capitol, and Washington Place.

- Provides for a statewide system of law enforcement and security through fixed posts and roving patrols within the buildings and property of the State, including the Judiciary.
- Analyzes, plans, and prepares anticipated biennial and supplemental budgets to justify the necessary resources to carry out its responsibilities.
- Coordinate and cooperate with other State, County and Federal agencies in fulfilling required statutory responsibilities or in providing public safety.
- As requested, or assigned, monitor, and supervise private contractual security employees of the Judiciary in the performance of their duties.
- Provides a proper method of receiving, recording, and holding secure from damage, loss, or theft any property ordered seized or forfeited under court order.
- Performs other duties and responsibilities as assigned by administrative authority.
- Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintain

records, reports, and statistics, which reflect needed information relative to the Unit's operations and effectiveness.

- Provides crowd control functions during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division. Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
- Augments or initiates crowd control activities planning for major events, demonstrations or multi-causal protests on state properties or facilities to assure mass evacuations can be conducted safely and as expeditiously as possible.
- Conducts preliminary investigations of criminal offenses and complaints, and any other unusual incident which occurs on or within property under its control.
- Apprehends, arrests, books, and properly detains individuals under warrant until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court session.
- Establishes, utilizes, and maintains a system of radio networks to provide a communications link between all installations, units and posts, and two central control points of the Sheriff Division.

A22 DISPATCH UNIT

This unit receives emergency requests and dispatches law enforcement services throughout the island of Oahu. This dispatch unit serves as a central point of communication for the Sheriff division.

- Operates a radio and receiver to maintain constant contact with sheriff personnel to be able to dispatch and coordinate responses for assistance. Provides criminal information accessed from NCIC, Hawaii Criminal Justice Data Center, District, Circuit and Family Courts, and HPD records to Sheriff personnel.
- Records and maintains an island wide log for field deployment, and divisional mobile and portable units including Sheriffs on special assignment. Assigns case numbers for incident reports submitted by Sheriff personnel.
- In accordance with departmental emergency notification procedures, communicates with police, fire and ambulance dispatchers for assistance

relating to incidents occurring under the jurisdiction of the Judiciary or the Sheriff's Division.

- Maintain surveillance, using security cameras, for any illegal activities and dispatches Deputies to the scene, if necessary.
- Takes appropriate action when requested for emergency assistance such as when deputies need assistance, during courtroom duress alarms, counter alarm, fire alarms, or bomb threats.

A23 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION OPERATIONS BRANCH
JUDICIAL SERVICES SECTION

Under the general direction of the Deputy Sheriff V, the Judicial Services Section provides patrol for Circuit Court Judiciary buildings and surrounding properties and cellblocks acts a temporary detention center for receiving, processing, and facilitating the arrestees to the various courtrooms as required.

A24 CIRCUIT COURT UNIT

Primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of the Court or State Facility to which the subunit is assigned. Also responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

- Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintains records, reports and statistics which reflect needed information relative to its operations and effectiveness.
- Conducts investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
- Provides security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
- Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division.

- Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
- Assists in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
- Service of warrants of arrest or other legal documents as assigned.
- Apprehends, arrests, books, and properly detains individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
- As assigned, provides escort or security to State officials, visiting dignitaries, and in the interstate or intra-state transportation of prisoners.
- Provides safe, secure, fair, and humane custody for all prisoners in custody.
- Provides escort for defendants to and from hearings and transportation to and from facilities as required.
- Conducts inspections and searches of cellblock and immediate areas, submits reports on all found weapons or contraband, makes proper investigative and evidence reports, and provides enforcement for any statutory violations.
- Provides for the basic needs of prisoners in custody, including food and medical services.
- Maintains records and logs, which reflect the Unit's daily activities and provides for proper distribution of court calendars and other legal documents.
- Conducts prisoner transports during and after hours.
- Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintains records, reports and statistics which reflect needed information relative to its operations and effectiveness.
- Conducting investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
- Provides security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
- Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division.

- Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.
- Assists in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
- Service of warrants of arrest or other legal documents as assigned. Apprehends, arrests, books, and properly detains individuals under warrant or on view arrest situations until released under bail/bond or court disposition. Maintains holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
- As assigned, provides escort or security to State officials, visiting dignitaries, and in the interstate or intra-state transportation of prisoners.

A25 DISTRICT COURT UNIT

Primarily responsible for the protection of life and property, as well as law enforcement functions within and on the property of all District Court buildings and surrounding properties. Also responsible for the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

- Maintains a schedule of watches and posts for the systematic assignment of personnel necessary to fulfill the responsibilities of this section. Maintain records, reports and statistics which reflect needed information relative to its operations and effectiveness.
- Conducting investigations of criminal violations and any other type of incident or complaint brought to their attention while on duty.
- Provide security to all premises, structures, or buildings of the Judiciary, or of any other State building or property assigned. Responds to incidents and initiates case reports.
- Provides crowd control procedures during any demonstration by any group of individuals within the buildings or on the property under the control of the Sheriff's Division.
- Participates as assigned to other activities or locations in situations that are deemed necessary to provide a safe and secure environment for officials and employees of the State or the public.

- Assist in other law enforcement functions through cooperation and coordination with other Federal, State or County law enforcement agencies.
- Service of warrants of arrest or other legal documents as assigned. Apprehend, arrest, book and properly detain individuals under warrant or on view arrest situations until released under bail/bond or court disposition.
- Maintain holding units and cellblocks for housing defendants prior to release on bail and/or bond, and while pending imminent court section.
- As assigned, provide escort or security to State officials, visiting dignitaries, and in the interstate or intra-state transportation of prisoners.
- Provide safe, secure, fair, and humane custody for all prisoners in custody.
- Provide escort for defendants to and from hearings and transportation to and from facilities as required.
- Conducts inspections and searches of cellblock and immediate areas, submit reports on all found weapons or contraband, make proper investigative and evidence reports, and provide enforcement for any statutory violations.
- Provides for the basic needs of prisoners in custody, including food and medical services.
- Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.
- Conducts prisoner transports during and after hours.

A26 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION OPERATIONS BRANCH
TRANSPORTATION ENFORCEMENT SECTION

Under the general direction of the Deputy Sheriff V, the Transportation Enforcement Section primary function is to preserve the public peace, prevent crime, and protect the rights of persons and property as statutorily authorized with equivalent police powers and is the primary law enforcement entity under the provisions of Chapter 353C-2(1), Hawaii Revised Statutes (HRS).

A27 AIRPORT UNIT

The Memorandum of Agreement between the Department of Transportation-Airports (DOT-A) specifies that the Department of Public Safety (PSD) assign Deputy Sheriff

personnel to provide law enforcement duties at the Daniel K. Inouye International Airport including the surrounding areas of the Department of Transportation-Airports jurisdiction including the Kalaeloa and Dillingham Airfields.

- Provides a general law enforcement response to enforce state, federal and/or county laws, ordinances, rule and regulations within the Department of Transportation, Airports Division jurisdiction.
- Prepares and issues citations for violations against State, federal, county laws, rules regulations.
- Operates in accordance with the Aviation and Transportation Security Act 2001 (ATSA 2001) by enforcing the Transportation Security Administration's (TSA) Airport Security Program, Title 49 CFR Part 1500.
- Provide a safe and secure environment for all persons and property through established patrol areas or posts, either by personnel or electronic means.
- Patrols jurisdictional areas and enforces laws using speed detection lasers and performing field sobriety screenings for the detection of vehicles being driven by persons under the influence of drugs or alcohol.
- Performs security checks for businesses located within the jurisdiction of the Airport including any robberies, breaking and entering, property damage, illegal parking, etc.
- Conduct felony and misdemeanor investigations; coordinates with other federal, state, and county law enforcement agencies to facilitate all necessary documentation and processes for successful prosecution.
- Appear and testify in federal and state court for all criminal related investigations and prosecutions.
- Promote the safe and efficient movement of traffic on public roadways, most specifically the Daniel K. Inouye International Airport proper, it's return and service roads, Ramp and Tarmac roadways and outlying areas, through traffic management and enforcement of traffic laws, City and County ordinances and Hawaii Administrative Rules (Title 19) including investigations of traffic collisions, enforcement of statewide intoxicated-influenced driving laws, and issuance of citations for moving and parking violations.
- Intra-agency and interagency federal, state, and city law enforcement coordination and collaborations in matters of mutual concern relative to public safety and law enforcement functions.
- Assess emergency management needs, develop plans, training and coordinate efforts through entities such as the DKII Aviation Security Group (AVESEC) to

provide support in critical or crisis events, mass casualty events, terrorist related events or natural disasters.

- Allows the commitment of personnel and resources in support of homeland security threats to Hawaii's Main Port of Entry, the Daniel K. Inouye International Airport and its critical infrastructure.
- Provides emergency response to critical or crisis events including plane crashes, active threat, mass casualty events.
- Provides emergency assistance during civil defense and natural disasters and assists in the evacuation of the Airport when emergencies arise.
- Performs searches of automobiles, trucks, vans and other motor vehicles entering the jurisdiction of the Airport for contraband, explosives or other devices that may cause serious or deadly harm to employees and/or public during heightened security alert levels.
- Responds to fire and silent alarms; aircraft emergency landings; disturbances onboard aircraft, in-flight emergencies, medical and other emergencies.
- Provides protective services and response through its K9-Explosives Ordnance Detection sweeps of scheduled cargo the U.S. Mail, VIP visits and routine foot patrols of the terminal area, including baggage claim areas.
- Provides K9-EOD emergency response to allegations of security breaches, unattended bags, unchecked cargo, suspicious items and vehicles.
- Assists with movement of prisoners for inter or intra state transfers by providing escort and airfield security during such transfers.
- Will book and process its custodies that are arrested at the Sheriff Airport Section station.
- Conducts prisoner transports during and after hours.

A28 HARBORS UNIT

Enforce Hawaii Administrative Rules, Hawaii Revised Statutes, and Federal statutes under the Functional Service Provision (FPS).

- Perform law enforcement patrol within assigned areas.
- Conduct investigations and searches.
- Document facts, prepares and submits reports.
- Detains suspects and arrests persons violation laws.
- Direct and enforce traffic and parking rules/regulations.
- Serves legal documents such as subpoenas and warrants.

- Coordinate with contract security.
- Observes docking and undocking of vessels.
- Responds to and investigates reports of oil spills/other pollution.
- Responds to emergencies.
- Assist during special events.
- Assists other law enforcement agencies, as necessary.

A29 DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION NEIGHBOR ISLAND SECTIONS

A30 HAWAII SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Hawaii. The Hawaii Section includes the Hilo and Kona districts.

A31 HILO DISTRICT

The operations for this section are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section.

A32 KONA DISTRICT

The operations for this section are to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Maui Section.

A33 PATROL/CELLBLOCK UNIT

This Unit is responsible for providing security and protective services to the various court's buildings and surrounding property on the island of Hawaii. This includes the intake, housing, transfer, distribution and release of custodies and documentation of such to the appropriate agencies or authorized individuals.

- Provides for a statewide system of fixed posts and roving patrols within the buildings and premises of the Judiciary as are necessary to carry out its security and protection responsibilities.
- Provides a safe and secure environment and continuous custodial control over defendants during various phases of arrest, processing, transportation between courts, cellblock and court, and courts and facilities, as well as during confinement within cellblock areas and courtrooms.
- Conducts preliminary investigations of criminal offenses and complaints and investigations of any other unusual incident which occurs on or within the property under its control.
- Arrests and processes violators of the law.
- Provides transportation to defendants, sentenced inmates, and/or wards as required. The transportation may be inter-island, between courts, police department and/or incarcerating facility.
- Assists other Judiciary or law enforcement agencies in resolving situations or problems of a mutual concern.
- Serves warrants of arrest or other legal documents as assigned.
- As assigned, provides escort or security to State officials, visiting dignitaries, and in the interstate or intra-state transportation of prisoners.
- Provides safe, secure, fair, and humane custody for all prisoners in custody. Provides for the basic needs of prisoners in custody, including food and medical services.
- Provides escort for defendants to and from hearings and transportation to and from facilities as required.
- Conducts inspections and searches of cellblock and immediate areas, submits reports on all found weapons or contraband, make proper investigative and evidence reports, and provides enforcement for any statutory violations.
- Maintains records and logs, which reflect the Unit's daily activities and provides for the proper distribution of court calendars and other legal documents.
- Conducts prisoner transports during and after hours.

A33.1 CLERICAL SUPPORT STAFF

- Provides clerical services; maintains correspondence and technical files and records; provides typing, filing and other clerical duties as required.

- Follows proper procedures in preparation for the transporting of custodies, (i.e., searches, female transports, restraints, juveniles, injured custodies etc.).
- Notifies the airlines in advance that an offender is to be transported with armed escorts.
- Coordinates the travel arrangements and all necessary forms i.e., tickets, ground transportation, etc. and assigns the Deputies for escort duties.
- Upon completion of the transport, seeks reimbursement from the issuing court for transporting the custody.
- Solicits bids relative to equipment and services.

A34 KAUAI SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Kauai and to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Hawaii Section.

A35 MAUI SECTION

The primary functions of this section are related to the safety and protection of the persons and property within or upon the premises controlled by the courts located in the County of Maui and to transport defendants or arrestees; patrol the courthouse and protect persons and property within its jurisdiction. The primary functions are similar to the duties of the Hawaii Section. The County of Maui also includes the island of Molokai and Lanai.

A36 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

LAW ENFORCEMENT TRAINING DIVISION

Under the general direction of the Deputy Director for Law Enforcement, manages training and staff development functions and needs, developing overall plans and strategies, and designing curricula, course content and examinations for law

enforcement training needs; coordinates and conducts training courses, including the training of trainers; and monitors adherence to training programs, schedules, and other requirements. Due to the unique needs of a newly created Law Enforcement Department, the phases of the training will evolve as the project matures. The activities of a startup versus a mature organization are different, however, every phase will focus on ensuring all DLE Law Enforcement officers are suitably qualified by focusing on employee competence and safety. LETD shall focus on all DLE Law Enforcement officers to possess their specific competence requirements before performing their roles and responsibilities. These competence requirements are used to determine a roadmap for employees to achieve competence indicating the training required for the position. There are a number of phases of recruitment followed by training during the hiring process. As part of the overall training implementation validation process, reviews will be scheduled to evaluate the successful application of the Law Enforcement training Division program and identify areas requiring improvement. Throughout the training periods, employee knowledge, information retention, learning proficiency and the training courses initially provided will be evaluated and lessons learned will be used to restructure and improve the next phase of training. As the DLE Training facility is still in the planning process, the DLE Training Division will continue to utilize the PSD TSD facilities until 2025. Collaborative efforts to engage with partner law enforcement agencies, DLE has conducted active shooter training for the Honolulu Prosecutors Office, DLE has entered into an MOU to have Department of Taxation Criminal Investigators participate and attend the Sheriffs Basic Law Enforcement Recruit Course. The training has been extended to additional Prosecutors Office Investigators and the Harbor Police. Further, DLE has initiated planning sessions with DOE to conduct Active Shooter Training exercises in the near future. The LETD are tasked with the following responsibilities:

- Develops methods and procedures, and conducts studies of law enforcement training needs, including a review and assessment of departmental, State, and community resources such as facilities, equipment, established curricula, and subject matter resources.
- Drafts and recommends policies, procedures, priorities, and resource requirements for departmental law enforcement training and development; informs departmental components of approved policies, procedures, and other related matters; and prepares budget justifications and operational expenditure plans.

- Plans, organizes, directs, and coordinates the work of subordinate staff to meet operating requirements of the department, and to comply with State central staff agency and legislative directives.
- Monitors training programs and makes changes to schedules, course content, instructional methods, and so forth for the improvement of departmental law enforcement training and development.
- Maintains liaison with Federal, State, and County agencies, institutions of higher education, employee unions, and other public and private organization to enhance service delivery through cooperation and coordination.

A37 LAW ENFORCEMENT UNIT

Under the general supervision of the head of the Training Officer, coordinates and conducts basic law enforcement training for Deputy Sheriff (DS) recruits and all other DLE LEOs; coordinates facilitate and/or conducts in-service law enforcement functions for DS and other law enforcement employees.

- Plans, coordinates, conducts, and monitors Law Enforcement basic and in-service training programs.
- In collaboration with the Administrative Programs and Support Unit, plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of law enforcement training initiatives.
- Establishes working relationships with outside training and staff development resources, recommends their incorporation in training programs, and coordinates such involvement.
- Conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modification, as necessary.
- Maintains inventory and maintenance of Unit related equipment/tools, supplies, etc. assigned to the Training Division that are used for pre-service and in-service trainings.
- Ensures that Training Division vehicles, controlled by this Unit, are maintained and operational with routine maintenance check and repair.
- The law enforcement staff may be detached to the Sheriff Division to assist in situations as directed by the Director.

A38 FIREARMS UNIT

Under the general supervision of the Training Officer, coordinates and conducts basic and in service firearms training programs, provides routine department wide weapons repair and maintenance; coordinates with facilities to ensure that all weapons are inventoried and accounted for.

- Plans and develops lesson plans, examinations, training aids, use of outside experts and other resources, and other elements, including the training of trainers to meet the needs of the departmental firearms training initiatives.
- Utilizes nationally recognized firearms resources for certification and/or specialized training.
- Coordinates and conducts basic recruit firearms training for law enforcement programs.
- Coordinates the scheduling and utilization of the firearms range for recruit and in-service training, and ongoing firearms qualification for uniformed personnel.
- Provides all updated training records and required informational data.
- Provides routine maintenance and repairs of weapons statewide.
- Conducts training needs assessments, monitors, and evaluates the effectiveness of training programs and recommends changes and/or modifications, as necessary.
- Provides preliminary fiscal budgetary needs for Firearms training programs.
- Maintains inventory maintenance of Unit related weapons, ammunitions, equipment/tools, supplies, etc. assigned to the Training Division.

A39 COMMISSION ON ACCREDITATION for LAW ENFORCEMENT AGENCIES (CALEA) OFFICE

Analyze the Department policies and processes, identifying and correcting deficiencies in all areas and maintaining meticulous records and information related to recruitment, training, retention, and reduction of the Department's liability through continual risk assessment and action to maintain accreditation.

- Plans, coordinates, and manages accreditation activities, projects, and processes.
- Gather and analyze data.
- Monitor and measure adherence to standards.
- Resolves non-compliance issues and findings.

- Updates and maintains policies, procedures, and training requirements.
- Completes and submits required reports and forms.
- Prepares and maintains appropriate reports and files.

A40 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

NARCOTICS DIVISION

Under the general supervision of the head of the Narcotics Enforcement Division, this Division is responsible for the enforcement of Hawaii's Uniform Controlled Substance Act and the investigation and apprehension of violators of prohibited acts under provisions of Chapter 329 and Part IV of Chapter 712, HRS, and Chapter 200 through 202, Hawaii Administrative Rules Title 23. The Division is also charged with the responsibility of carrying out an educational program on the provisions of Chapter 329 HRS for all individuals or agencies concerned. This Division also houses the electronic prescription monitoring program.

- Conducts investigations into the fraudulent obtaining of pharmaceutical controlled substances and regulated chemicals by individuals in violation of provisions of the Uniform Controlled Substance Act and Chapter 712.
- Conducts investigations into the possession, use, unlawful importation, manufacturing, and distribution activities of suspects involved in the illegal diversion or manufacturing of controlled substances or regulated chemicals to the general public.
- Carries out an educational program through classes, lectures, the dissemination of printed material or dissemination of information through any other medium on the provisions of the Uniform Controlled Substance Act to applicants and other interested individuals or agencies.
- Records and investigates complaints and apprehend individuals or agencies found in violation of any of the provisions of Chapter 329 and/or Part IV, Chapter 712.
- Submits investigative reports, records, and information reflective of actual investigative findings.
- Gathers and secures all evidentiary material relevant to case investigations.
- Confers with the State Attorney General, U.S. Attorney or prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be placed against violators.

- As required, testifies in court proceedings relative to investigations and/or other activities of the Division.
- Conducts seizure and forfeiture cases on currency, vehicles and property permitted under the provisions of the Uniform Controlled Substance Act and Chapter 712.
- Conducts seizure and forfeiture cases on currency, vehicles and property utilizing the Federal asset-sharing program with agencies of the U.S. Department of Justice and U.S. Department of Treasury.
- Coordinates and cooperates in investigative and apprehension efforts with the Enforcement Branch.
- Maintains and enforces violations of the State's Electronic Prescription Monitoring Program as designated under the Uniform Controlled Substance Act.
- Establishes and maintains a policy on the procedures to audit and inspect all individuals and agencies who wish to handle, in any fashion, the marketing, sale, or dispensing of controlled substances or regulated chemicals covered under the provisions of Chapter 329.
- Conducts scheduled or unscheduled inspections and audits of all individuals or agencies registered or permitted under the provisions of Chapter 329 to handle controlled substances or regulated chemicals.
- Initiates and coordinates Show Cause hearings on administrative violations by registrants authorized under the Uniform Controlled Substance Act.
- Coordinates and cooperates with Federal, State, and County agencies in matters relating to the control of any substances as delineated under Chapter 329, HRS, or any other matter of a mutual concern.
- Annually reviews and assists the Administrator with updating the scheduling and/or designation of substances and chemicals that fall within the provisions of the Uniform Substance Act.
- May assist Federal, State and County law enforcement agencies with investigative support, drug and chemical analysis, training and intelligence relating to the investigation of clandestine laboratories and investigations of the diversion of regulated chemicals to unlawfully manufacture controlled substances.
- Assists the Division Administrator by submitting suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes or rules relating to controlled substances or regulated chemicals.

- Submits records, reports and statistical information to the head of the Enforcement Branch that reflect the effectiveness of the branch's activities.
- Communicates to the head of the Division Administrator on a current basis the branch's progress, problems, and accomplishments.
- Submits budget requests for resources through the head of the Diversion Branch to the Administrator in order to keep operations of the section's program activities on a level that fulfills its responsibilities.
- Conducts special investigations and assignments assigned by the Division Administrator.

A41 DIVERSION BRANCH

Under the general supervision of the Chief Investigator, this branch is responsible for the enforcement of the provisions of the Uniform Controlled Substance Act and the investigation of offenses of Part IV, Chapter 712, HRS. The Diversion Branch is responsible for the monitoring of the legitimate controlled substances industries by:

- Inspecting practitioners and businesses that work with controlled substances and regulated chemicals.
- Conducting criminal and administrative investigations of registered practitioners and businesses that work with controlled substances and regulated chemicals.
- Inspecting medical marijuana dispensaries, laboratories and grow sites for compliance with applicable controlled substances laws and regulations.
- Managing the Hawaii prescription drug monitoring program (HI-PDMP) also known as the electronic prescription accountability system.
- Conducting criminal investigations into persons who violate the Uniform Controlled Substances Act by engaging in prohibited activities as provided in the penalty sections of Chapter 329, HRS,

A42 REGISTRATION SECTION

Under the general supervision of the Chief Investigator, the Narcotics Registration Section is responsible for the registration and recordation of all individuals and agencies authorized to handle in any manner any controlled substance or regulated chemicals delineated under Chapter 329, HRS to carry out its responsibilities, the Section:

- Maintains files and record systems relating to the general office functions; the receipt, registration, and collection of applications for controlled substance

registrations; the receipt, issuance, and collection of applications for regulated chemical permits and the receipt.

- Maintains files and issues oral code numbers to all practitioners in the State who possess a state license number. Verifies with pharmacies whether practitioners are authorized to handle controlled substances in the State of Hawaii and verifies practitioner's oral code numbers.
- Gathers data and keeps statistics of controlled substance registrants, which includes medical doctors, dentists, veterinarians, podiatrists, osteopaths, physician assistants, manufacturers, wholesalers, distributors, pharmacies, researchers, and laboratories for the State of Hawaii.
- Compiles and mails applicant renewal notices; composes and prepares special notices and letters to be sent to registrants, and types other reports as requested.
- Maintains computerized information on case investigations, suspect identification files, registrants, permit holders, medical use of marijuana patients and caregivers, and records system.
- Works directly with the U.S. Department of Justice, Drug Enforcement Administration in verifying if a practitioner is authorized to apply for a federal controlled substance number in the State of Hawaii.
- Assists wholesalers, retailers, hospitals/clinics, and pharmacies in verifying if individual practitioners are authorized to handle controlled substances in accordance with state laws.
- Answers questions and disseminates information to the public and registrants relating to oral codes, controlled substance registrations, and regulated chemical permits.
- Works with the Diversion Branch Investigators in referring all pre-registration inspections of all individuals or agencies applying to handle controlled substance or regulated chemicals permitted under the provisions of Chapter 329, HRS.
- Receives and records all controlled substance disposal packages mailed to the Division from registrants that are old, outdated, contaminated or unfit for human consumption under provisions of Chapter 329, HRS, Chapter 200-20 Hawaii Administrative Rules Title 23, relating to Procedures for Disposal of Controlled Substances, and Title 21, Part 1307.22 of the Code of Federal Regulations.
- Maintains records, reports and statistical information that reflect the effectiveness of the Section's activities.

- Cooperates with Federal, State, and County agencies in matters relating to the control of any substances as delineated under Chapter 329 or any other matter of a mutual concern.
- Communicates to the head of the Diversion Branch on a current basis, the Section's progress, problems, and accomplishments.
- Submits budget requests for resources in order to keep operations of the Section's program activities on a level that fulfills its responsibilities.
- Submits suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes relating to substances, under Chapter 329, HRS.
- Performs such other duties as may be required by the Chief Investigator.

A43 ENFORCEMENT BRANCH

Under the general supervision of the Chief Investigator, this branch is responsible for the enforcement of the provisions of the Uniform Controlled Substance Act and the investigation of offenses of Part IV, Chapter 712, HRS. The Investigations Section is more involved in investigation and apprehension aspects of the Uniform Controlled Substance Act and Part IV, Chapter 712, HRS, relating to illicit drugs and clandestine laboratories utilized to unlawfully manufacture controlled substances and precursor chemicals. The Supervision of the NED Hilo and Kauai Offices comes under the Enforcement Branch. The mission of the Forensic Laboratory is to provide quality forensic services and support to the law enforcement community by using reliable and scientifically sound methods while performing their duties with professionalism and integrity.

- Initiates and conducts investigations into all alleged violations of the Uniform Controlled Substance Act and Part IV, Chapter 712 that is brought to its attention, either by referral from the Diversion Branch or any other source.
- Conducts investigations involving illicit anabolic steroid distribution, sale, possession and use as stipulated in Chapter 329-18 (g), HRS.
- Participates in the High Intensity Drug Area (HIDTA) taskforces and Drug Enforcement Administration's Organized Crime Drug Enforcement Task Force (OCDETF).
- Coordinates, assists, and further investigates controlled substance and regulated chemical arrest cases initiated by the Department's Sheriff Division and Executive Protection Section.

- Investigates the controlled substance offences generated at the State Hospital's court committed persons unit.
- Coordinates, assists, and further investigates controlled substance offences generated at State correctional facilities to include contraband cases involving civilian persons arrested or detained by corrections personnel for drug offenses.
- Conducts investigations into the possession, use, unlawful importation, manufacturing, and distribution activities of suspects involved in the illegal diversion or manufacturing of controlled substances or regulated chemicals to the general public.
- Conducts investigations of illegal cultivation of a variety of plant life, restricted and controlled under the Uniform Controlled Substance Act.
- Conducts seizure and forfeiture cases on currency, vehicles and property permitted under the provisions of the Uniform Controlled Substance Act and Chapter 712.
- Conducts seizure and forfeiture cases on currency, vehicles and property utilizing the Federal asset-sharing program with agencies of the U.S. Department of Justice and U.S. Department of Treasury.
- Coordinates and cooperates with Federal, State, and County agencies in conducting investigations that are of mutual interest.
- Coordinates and cooperates with the Diversion Branch of the Narcotics Enforcement Division on investigations and apprehensions under the Uniform Controlled Substance Act.
- Submits investigative reports, records, and information reflective of actual investigative findings.
- Gathers and secures all evidentiary material relevant to case investigations.
- Apprehends and, where applicable, charges violators of the statutes with offenses appropriately substantiated through investigation.
- Confers with the State Attorney General, U.S. Attorney, or prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be filed against violators.
- Testifies in court proceedings relative to investigations and/or other activities of the Division.
- Maintains records, reports and statistical information that reflect the work of the branch and its progress in fulfilling its responsibilities.

- May assist in providing training in narcotics arrest procedures, search and seizure and drug identification to law enforcement personnel within the Department.
- Communicates to the head of the Enforcement Branch on a current basis the section's progress, problems, and accomplishments.
- Submits budget request for resources through the head of the Enforcement Branch to the Administrator in order to keep operations of the section's program activities on a level that fulfills its responsibilities.
- Annually reviews and assists the Administrator with updating the scheduling and/or designation of substances and chemicals that fall within the provisions of the Uniform Controlled Substance Act.
- Conducts special investigations and assignments assigned by the Division Administrator.
- May assist Federal, State and County law enforcement agencies with training and intelligence relating to the investigation of clandestine laboratories and investigations of the diversion of regulated chemicals to unlawfully manufacture controlled substances.
- Assists the Division Administrator by submitting suggestions, recommendations, or drafts for bills that amend, repeal, or otherwise alter statutes relating to controlled substances or regulated chemicals.
- Offers forensic services in drug analysis to the State of Hawaii law enforcement community. The types of service are illicit drug identification, licit pharmaceutical drug identification, clandestine laboratory samples (precursors, products, and related chemicals), and quantitative analysis (limited).

A44 OFFICE SERVICES STAFF

The Office Services Staff supports the day-to-day operation of the Narcotics Enforcement Division and the Division Administrator:

- Prepares, transmits, and receives correspondence and recording and disposition of all incoming and outgoing correspondence.
- Provide clerical support services.
- Performs payment, procurement, accounting, and fiscal services in accordance with State fiscal and accounting policies.
- Maintain a ledger of accounts.

- Prepares, submission, maintenance and filing of Division payroll and timekeeping records.

A45 OFFICE OF INSPECTOR GENERAL

Under the general supervision of the Director, conducts criminal, administrative, and civil investigations of the employees of the Department and the lawful use and disposition of departmental resources.

- Receives and responds to complaints against employees or organization of the department.
- Conducts criminal, administrative, and civil investigations.
- Evaluates, analyzes, and recommends changes to rules, regulations, policies, and procedures which relate to the investigations.
- Provides advice, information, guidance, and written material to interested Divisions or individuals relating to policy and procedures, standards of conduct, and investigations.
- Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of mutual interest.
- Maintains a system of statistics, reports, and records that accurately reflect the Staff's degree of accomplishments of its responsibilities.

A46 ADMINISTRATIVE INVESTIGATIONS STAFF

Under the general supervision of the head of the Office of the Inspector General, responsible for the technical support of the investigation staff.

- Receives and document complaints of alleged employee violations of the department Standards of Conduct.
- Identifies, evaluates, collects, processes, and secures all evidence applicable to investigations.
- Charge violators of the Standards of Conduct with offenses appropriately substantiated through investigations.
- Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the staff.
- Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.

- Maintain applicable records, files, and reports separate from those of the Criminal Investigation Staff to comply with legal requirements; maintains statistical information the work and its progress in fulfilling its responsibilities.\
- Recommends departmental policy or procedural changes where applicable and report possible deficiencies.

A47 TECHNICAL SUPPORT STAFF

Under the general supervision of the head of the Office of the Inspector General, responsible for the technical support of the investigative staff.

- Provides expertise in the use of technology and Computer Voice Stress Analyzer examination to support the investigative process.
- Recommends, reports, tests, and keeps abreast of new technology to include crime scene processing, communications, and surveillance.
- Interprets all available evidence gathered during investigations and prepares reports to reflect investigative findings.
- Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the Criminal and Administrative Investigation staff.
- Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.
- Evaluates, analyzes, and recommends changes to rules, regulations, policies and procedures which related to the investigations.
- Provide advice, information, guidance, and written material to interested Division or individuals relating to policy and procedures, standards of conduct, and investigations.

A48 CRIMINAL INVESTIGATION STAFF

Under the general supervision of the head of the Office of the Inspector General, responsible for the enforcement of the Hawaii Revised Statutes as it relates to all employees of the Department and/or property of the Department.

- Receives, documents, and conducts complains of alleged violations of the Hawaii Revised Statutes by employees of the Department and/or against property of the Department.

- Submits investigative reports, records, and information reflective of investigative findings.
- Gathers and secures all evidence applicable to case investigations.
- Apprehends and, if applicable, charge violators of the statutes with offenses appropriately substantiated through investigations.
- Confers with prosecutors of the various counties relative to cases developed within the as to proper and relevant charges to be placed against violators.

A49 OFFICE OF HOMELAND SECURITY

Under the general direction of the Director, develops, oversees, coordinates, directs, implements, and leads a comprehensive and integrated Homeland Security program for the State of Hawaii, in partnership with organizational federal, state, county and private sector stakeholders.

- Ensures organizational wide compliance with local state and federal regulations, mandates and policies regarding Homeland Security strategies, tactics, and plans.
- Develops and implements program, which emphasize prevention, readiness, response, recovery and business continuity in its planning, execution and monitoring phases and its overall program management.
- Enhance the overall safety and security of the state of Hawaii infrastructure.
- Coordinates and directs the work of teams engaged in developing, testing, evaluating, and implementing small- and lar-scale Homeland Security programs or projects.
- Plans, measures, evaluates, and monitors program performance against stated project goals and objectives to ensure optimum program results and impacts.
- Develops, implements, and updates Emergency and Business Continuity plans and procedures for the state, in preparation for and in response to emergencies and disasters; and leading efforts to build overall program support and participation among internal and eternal stakeholders.

A50 DEPARTMENT OF LAW ENFORCEMENT

OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT

CRIMINAL INVESTIGATIONS DIVISION

Under the general supervision of the Deputy Director for Administration & Investigative Services, responsible for the enforcement of the Hawaii Revised Statutes as it relates to all employees of the Department and/or property of the Department.

- Receives and document complaints of alleged violations of the Hawaii Revised Statutes by employees of the Department and/or against property of the Department.
- Conducts criminal investigations of any, and all violations of the Hawaii Revised Statutes committed by employees of the Department and/or against property of the Department.
- Submits investigative reports, records, and information reflective of investigative findings.
- Gathers and secures all evidence applicable to case investigations.
- Apprehends and, if applicable, charge violators of the statutes with offenses appropriately substantiated through investigations.
- Confers with prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be placed against violators.
- As required, testifies in court proceedings relative to investigations and/or other activities of the staff.
- The Office Services Staff supports the day-to-day operation of the Narcotics Enforcement Division and the Division Administrator.

A51 Law Enforcement Training Division

As the DLE Training facility is still in the planning process, the DLE Training Division will continue to utilize the PSD TSD facilities until 2025. Collaborative efforts to engage with partner law enforcement agencies, DLE has conducted active shooter training for the Honolulu Prosecutors Office and has entered into an MOU with the Department of Taxation for their Criminal Investigators to attend the Sheriffs Basic Law Enforcement Recruit Course. The training has been extended to additional Prosecutors Office Investigators and the Harbor Police. DLE is also in discussions with the Department of Education to conduct Civilian Active Shooter Training exercises for their staff. DLE is further in conversations with Hawaii Pacific University and Chaminade University to increase student interest in law enforcement careers through new career exploration opportunities and educational pathways. This DLE initiative seeks to help students and deputy sheriffs to achieve their career goals, highlight positive engagement

opportunities for youth, and help all of Hawai'iHawaii's law enforcement communities to meet its needs for more trained professionals. The initiative encompasses a broad range of opportunities for students to explore civilian and commissioned officer careers at DLE or HPD and to pursue the education and training they will need to achieve their career choices.

ANNEX B: Department of Law Enforcement Organization Charts

B1 DLE Office of the Director

APPROVED/DISAPPROVED:

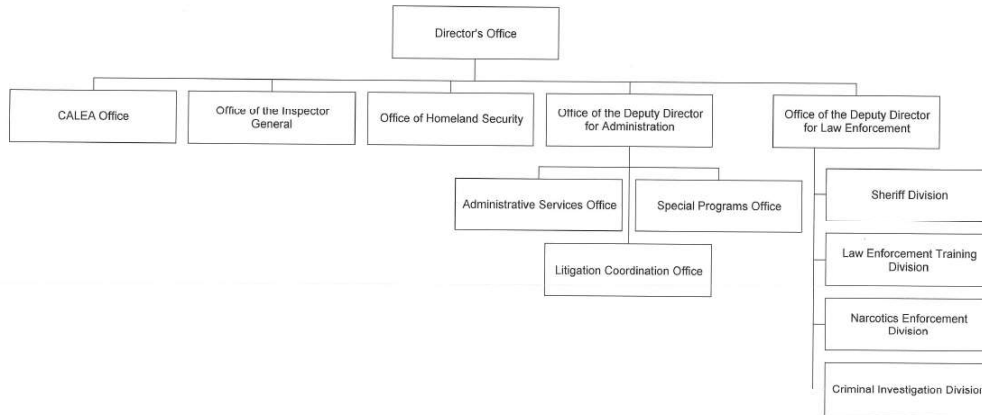
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DIRECTOR
POSITION ORGANIZATION CHART

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Page 1



B2 Office of the Director Position Organization Chart

APPROVED/DISAPPROVED:

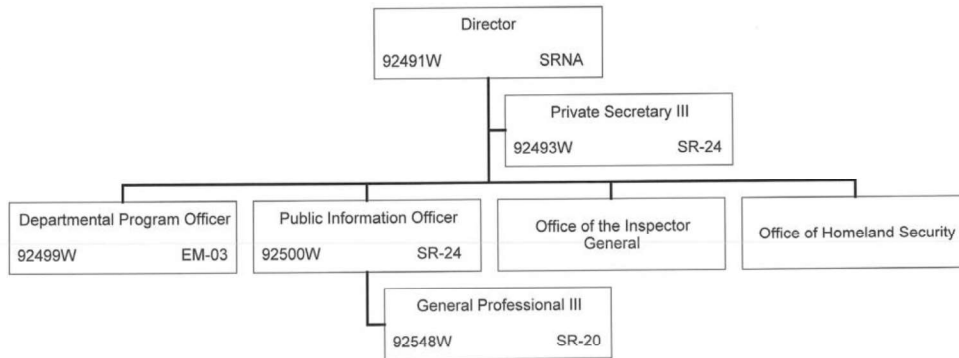
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DIRECTOR
POSITION ORGANIZATION CHART

DRAFT

Page 2



B3 Commission on Accreditation of Law Enforcement Agencies (CALEA)

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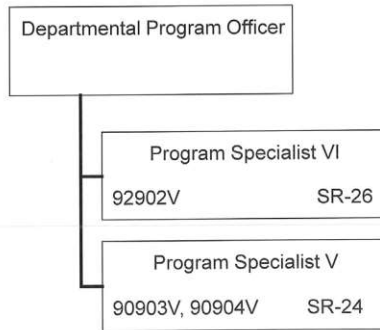
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DIRECTOR
COMMISSION ON ACCREDITATION OF LAW ENFORCEMENT
POSITION ORGANIZATION CHART

DRAFT

Page 3



B4 Office of the Inspector General

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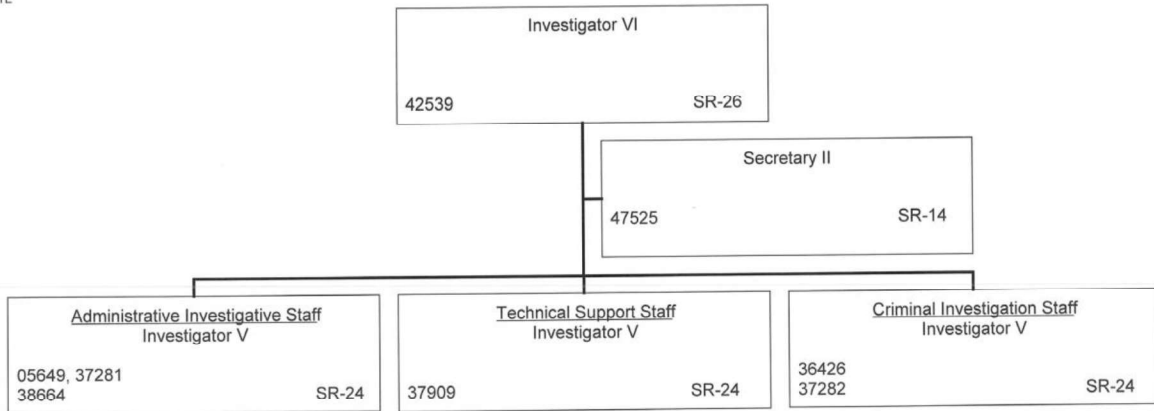
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DIRECTOR
OFFICE OF THE INSPECTOR GENERAL
POSITION ORGANIZATION CHART

DRAFT

Page 4



B5 Office of Homeland Security

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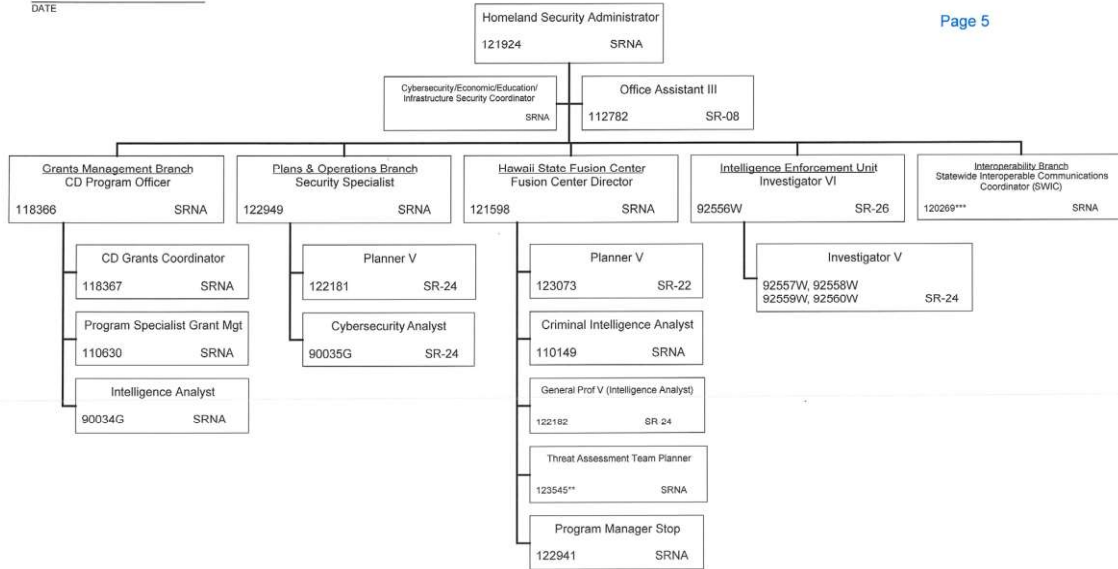
 DIRECTOR
 DEPARTMENT OF LAW ENFORCEMENT

 DATE

STATE OF HAWAII
 DEPARTMENT OF LAW ENFORCEMENT
 OFFICE OF THE DIRECTOR
 OFFICE OF HOMELAND SECURITY
 POSITION ORGANIZATION CHART

DRAFT

Page 5



B6 Office of the Deputy of Administration

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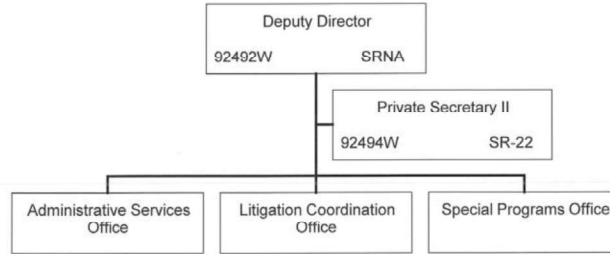
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
POSITION ORGANIZATION CHART

DRAFT

Page 6



B7 Office of Dep-A
Administrative Services Officer

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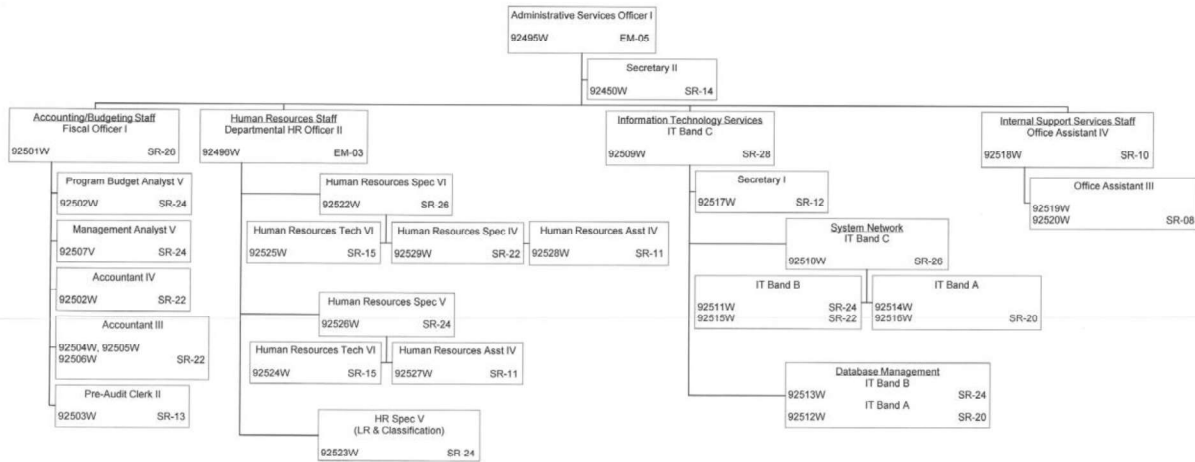
DIRECTOR
 DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
 DEPARTMENT OF LAW ENFORCEMENT
 OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
 ADMINISTRATIVE SERVICES OFFICE
 POSITION ORGANIZATION CHART

DRAFT

Page 7



B8 Office of Dep-A Litigation Coordination Office

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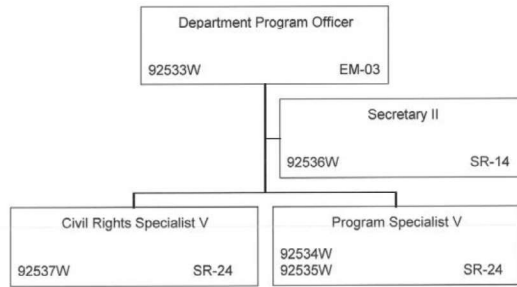
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
LITIGATION COORDINATION OFFICE
POSITION ORGANIZATION CHART

DRAFT

Page 8



B9 Office of Dep-A Special Programs Office

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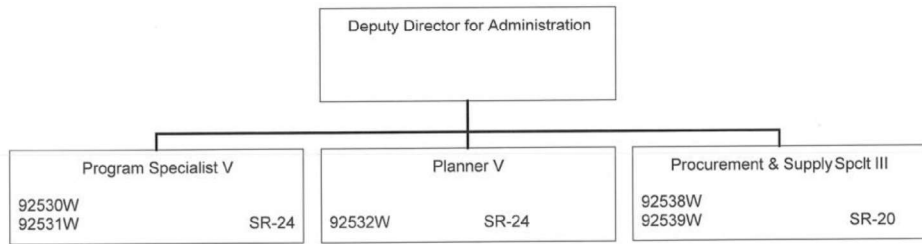
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
SPECIAL PROGRAMS OFFICE
POSITION ORGANIZATION CHART

DRAFT

Page 9



B10 Office of the Deputy Director for Law Enforcement

APPROVED/DISAPPROVED:

DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
POSITION ORGANIZATION CHART

DRAFT

Page 10



B11 Office of the Deputy Director of Law Enforcement Sheriff Division

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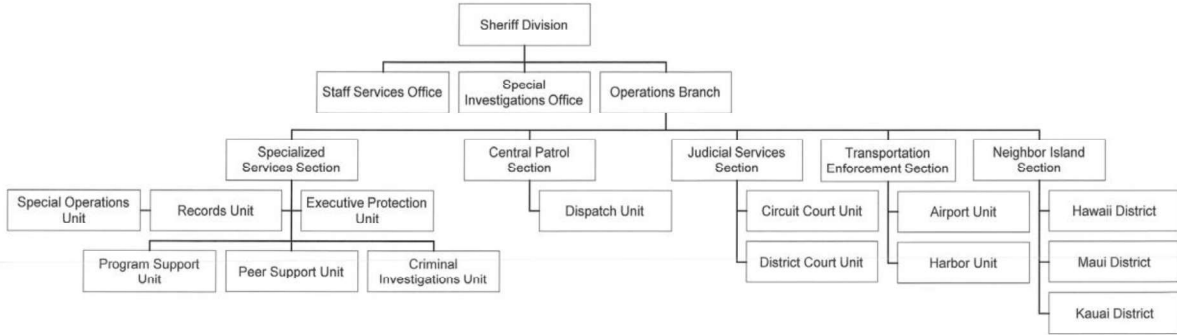
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
ORGANIZATION CHART

DRAFT

Page 11



B12 Office of Dep-E Sheriff Division Position Organization Chart

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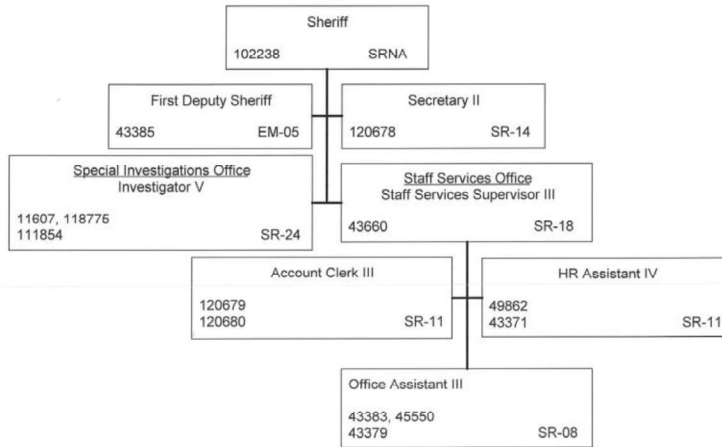
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
POSITION ORGANIZATION CHART

DRAFT

Page 12



B13 Office of Dep-E Special Operations Section

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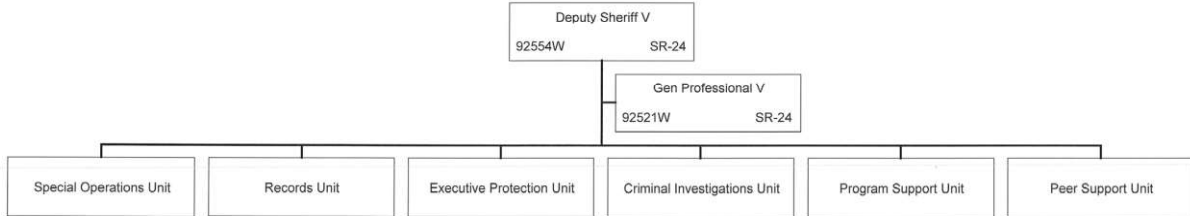
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION
POSITION ORGANIZATION CHART

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Page 13



B14 Office of Dep-E Special Operations Unit Position Organization Chart

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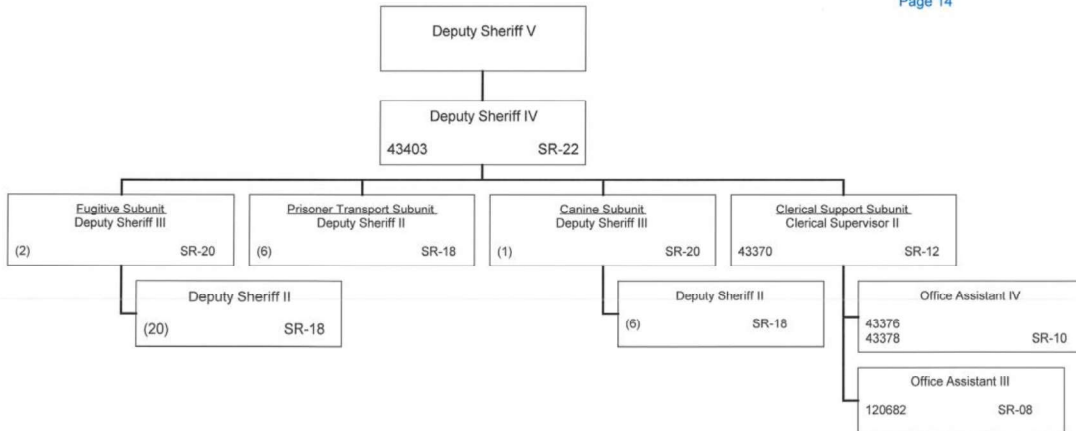
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION
SPECIAL OPERATIONS UNIT
POSITION ORGANIZATION CHART

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Page 14



B15 Office of Dep-E Specialized Services Section Records Unit

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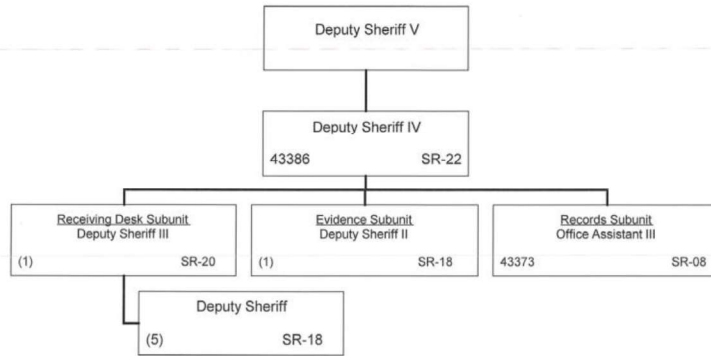
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION
RECORDS UNIT
POSITION ORGANIZATION CHART

DRAFT

Page 15



B16 Office of Dep-E Executive Protection Unit

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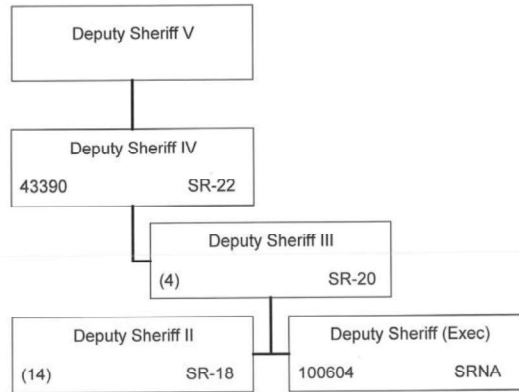
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION
EXECUTIVE PROTECTION UNIT
POSITION ORGANIZATION CHART

DRAFT

Page 16



B17 Office of Dep-E Criminal Investigations Unit Peer Support Group

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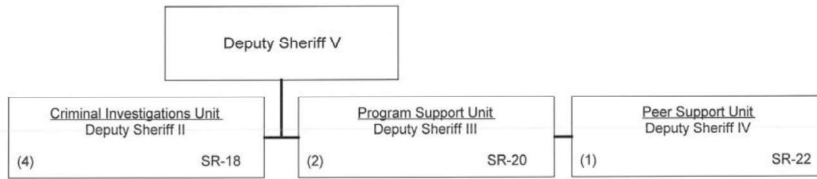
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
SPECIALIZED SERVICES SECTION
CRIMINAL INVESTIGATIONS UNIT
PROGRAM SUPPORT UNIT
PEER SUPPORT UNIT
POSITION ORGANIZATION CHART

DRAFT

Page 17



B18 Office of Dep-E Central Patrol Section Dispatch Unit

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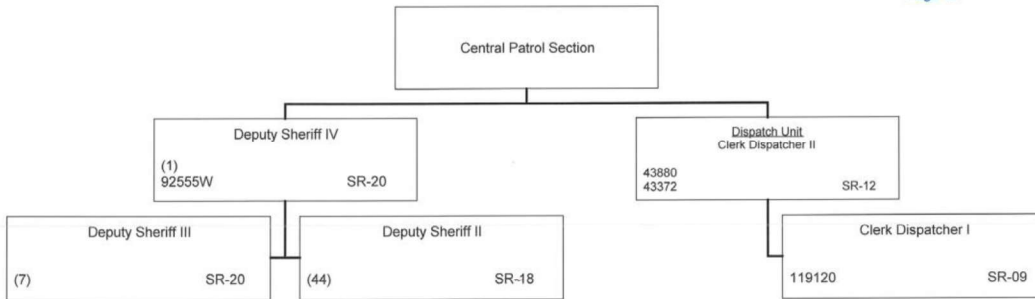
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
CENTRAL PATROL SECTION
DISPATCH UNIT
POSITION ORGANIZATION CHART

DRAFT

Page 18



B19 Office of Dep-E Judicial Services Section Circuit /District Courts Positions

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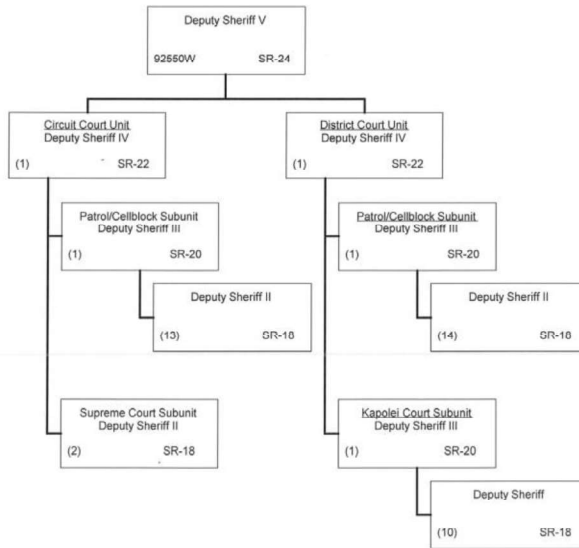
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
JUDICIAL SERVICES SECTION
CIRCUIT COURT UNIT
DISTRICT COURT UNIT
POSITION ORGANIZATION CHART

DRAFT

Page 19



B20 Office of the Dep-E Operations Branch Rotation Staff (Oahu only)

APPROVED/DISAPPROVED:

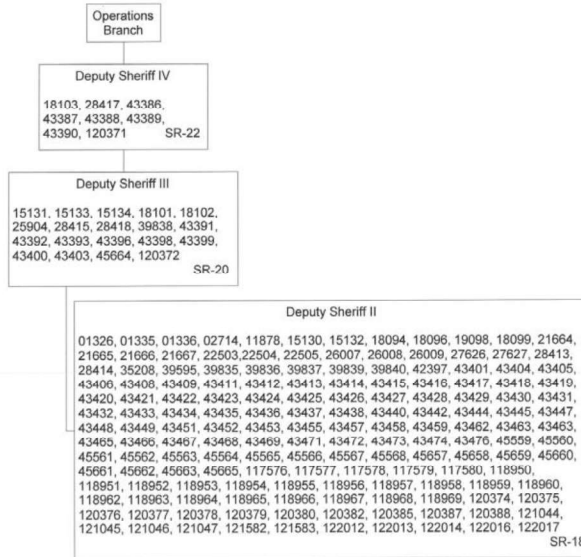
 DIRECTOR
 DEPARTMENT OF LAW ENFORCEMENT

 DATE

STATE OF HAWAII
 DEPARTMENT OF LAW ENFORCEMENT
 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
 SHERIFF DIVISION
 OPERATIONS BRANCH
 ROTATION STAFF (OAHU ONLY)
 POSITION ORGANIZATION CHART

DRAFT

Page 20



B21 Office of the Dep-E Transportation Enforcement Section Airport/Harbor Unit

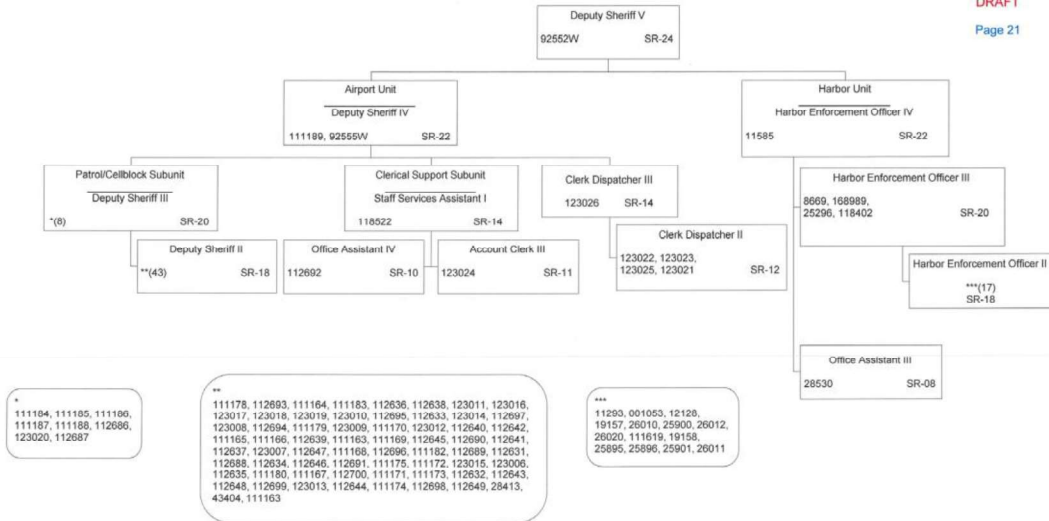
APPROVED/DISAPPROVED:

DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
TRANSPORTATION ENFORCEMENT SECTION
AIRPORT UNIT
HARBOR UNIT
POSITION ORGANIZATION CHART

DRAFT
Page 21



B22 Office of the Dep-E Neighbor Island Section

APPROVED/DISAPPROVED:

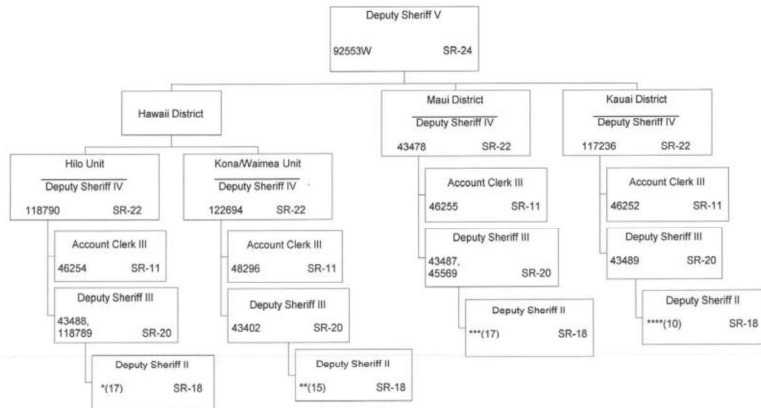
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
SHERIFF DIVISION
OPERATIONS BRANCH
NEIGHBOR ISLAND SECTION
HAWAII DISTRICT
MAUI DISTRICT
KAUAI DISTRICT
POSITION ORGANIZATION CHART

DRAFT

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*
43441, 43464, 43460, 43475,
51737, 51738, 116473, 116474,
116475, 117571, 117572,
118518, 118515, 118517,
118788, 118523, 118786, 28414

**
116476, 121049, 117570,
121052, 121048, 117573,
43410, 117574, 117575, 51735,
121050, 121581, 51736,
121578, 116477

43479, 117587, 43485, 117585,
43477, 117581, 121053, 117582,
43481, 43485, 117581, 43480,
43483, 121055, 117583, 43482,
43484

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117241,

B23 Office of the Dep-E Law Enforcement Training Division

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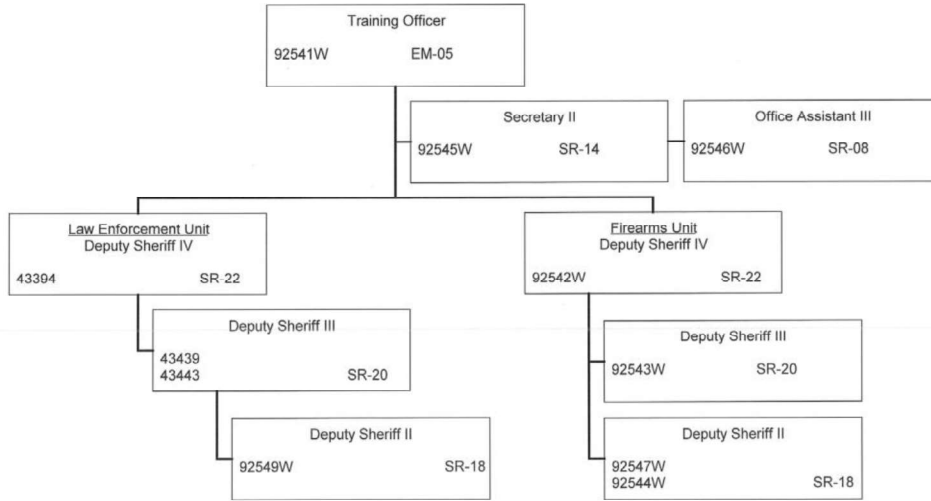
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
LAW ENFORCEMENT TRAINING DIVISION
POSITION ORGANIZATION CHART

DRAFT

Page 23



B24 Office of the Dep-E Narcotics Enforcement Division

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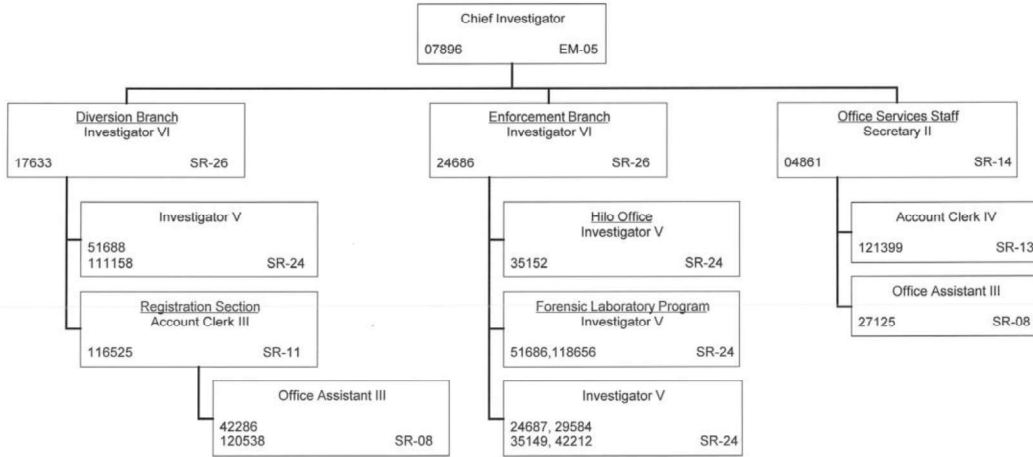
 DIRECTOR
 DEPARTMENT OF LAW ENFORCEMENT

 DATE

STATE OF HAWAII
 DEPARTMENT OF LAW ENFORCEMENT
 OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
 NARCOTICS ENFORCEMENT DIVISION
 POSITION ORGANIZATION CHART

DRAFT

Page 24



B25 Office of the Dep-E Criminal Investigation Division

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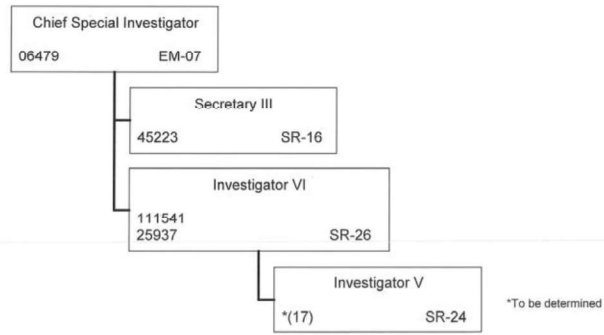
DIRECTOR
DEPARTMENT OF LAW ENFORCEMENT

DATE

STATE OF HAWAII
DEPARTMENT OF LAW ENFORCEMENT
OFFICE OF THE DEPUTY DIRECTOR FOR LAW ENFORCEMENT
CRIMINAL INVESTIGATION DIVISION
POSITION ORGANIZATION CHART

DRAFT

Page 25



ANNEX C: Act 278 Amendment Proposal Private Security contracts – Procurement process to be retained by DOH and DOD

C1 Amendment Proposal supportive testimony – Department of Health

DAVID Y. IGE
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.
INTERIM DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to
File

September 30, 2022

TO: The Honorable Max N. Otani, Director *MNO*
Department of Public Safety

FROM: Elizabeth A Char, M.D.
Director of Health *EAC*

SUBJECT: DEPARTMENT OF HEALTH SUPPORT FOR PROPOSED AMENDMENT
TO ACT 278 RELATING TO PROCUREMENT PROCESS FOR PRIVATE
SECURITY CONTRACTS

According to Act 278, page 52, the functions, and authority relating to the procurement process for Private Security contracts for all state hospital facilities, including Hawaii State Hospital, shall be transferred to the Department of Law Enforcement (DLE) effective January 1, 2024.

The Department of Health, Hawaii State Hospital Administrator, and Procurement Officer agrees with DLE's amendment proposal to have procurement and vetting of private security contractors for state hospital facilities such as Hawaii State Hospital (HSH) be left with HSH as they would be more keenly aware of their private security contractor needs of this psychiatric facility; furthermore, the procurement officer contends that oversight of mandates for scope of work for these contracts can be better performed by HSH personnel.

Thank you for the proposal to amend Act 278 to have Procurement and vetting of Private security contractors for Hawaii State Hospital to remain with the Department of Health.

C2 Amendment Proposal supportive testimony – Department of Defense

DAVID Y. IGE
GOVERNOR



KENNETH S. HARA
MAJOR GENERAL
ADJUTANT GENERAL

STEPHEN F. LOGAN
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

September 9, 2022

TO: Max N. Otani, Director 
Department of Public Safety

THRU: Jordan Lowe, Deputy Director 
Law Enforcement

THRU: Rusty Spray, Administrative Services Officer 
Department of Defense

FROM: Kenneth S. Hara, Adjutant General 
Department of Defense

SUBJECT: Request to Amend HRS 278 Regarding Law Enforcement
Procurement Process, Authority over Security Contracts for the
State Department of Defense.

According to HRS 278 page 53, the functions and authority relating to the procurement process for Private Security contracts for the National Guard and State Emergency Management facilities at the Diamond Head complex shall be transferred to the Department of Law Enforcement after January 1, 2024.

The State Department of Defense (DOD) is requesting to continue to have the Adjutant General retain the functions and authority over the process of procuring Private Security contracts for all (DOD) facilities. It would be financially advantageous and efficient for the DOD to remain as the authority in the selection and specifications for these private contracts to meet the individual security needs of each DOD facility.

We appreciate your support and favorable reply in this matter.

ANNEX D: Proposed Legislative Changes

D1: Justification Sheet - DOD, DOH and DHS to Retain Procurement Process for Private Security Contracts

REVISED: October 12, 2022
1st DRAFT DATE: August 31, 2022

JUSTIFICATION SHEET

DEPARTMENT: Law Enforcement

TITLE: A BILL FOR AN ACT RELATING TO ACT 278, SESSION LAWS OF HAWAII 2022.

PURPOSE: To amend section 21 of Act 278, Session Laws of Hawaii 2022, to transfer the responsibility and management of certain private security contracts under section 26-14.6, Hawaii Revised Statutes, from the Department of Law Enforcement to the Department of Defense (DOD), Department of Health (DOH), and Department of Human Services (DHS) for their respective facilities.

MEANS: Amend section 21 of Act 278, Session Laws of Hawaii.

JUSTIFICATION: Enabling the DOD, DOH, and DHS to manage private security contracts for their respective facilities will increase efficiencies by giving the departments greater control, based on their direct access to on-the-ground information.

Impact on the public: There will be little or no impact to the public, as these functions are already covered under existing contracts.

Impact on the department and other agencies: The proposed measure will eliminate the Department of Law Enforcement's involvement in managing private security contracts for the facilities of the DOD, DOH, and DHS and increase the efficiencies and control for these departments.

GENERAL FUND: None.

OTHER FUNDS: None.

DLE-01 (23)

D2 Justification Sheet Relating to Civil Service Law

REVISED:
1st DRAFT DATE: August 31, 2022

JUSTIFICATION SHEET

DEPARTMENT: Law Enforcement.

TITLE: A BILL FOR AN ACT RELATING TO THE CIVIL SERVICE LAW.

PURPOSE: To change the non-civil service appointed position of the sheriff to a civil service position, to be comparable to other state law enforcement division administrators.

MEANS: Amend Chapter 76-16, Hawaii Revised Statutes (HRS).

JUSTIFICATION: The proposed bill will make the position of sheriff a civil service position, to be on par with the division administrators of the Attorney General Investigation Division, Narcotics Enforcement Division, and Division of Conservation and Resources Enforcement, allowing for the equitable treatment and consistency in the management of the Sheriff Division in relation to all other divisions of the new Department of Law Enforcement.

Impact on the public: The continuity in the command structure of the Department of Law Enforcement resulting from this measure will afford greater protection of the public through the increased consistency in the enforcement of the criminal laws.

Impact on the department and other agencies: The proposed bill will allow for greater consistency in the management of the Sheriff Division and criminal laws, consistent with all other divisions of the Department of Law Enforcement.

GENERAL FUND: None.

OTHER FUNDS: None.

DLE-03 (23)

D3 Relating to Allowance on Service Retirements

REVISED: November 30, 2022
1st DRAFT DATE: September 8, 2022

JUSTIFICATION SHEET

DEPARTMENT: Law Enforcement

TITLE: A BILL FOR AN ACT RELATING TO RETIREMENT FOR PUBLIC OFFICERS AND EMPLOYEES.

PURPOSE: To include definitions of certain investigators, the director and deputy directors of the Department of Law Enforcement, and the sheriff as members of the pension and retirement systems, and to provide guidance for the computation of their retirement allowances.

MEANS: Amend sections 88-21, 88-47(a), and 88-74(b), (e), (f), and (i), Hawaii Revised Statutes (HRS).

JUSTIFICATION:

- (1) Amend section 88-21, HRS, to add new definitions for Department of Law Enforcement investigators, deputy directors of the Department of Law Enforcement, Director of Law Enforcement, sheriff, and Sheriff Division investigators established in Act 278, Session Laws of Hawaii 2022.
- (2) Amend section 88-47(a), HRS, to include Department of Law Enforcement investigators, deputy directors of the Department of Law Enforcement, Director of Law Enforcement, sheriff, and Sheriff Division investigators as Class A members of the pension and retirement systems, similar to police officers, Attorney General investigators, narcotics enforcement investigators, and public safety investigations staff investigators.
- (3) Amend section 88-74(b), (e), (f), and (i), HRS, to provide that computation for retirement allowances for Department of Law Enforcement

DLE-05 (23)

investigators, deputy directors of the Department of Law Enforcement, Director of Law Enforcement, sheriff, and Sheriff Division investigators shall be comparable to that of police officers, Attorney General investigators, narcotics enforcement investigators, and public safety investigations staff investigators.

The proposed amendments to chapter 88 are intended to add the new position definitions; protect the rights and benefits of the Department of the Attorney General investigators who are transferred into the Department of Law Enforcement, as provided in Act 278, Session Laws of Hawaii 2022; provide guidance for the computation of retirement allowances under proposed Class A pension and retirement system membership for Sheriff Division investigators similar to such retirement allowances already provided to other armed law enforcement criminal investigators; and provide guidance for the computation of retirement allowances under proposed Class A pension and retirement system membership for the Director of Law Enforcement, deputy directors of the Department of Law Enforcement, and the sheriff.

Impact on the public: This bill will protect the public by allowing the Department of Law Enforcement to employ the best qualified investigators and administrators to perform and manage law enforcement services for the community.

Impact on the department and other agencies: Affording Class A pension and retirement system benefits for all investigative staff of the Department of Law Enforcement will ensure

consistent treatment of personnel across the department and make the positions comparable to similar positions in other Executive Branch departments. It will also aid in recruiting qualified applicants already employed as Class A members who would not wish to lose pension and retirement benefits already gained.

GENERAL FUND: None.

OTHER FUNDS: None.

PPBS PROGRAM
DESIGNATION: LAW 900, LAW 503, and LAW 504.

OTHER AFFECTED
AGENCIES: None.

EFFECTIVE DATE: Upon approval.