

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

March 27, 2019

Policy Number 4.55

AIRPORT OPERATIONS AREA SECURITY ITEMS

POLICY

Airport Operations Area (AOA) security items (i.e., identification badge, vehicle permit, and ramp license) shall be issued and used only for department-authorized access into the Daniel K. Inouye International Airport and in accordance with guidelines established in this directive.

PROCEDURE

I. DEPARTMENTAL LIAISON AND ELEMENT COORDINATOR

- A. The captain of the Narcotics/Vice Division (NVD) is the department's liaison with the airport's security management, Department of Transportation. The captain is responsible for issuing all AOA security items to element coordinators and ensuring that the items are returned to the airport's security management. The division's manual of operations (MOP) shall detail the duties and responsibilities of the liaison in accordance with this directive.
- B. Each element that requires AOA security items shall assign a coordinator who reviews and submits all requests for the element. The coordinator is responsible for the issuance, security, use, renewal, and return (to the liaison) of all AOA security items for the element. The MOP of each element that requires security items shall detail the duties and responsibilities of the coordinator in accordance with this directive.

II. GENERAL PROCEDURES FOR AOA SECURITY ITEMS

- A. Security items shall be issued only for department-authorized purposes.

- B. To initiate a request for a new or replacement security item or to renew security items, the captain of the NVD shall be contacted. The NVD shall provide the requestor with all of the necessary information (e.g., various requirements, regulations, suspense dates, etc.) and application forms to obtain the security items. The NVD's MOP shall contain detailed procedures for assisting anyone who is requesting or renewing security items.
- C. The captain of the NVD shall approve or deny all requests for security items on behalf of the Chief of Police.
- D. Employees are responsible for renewing their security items as necessary.
- E. When a security item is lost or stolen, the employee shall immediately notify the captain of the NVD via the element coordinator and initiate a police report.

III. USE OF SECURITY ITEMS

- A. Security items shall be used only for department-authorized purposes and never for personal reasons.
- B. Security items shall always be displayed while in "sterile" or "secure" areas (as specified by the Daniel K. Inouye International Airport's security management).
- C. A security item is to be used only by the employee to whom the item was issued; authority to use an item is not transferable.
- D. Employees are responsible for the custodial care of their security items.

IV. RETURN OF SECURITY ITEMS

- A. When security items are no longer required or when an employee leaves an assignment that requires security items, the employee shall immediately return the items to the captain of the NVD via the employee's element coordinator.
- B. Employees may be held responsible for paying any fines resulting from the loss of security items that have been issued to them.

March 27, 2019

Policy Number 4.55
Page 3

V. REVOCATION OF SECURITY ITEMS

The Chief of Police or designee or the airport's security management may revoke security items from an employee at any time.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
June 5, 2007