

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

May 7, 2015

Policy Number 3.46

ALCOHOL USE

POLICY

The Honolulu Police Department does not permit its employees to perform their duties when they may be a danger to themselves or others because of alcohol use. As such, this directive establishes guidelines to regulate employees' alcohol-use problems; identify those who become impaired by alcohol; and treat, counsel, or discipline them as necessary.

PROCEDURE

I. OVERVIEW

- A. The department's commitment to providing a safe, healthy, and efficient work place for its employees and quality law enforcement services to the public is a compelling reason to maintain an alcohol-free work environment.
- B. Employees' inappropriate use of alcohol potentially risks their safety, the safety of coworkers, and the safety of the community. This policy establishes the department's efforts to reduce these risks and provide for the well-being of its employees.

II. DEFINITION

Alcohol as defined by Sections 291E-1 and 244D-1, Hawaii Revised Statutes, is applied in this directive.

- A. In Section 291E-1, "Alcohol" means the product of distillation of any fermented liquid, regardless of whether rectified, whatever may be the origin thereof, and includes ethyl alcohol, lower aliphatic alcohol, and phenol as well as synthetic ethyl alcohol, but not denatured or other alcohol that is considered not potable under the customs laws of the United States.

- B. In Section 244D-1, "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

III. REGULATION

Restrictions in this section do not apply when alcohol is handled for evidentiary purposes or possessed or consumed for specific, department-authorized operations (e.g., undercover assignments and training).

- A. Employees shall not report for or be on duty if their fitness for duty might be perceived as being impaired by alcohol consumption.
- B. Employees shall not possess or consume alcohol while on duty or in a departmental facility.
- C. Employees shall not physically handle department-issued or supplemental firearms while consuming alcohol or while impaired by the consumption of alcohol.
- D. Employees shall not enter any place for the purpose of obtaining alcohol while on duty.
- E. The odor of an alcoholic beverage on an employee's breath shall be considered reasonable suspicion that alcohol has been consumed.

IV. MONITORING PROGRAM

The department's alcohol-use monitoring program provides for the following:

- A. The early identification of employees with problems related to alcohol use. Policy 3.12, EMPLOYEE EARLY RECOGNITION SYSTEM, together with supervisors' and coworkers' observations, shall be used in the early identification of employees who may have problems related to alcohol use.

7-24-2015

B. Evaluation and Intervention

Along with psychological evaluation and counseling, the department facilitates employee intervention, assistance programs, and rehabilitation.

1. Employees who have or believe they have problems related to alcohol use are encouraged to seek assistance voluntarily without fear of placing their jobs in jeopardy for seeking such help.
 - a. When voluntarily seeking assistance, employees may explore private medical or psychological care outside of the department at their own expense.
 - b. The Human Services Unit (HSU) is also available for psychological treatment and/or referral to appropriate psychological treatment services.
2. During the period an employee undergoes treatment for an alcohol-related problem, the employee may be permitted to remain on full-duty status or be offered a limited-duty position at the discretion of the Chief of Police.

C. Monitoring Compliance

Employees' compliance with this policy is monitored with administrative oversight and review and disciplinary actions as appropriate.

1. Employees' Responsibilities

- a. Employees shall not report for or be on duty if their fitness for duty might be perceived as being impaired by alcohol consumption.
- b. Employees shall not possess or consume alcohol while on duty or at a departmental facility unless required to do so for their assignment.
- c. Employees shall not physically handle department-issued or supplemental firearms while consuming alcohol or while impaired by the consumption of alcohol.

7-24-2015

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- d. When off-duty officers believe that alcohol impairs their performance of police duties, they shall request for an on-duty officer if they are in a situation that requires police response.
- e. In the interest of personal and public safety, employees are encouraged to inform their supervisors of behavior that indicates another employee might be performing duties while under the influence of alcohol.
- f. Each employee is ultimately responsible for his or her personal problem with alcohol use and taking corrective action such as treatment or counseling.

2. Supervisors' Responsibilities


- a. Supervisors shall not permit an employee to remain at work if there is reason to believe that the employee's ability to work may be impaired. Such reasons can include (but not be limited to) knowledge that an employee consumed an alcoholic beverage before reporting for duty.
- b. Supervisors who have reason to believe that an employee's fitness for duty may be impaired by alcohol consumption shall proceed as follows if the employee is a member of the State of Hawaii Organization of Police Officers or United Public Workers union:
 - (1) Refer the employee to the HSU for an alcohol abuse evaluation;
 - (2) Place the employee on an appropriate leave;
 - (3) Notify the element commander; and
 - (4) Initiate an investigation into the matter.
- c. Supervisors who have reason to believe that a Hawaii Government Employees Association (HGEA) employee's fitness for duty may be impaired by alcohol consumption shall follow the HGEA Drug and Alcohol Testing guidelines.

May 7, 2015

Policy Number 3.46
Page 5

V. COMMANDER RESPONSIBILITIES

An element commander who has reason to believe that an employee has an alcohol use problem shall ensure that all relevant provisions of this policy are applied.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
December 13, 2006