

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

October 9, 2019

Policy Number 2.64

ADMINISTRATIVE REPORTS

POLICY

The Honolulu Police Department uses administrative reports to provide information within the department on operations, as well as to provide a mechanism to report departmental activities outside the organization.

PROCEDURE

I. **DEFINITION**

Administrative reports: Documents essential to the management of the department as identified in the Administrative Reports Master List. These reports provide information on topics such as (but not limited to) crime statistics, service demands, workloads, expenditures, and personnel.

II. **ADMINISTRATIVE REPORTS**

- A. Administrative reports shall be completed on a timely basis to ensure accountability and operational effectiveness and may be required to be submitted daily, weekly, monthly, quarterly, or annually.
- B. Administrative reports shall be submitted as required by the Administrative Report Master List.

III. **REPORT AND ACTIVITY MANAGEMENT**

- A. Each element shall retain copies of administrative reports in an inspectional file in accordance with the Administrative Reports Master List.

- B. Commanders or designees shall conduct periodic inspections to ensure that administrative reports are submitted on a timely basis and properly maintained with the following:
1. Name or description of the report;
 2. Name and/or position of the person(s) responsible for completing and submitting the report;
 3. Purpose of the report;
 4. Frequency of the report;
 5. Distribution of the report; and
 6. Required retention period of the report.

IV. ADMINISTRATIVE REPORT MASTER LIST

- A. A master list of administrative reports (see attachment) shall be maintained by the Information Technology Division.
- B. A request to amend the master list must be approved by the assistant chief of the Support Services Bureau (or designee).


SUSAN BALLARD
Chief of Police

Attachment

Post on bulletin
board for one week

Administrative Reports Master List

Annual Reports	
<p>Mayor, Annual Report Purpose: To describe accomplishments, new programs, and special events that occurred in the department during the fiscal year Distribution: Mayor's Office Responsible Party: Information Technology Division commander</p>	<p>Inventory Report Purpose: To provide accountability of departmental property Distribution: All departmental elements Responsible Party: Element commanders</p>
<p>Honolulu Police Department, Annual Report Purpose: To describe accomplishments, new programs, and special events that occurred in the department during the calendar year Distribution: Community Affairs Division and Office of Accreditation Responsible Party: Information Technology Division commander</p>	<p>Goals and Accomplishments Purpose: To set goals and report accomplishments Distribution: Office of Accreditation, bureau chiefs, and Chief's Office Responsible Party: Element commanders</p>
<p>Budget Report Purpose: To report and obtain approval of the annual budget Distribution: Bureau chiefs, Chief's Office, and Mayor's Office Responsible Party: Finance Division commander</p>	<p>Capital Improvements Purpose: To submit requests and funding for large-scale facility improvements Distribution: Bureau chiefs and Chief's Office Responsible Party: Element commanders</p>

Annual Reports (continued)	
<p>Certificate of Custodian Purpose: To attest to the accuracy of the inventory of equipment report Distribution: Chief's Office and Department of Budget and Fiscal Services Responsible Party: Finance Division commander</p>	<p>Equitable Sharing Agreement and Certification Purpose: To report the status and activity of the account Distribution: Chief's Office, Mayor's Office, and Department of Justice Responsible Party: Finance Division commander</p>
<p>Statistics on Race Purpose: To report the racial diversity of the department Distribution: Office of Accreditation and Human Resources Division Responsible Party: Human Resources Division commander</p>	<p>Personnel Rotation Report Purpose: To report the length of sworn personnel's divisional assignments Distribution: All departmental elements Responsible Party: Human Resources Division commander</p>
<p>Workload Assessment Purpose: To assess the allocation of personnel Distribution: Office of Accreditation, Human Resources Division, bureau chiefs, and Chief's Office Responsible Party: Element commanders</p>	

Semiannual Reports	
Asset Forfeiture Fund Purpose: To report the status and activity of the account in accordance with City Council Resolutions Nos. 95-285 and 97-256 Distribution: Chief's Office and City Council Responsible Party: Finance Division commander	Special Assignments Purpose: To report the special assignment of personnel Distribution: Office of Accreditation and Chief's Office Responsible Party: Human Resources Division commander
Fireworks Statistics Purpose: To report New Year's and 4th of July fireworks activities Distribution: Chief's Office and Honolulu Fire Department Responsible Party: Patrol district commanders	

Quarterly Reports	
<p>Strategy Reports Purpose: To update the command staff on the status of element strategies Distribution: Bureau chiefs and Chief's Office Responsible Party: Element commanders</p>	<p>Sick and Injured Persons Purpose: To update the command staff on the status of sick and injured personnel Distribution: Bureau chiefs and Chief's Office Responsible Party: Human Resources Division commander</p>
<p>Chief's Quarterly Community Status Reports Purpose: To have the Community Affairs Division update the Chief on community concerns and to provide recommended actions and solutions Distribution: Community Affairs Division Responsible Party: Patrol district commanders</p>	<p>Grant Budget Reports Purpose: To update the command staff and state and federal agencies on the status of projects and funding expenditures Distribution: Bureau chiefs, Chief's Office, and appropriate state and federal agencies Responsible Party: Grant project manager</p>

Monthly Reports	
<p>Uniform Crime Reporting (UCR) Purpose: To update the Federal Bureau of Investigation's UCR database on crime statistics Distribution: Office of Accreditation and state Attorney General Responsible Party: Information Technology Division commander</p>	<p>Police Employee Deployment System Purpose: To report the deployment status of personnel Distribution: Human Resources Division Responsible Party: Human Resources Division commander</p>
<p>Weed and Seed Report Purpose: To update the patrol bureau chiefs Distribution: Office of Accreditation and patrol bureau chiefs Responsible Party: Information Technology Division commander</p>	<p>Special Accounts Report Purpose: To update the command staff and chief on special accounts expenditures Distribution: Chief's Office Responsible Party: Element commander</p>
<p>Burglary-Theft Zone Report Purpose: To report district property crime activity Distribution: Patrol bureau chiefs Responsible Party: Patrol district commanders</p>	<p>Community Security Group Report Purpose: To update the deputy and bureau chiefs Distribution: Office of Accreditation and command staff Responsible Party: Patrol district commanders</p>
<p>Crime Reduction Unit Expense Report Purpose: To update the command staff Distribution: Deputy chiefs and bureau chiefs Responsible Party: Patrol district commanders</p>	<p>Overtime Budget Usage Purpose: To update the element commanders and command staff on overtime expenditures Distribution: Element commanders, bureau chiefs, and Chief's Office Responsible Party: Finance Division commander</p>

Daily Reports	
Watch Highlights Purpose: To update the command staff Distribution: Element commanders and command staff Responsible Party: Element commanders	

Periodic Reports	
News Releases Purpose: To inform the media and the public about police matters Distribution: Command staff, element commanders, and media Responsible Party: Media Liaison Office	Scientific Investigation Section Call-Out Report Purpose: To update the command staff on such incidents Distribution: Investigative Bureau chief Responsible Party: Scientific Investigation Section director