

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

June 3, 2016

Policy Number 2.09

ALAPAI HEADQUARTERS BUILDING SECURITY

POLICY

The commander of the Central Receiving Division (CRD) is responsible for the security of the Alapai headquarters.

- I. This responsibility includes the (1) physical security of the building, parking structure, and facilities in the parking structure, and (2) operation of the security booth and security consoles.
- II. CRD personnel shall make periodic inspections of the entire headquarters building and parking structure on each watch. Any unusual occurrence or incident shall be reported to the watch commander.

PROCEDURE

- I. ACCESS TO THE BUILDING AND AREAS WITHIN
 - A. With certain limitations, the building is open to the public during normal business hours (i.e., 0745 to 1630 hours), Monday through Friday, excluding public holidays. All other periods shall be considered nonbusiness hours.
 - B. Access to the Alapai headquarters shall be controlled by the officer(s) at the South Beretania Street security post during both business and nonbusiness hours.
 - C. The Chief of Police, commander of the CRD, or a designee may modify the above hours and requirements for access.

- D. Access to some areas within the building is limited to authorized personnel. These areas are marked with signs prohibiting entry. Unauthorized persons found in a restricted area shall be given reasonable warning or escorted from the facility and grounds by a police officer. If they fail to comply, they may be arrested for trespassing.
- E. Element commanders shall determine the extent to which employees and the public are granted access to their areas.

II. ENTRY AND EXIT POINTS

A. The public will normally enter the building through the main entrance on South Beretania Street. Those who come to bail out or visit a prisoner will be directed to the adult release or juvenile release door on South Hotel Street.

B. Employees 

III. ESCORTS

A. 

- B. A member of the public who enters during nonbusiness hours for any purpose must be escorted. The element being visited shall meet the visitor at the security post and escort him or her into and out of the building.
- C. Members of the public who participate in meetings or classes in the building during nonbusiness hours shall enter and leave as a group and be escorted by a representative of the activity.
- D. Members of the public who enter the building during business hours but leave during nonbusiness hours shall be escorted out of the building by an employee.

IV. IDENTIFICATION CARDS

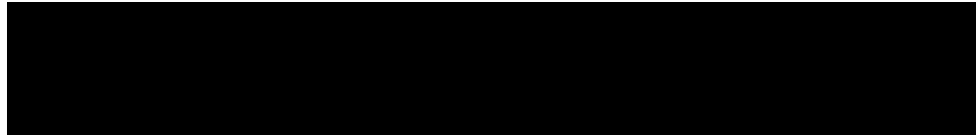
- A. Officers in uniform do not need to display identification cards.
- B. Officers not in uniform and civilian employees shall display their identification cards at all times in the building except while engaged in physical training activities.
- C. A member of the public who enters during business and nonbusiness hours shall obtain a visitor identification card at the security post and conspicuously display it at all times while in the building.
 1. The security post officer shall obtain a valid government identification from the visitor. The officer shall then log the name of the visitor, type of identification provided, identification number, and visitor's destination within the Alapai headquarters.
 2. A visitor identification card shall be issued. The card includes the visitor's destination (i.e., division/floor) and date issued. The date issued is also the expiration date as all visitor identification cards are only valid for one day.
 3. All visitors shall wear the visitor identification card while in the Alapai headquarters. A visitor who is outside of the destination area listed on the identification card shall be directed to that area or back to the security post by an officer.
 4. If the visitor does not produce a valid government identification, the security post officer shall contact the element or person being visited. A representative of the element or the person being visited shall go to the security post and verify the visitor before the security post officer can issue a visitor identification card. The visitor shall be escorted by the element or person when entering and exiting the Alapai headquarters.

D. Entry may be denied to any person who provides false information.

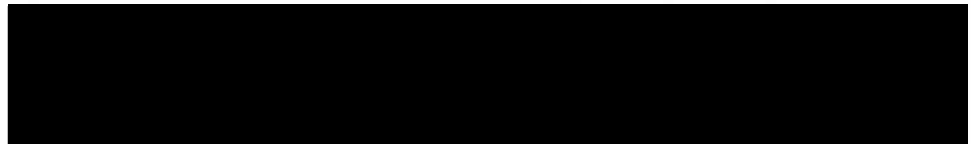
V. EMERGENCY DOORS AND EVACUATION

A. Location of Doors

1.

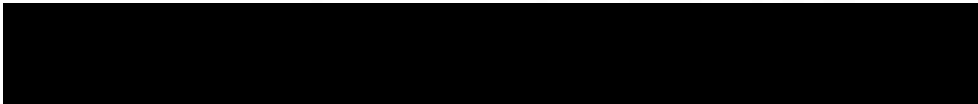


2.

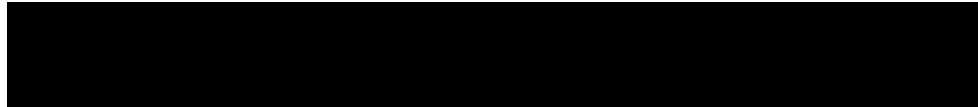


B. Emergency Evacuation

1.



2.



3. Elements that operate on a 24-hour basis shall prepare and display maps that identify alternate emergency evacuation routes from the building.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin board for one week

Policy first issued
March 10, 1999