

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

February 26, 2016

Policy Number 2.10

ALAPAI HEADQUARTERS PARKING

POLICY

The Honolulu Police Department (HPD) shall establish procedures for the use and management of parking facilities at the Alapai headquarters.

PROCEDURE

I. DEFINITIONS

- A. Alapai parking facility: The parking facility at the Alapai headquarters. This includes the areas within the parking structure (levels P-1, P-2, P-3, B-1, and B-2).
- B. Joint Traffic Management Center (JTMC) parking facility: The parking facility at the JTMC. Parking at this facility is limited to authorized HPD personnel (i.e., Communications Division personnel). The Department of Facility Maintenance is responsible for the control and management of this facility.
- C. Parking coordinator: The assistant chief of the Support Services Bureau (SSB).
- D. Parking enforcement coordinator: The commander of the Professional Standards Office (PSO).
- E. Parking permit: Authorization to park at the Alapai parking facility, which is signified by a decal or placard mounted on a vehicle as specified by this directive. Decals shall be affixed at all times while parked at the Alapai headquarters. There are five types of parking permits.

- 1. Assigned permit: A permit (decal and placard) to park in an assigned stall. Stall assignments are made by the parking coordinator.
- 2. Unassigned permit: A permit (static-stick decal) to park in an unassigned stall. The specific parking area is determined by the applicant's seniority or position. Each permit is assigned to a specific employee and his or her primary vehicle.
- 3. Special permit: A permit (placard) to park in an unassigned stall. These permits are issued for special purposes such as special assignments and to elements that are assigned nonpatrol fleet vehicles (e.g., Specialized Services Division, Records and Identification Division, Information Technology Division, Human Resources Division, etc.).

Each element that is not assigned to the Alapai headquarters will be issued three special permits for conducting business at the headquarters. These elements are responsible for their own placards.

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- 4. Volunteer permit: A permit (placard) that allows a volunteer worker to park after hours in designated areas. These permits are issued to elements that have volunteer workers; they may not be used by anyone other than the volunteer.
- 5. Disabled person permit: Parking stalls for disabled employees are located on the P-3 parking level.

- F. Neal S. Blaisdell Center (NBC) parking facility: The parking facility at the NBC.
- G. Seniority wait list: The list of civilian personnel eligible for parking at the Alapai parking facility.

Civilians assigned to the Alapai headquarters must contact the SSB if they wish to be placed on the wait list.

- H. Vehicle: Any car, van, truck, motorcycle, moped, motor scooter, or bicycle.
- I. Volunteer worker: Anyone who is not employed by the department but performs functions or tasks at the Alapai headquarters without compensation.
- J. Waived fee officers (subject to contract negotiations): Officers at the rank of lieutenant and below.

II. RESPONSIBILITIES

A. Parking Coordinator

The parking coordinator is responsible for the control and management of the Alapai parking facility.

B. Parking Enforcement Coordinator

The parking enforcement coordinator is responsible for enforcement of the rules contained herein.

C. HPD Personnel

All HPD personnel are responsible for compliance with the requirements of this directive.

III. PARKING PRIVILEGE

- A. All HPD personnel assigned to the Alapai headquarters who wish to park at the facility, including those with disabled parking placards/license plates, shall apply for parking in accordance with this directive.
- B. All permits are approved and issued by the parking coordinator. However, applicants for special permits and volunteer permits must submit requests in writing to the SSB via their respective channels.
- C. Only one decal will be issued to each authorized employee who has a primary vehicle on file.

Nonmotorized officers and civilian employees may request a second, permanent-stick decal for mopeds, motor scooters, or motorcycles used as an alternate vehicle.

1. Personnel shall park only one vehicle, either primary or alternate, at a time within the designated parking facilities; and
 2. The vehicle's information (registration, etc.) must be current.
- D. Any changes in primary or alternate vehicle information shall be reported within five calendar days to the parking coordinator.
- E. Each decal/placard must be returned to the parking coordinator when it expires or when the permittee is assigned to duty at another station, leaves the department, or gives up the permit for any other reason.

IV. PERMIT ACQUISITION, REPLACEMENT, AND CANCELLATION

A. Acquisition

1. Applicants shall apply directly with the parking coordinator for permits with the exception of those who are applying for special or volunteer permits.

Anyone seeking a special or volunteer permit must obtain the approval of his or her division-level commander. The commander must then submit a request for the permit via proper channels to the parking coordinator. The employee's bureau chief shall determine the validity of the request before forwarding it to the parking coordinator.

2. An applicant for a new permit or permit renewal shall present a valid registration for the vehicle.

B. Replacement

1. When a decal or placard is lost, stolen, or damaged, the permittee shall submit a To/From report through channels to the parking coordinator.
 - a. An explanation regarding the loss/theft/damage shall be included in the To/From report. A copy of the police report shall be attached.
 - b. Upon approval, copies of the To/From and police report will be sent to the respective employee and the PSO for their information.
 - c. The vehicle registration shall be presented when applying for a replacement decal.
2. When an employee acquires a replacement for the primary vehicle or alternate motorcycle/moped/motor scooter that is on file, the employee shall inform the parking coordinator of the change and submit a copy of the new registration within five calendar days.

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C. Cancellation

1. An employee who wishes to cancel a permit shall, if possible, submit a notice of cancellation to the parking coordinator at least two weeks prior to the effective date of cancellation. This will enable the Finance Division to terminate the payroll deduction for the permit on time. There will be no refunds for late cancellations.
2. The parking decal/placard shall be returned to the parking coordinator at the time the notice of cancellation is submitted. A temporary permit will be issued at that time to cover the permittee's vehicle until the cancellation date. Failure to return the parking decal/placard will cause the payroll deduction to continue.

- 3. When a permittee terminates his or her employment with the department, the decal/placard must be returned to the parking coordinator. The element commander, parking coordinator, and the Finance Division shall ascertain that this has been accomplished before signing the employee's clearance form.

V. TEMPORARY PARKING PROCEDURES

A. For New and Temporary Permits

- 1. When a new parking permit is required for a vehicle, the permit shall be obtained before the vehicle is parked in the authorized area.
- 2. The static-stick decals shall be used on temporary vehicles and new primary vehicles, therefore, temporary passes will not be issued.

B. For Evidentiary Purposes

Short-term parking is sometimes needed for vehicles held as evidence.

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1. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- 2. The case officer shall remove the vehicle within ten calendar days. For an extension to be considered, a request shall be submitted to the parking coordinator.

VI. PARKING RULES

A. Display of Decals/Placards

- 1. Decals shall not be altered in any way.
- 2. The paper backing shall be removed from the parking decal and the decal affixed to the lower, right corner of the front windshield (as seen from inside the vehicle).

- 3. Decals for motorcycles, motor scooters, and mopeds shall be visibly affixed to the rear fender or right rear area of the motorcycle, motor scooter, or moped (as seen from the rear of the motorcycle).
- 4. Bicycles shall have current registration decals.
- 5. In vehicles without decals, placards shall be displayed on the dashboards so that all of the information on the placard is clearly visible from the outside.

B. Parking in Authorized Areas

- 1. In general, a vehicle may be parked only within the specific level/area authorized by its permit. There is one exception to this rule.

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- a. Civilian employees who park at the JTMC or NBC and work outside of normal business hours may apply for after-hours parking placards. These placards permit employees to park after hours only when they are at the Alapai headquarters for official business.
- b. Placard requests shall be e-mailed by the employee's commander, executive officer, or lieutenant to the parking coordinator's secretary. The request shall confirm the employee's payment of parking at the JTMC or NBC and provide justification for the placard.

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- c. Vehicles with off-hours parking placards may park on the P-1, P-2, and P-3 levels at all hours on weekends and holidays. On normal business days, they may park between 1630 and 0730 hours on the P-1 and P-2 levels and between 1630 and 0700 hours on the P-3 level. Personnel who have NBC off-hours placards shall be permitted to move their vehicles during their work schedules.
 - d. There are no exceptions for mopeds, bicycles, motor scooters, and motorcycles. They shall be parked only in areas designated for mopeds, bicycles, motor scooters, and motorcycles at all times.
- 2. City-owned motor vehicles shall not be parked on the P-1 and P-2 levels unless they have parking placards.
 - 3. A vehicle may be parked within the Alapai parking facility only during periods when the employee is on duty or at the Alapai headquarters for official business.
 - 4. On-duty HPD personnel shall not park in any of the metered stalls in the parking structure, on South Beretania Street fronting the station, or on Hale Makai Street.
 - 5. City-owned and city-subsidized police vehicles may be parked in the areas designated "Reserved for Honolulu Police Vehicles Only" on South Beretania and South Hotel Streets when the employee is on duty or at the Alapai headquarters for official business. Vehicles cannot be parked in these areas for more than two hours and during tow zone hours.

6. Undercover vehicles shall not be parked or stored at the Alapai headquarters. Divisions shall make arrangements to park such vehicles elsewhere. Any undercover vehicle found in the parking structure will be cited and reported to divisional commanders for appropriate action.

C. Parking Within Stalls

Each vehicle shall be parked properly within a stall. No straddling of parking stalls, double parking, or parking that blocks the traffic lanes will be allowed.

D. Use of Assigned Stalls by Others

1. An assigned parking stall may not be rented out by the applicant.
2. A permittee with an assigned stall may authorize another HPD employee to use it during the permittee's absence. The permittee's placard will be displayed on the vehicle while it is in the stall.

E. Storage of Vehicles

HPD personnel shall not park vehicles within the Alapai parking facility for more than 24 consecutive hours without the prior written approval of the parking coordinator. Vehicles parked for more than 24 consecutive hours are subject to towing.

A To/From report submitted through channels to the parking coordinator requesting approval for extended parking will be considered for business purposes only (i.e., business trip, conference, extradition, etc.).

F. Compliance With Signs and Directives

Personnel shall comply with all posted signs and directives regarding the use of the facility.

VII. PARKING FEES

- A. All fees for parking are set in accordance with city ordinance or the current collective bargaining agreement and are subject to change therewith. Fees are reduced for applicants who participate in carpools. The fee schedule is maintained by the parking coordinator.
- B. Captains and above who are assigned to the Alapai headquarters and wish to park there shall apply for assigned parking with the parking coordinator.
- C. With the exception of officers whose fees have been waived, all employees shall pay for parking at the Alapai headquarters.

VIII. DESCRIPTION OF PARKING FACILITY

The Alapai parking facility consists of five parking levels within the structure. The five parking levels are staggered in two stacks; the B levels are directly adjacent to the headquarters building on the ewa side, and the P levels are ewa of the B levels.

A. P-1 Level

[REDACTED]

B. P-2 Level

[REDACTED]

C. P-3 Level

[REDACTED]

D. B-1 Level

[REDACTED]

E. B-2 Level

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IX. ENFORCEMENT OF PARKING RULES

All HPD employees are required to comply with this directive. A violation may result in the vehicle being cited and/or towed and the employee being disciplined.

A. Citations

Citations will be issued to any vehicle found parked in violation of this directive.

B. Towing

1. Unauthorized vehicles and vehicles blocking parking stalls, driveways, or other vehicles will be towed in accordance with city ordinance.
2. An Incident Report, HPD-192 form, and an Inventory of Towed Automobile, HPD-48 form, shall be completed and sent to the Records and Identification Division. A To/From report regarding the violation that precipitated the towing and a copy of the tow company's invoice shall be forwarded to the Finance Division.
3. If the violator is an employee of the department, a copy of the above reports shall be forwarded to the employee's commander for review and appropriate action.
4. Owners of towed vehicles will be responsible for all expenses.

C. Disciplinary Action

1. Personnel who violate this directive may be subject to disciplinary action in accordance with the Standards of Conduct or civil service rules.

Disciplinary action may also result in the suspension or revocation of the violator's parking privileges.

- a. The first violation within the Alapai facility (e.g., covered parking, loading zones, and sally port) shall result in a consequence that is no less than a verbal counseling.

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The first violation within the metered parking in the parking structure and on the Beretania and Hale Makai Streets shall result in a consequence that is no less than a verbal counseling.

b. Any second violation within 12 months after a first violation shall result in a consequence that is no less than a counseling (HPD-384 form).

c. Any third violation within 12 months after the first violation shall result in progressive disciplinary actions that may include extended action, having the vehicle towed, and revocation of parking privileges for the Alapai facility for 36 months.

2. A copy of any administrative action taken shall be forwarded to the parking coordinator's and parking enforcement coordinator's offices.

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X. EXCEPTIONS

Exceptions to this directive may be made by the Chief of Police.



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SUSAN BALLARD
Chief of Police

Post on bulletin board for one week

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