

HONOLULU POLICE DEPARTMENT
POLICY
PRISONER AND COURT-RELATED ACTIVITIES

March 24, 2016

Policy Number 7.01

ARRESTS AND ARRESTED PERSONS

POLICY

Officers shall effect arrests and manage arrested persons in accordance with the law and the provisions of this directive.

PROCEDURE

I. ARRESTS GENERALLY

The general authority for arrests is spelled out in the sections of the Hawaii Revised Statutes (HRS) listed in Attachment 1.

II. SECURITY CONTROL

Procedures governing the security control of arrestees during the process of arrest and during transport to and from departmental holding facilities are found in Policy 7.02, SECURITY CONTROL OF ARRESTEES.

III. PRISONER SEARCHES

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A. Holding facility searches shall be conducted by holding facility staff. Non-Central Receiving Division (CRD) holding facility personnel shall not enter the cell block area without the permission of the officer or designee in charge of the holding facility.

B. Arresting officers are responsible for retrieving their handcuffs. To assist in this, officers should label (not etch or engrave) their handcuffs for proper identification and/or reclaim their handcuffs immediately after the handcuffs are removed from the arrestees.

PUBLIC VERSION

Security procedures and information redacted pursuant to HRS Section 92F-13(3).

C. Pre-Incarceration Searches

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1. A full-frisk search shall consist of the following: (1) the officer conducting a pat-down search; (2) the arrestee loosening clothes and belt, loosening and shaking out or removing brassiere to be searched by officer and then returned to detainee, removing shoes, opening mouth and wagging tongue, and removing wig; and (3) the officer making a visual inspection of the mouth, nose, and ears without probing. Items such as hats and gloves shall be removed from the detainee and placed with the detainee's property. A full-frisk search does not include a strip search. No strip and cavity searches shall be carried out unless exigent circumstances exist.

2. At least two officers or authorized employees shall conduct a preincarceration, full-frisk search of arrestees upon their arrival at the CRD or any arrestee receiving area to:

a. Prevent the entry of weapons, drugs, other potentially harmful items, and contraband into the cell block; and

b. Inventory the arrestee's belongings.

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The physical search of an arrestee shall be conducted by an officer or authorized employee of the same sex as the arrestee.

3. An arrestee's closed containers (e.g., wallets, pouches, purses, backpacks, canisters, envelopes, etc.) may be opened only if the person conducting the search first obtains the arrestee's consent or a search warrant, unless circumstances merit an exception to the requirements for a search warrant. A written consent on the Statement of Receipt of Detainee's Property, HPD-101 form, should be obtained unless circumstances necessitate accepting a verbal consent (e.g., the arrestee is unable to write).

4. All closed containers shall be given an X-ray examination before being accepted for safekeeping in the CRD.
 - a. If an item that is being examined is suspected of being an explosive device, the following actions shall be taken immediately:
 - (1) The closed container and suspected explosive device shall be left inside the X-ray machine and the power to the machine shall be left on.
 - (2) The watch commander and/or desk sergeant shall be notified immediately of the suspected explosive device.
 - (3) All handheld police radios and cellular telephones in the adult sally port shall be turned off. The landline telephone shall be used to make any telephonic notification.
 - (4) All personnel shall be evacuated out of the adult sally port area.
 - b. When the watch commander and/or desk sergeant is informed of a suspected explosive device, he or she shall ensure that the Communications Division is notified of the situation and CRD personnel proceed in accordance with Procedure 9.03, INCIDENTS INVOLVING EXPLOSIVES.
5. If an X-ray examination reveals what appears to be a firearm in a closed container, the examining officer shall:
 - a. Immediately notify the desk sergeant of the firearm and capture a digital image of the weapon that is displayed on the X-ray monitor's screen;

- 3-24-2016 [b. Open the container, remove the firearm, clear the firearm of any rounds utilizing the designated clearing stations in the sally port, and close the container while using a video camera to record the action;
- c. Place the container in the arrestees' property room for safekeeping;
- 3-24-2016 [d. Initiate a police incident report to document the incident and submit the firearm and video recording into evidence; and
- e. Make an entry on the Statement of Receipt of Detainee's Property, HPD-101 form, noting that a firearm was removed from the arrestee's property and the police report number.

D. Strip Searches

1. For the protection of the prisoner, other prisoners, and the holding facility staff, a strip search shall be conducted only if there is reasonable suspicion that an arrestee has concealed upon his or her person any weapons, means of escape, or means of harming himself/herself or others that were not discovered through a pat-down or full-frisk search.

2. A strip search may consist of the removal of clothing and a visual inspection of all body surfaces, including the body area immediately adjacent to the opening of a body cavity. Other than a visual inspection of the mouth, nose, or ears, the strip search shall not include a search of a body cavity, any probe or intrusion into the body, or the removal of blood, hair, or any other substance. A probe or intrusion into the body shall only be carried out pursuant to a search warrant. Any contraband, evidence, or suspicious items observed during the visual inspection of the mouth, nose, or ears shall be recovered and the appropriate police reports initiated.
3. The officer in charge of the holding facility shall be notified before any strip search is conducted.
4. A strip search shall be made by an officer of the same sex as the arrestee. Another officer of the same sex should act as a witness during the search. If two officers of the same sex are not available, an officer of the opposite sex may stand by but may not be in view of the arrestee.
5. The arrestee shall be searched in a location where privacy and safety can be assured. At no time will the officer physically touch an arrestee who complies during the strip search.
6. The arrestee may be required to remove each item of clothing individually and hand it to the searching officer. Each item of clothing shall be checked carefully, paying particular attention to pockets, waistband, seams, hems, and any unusual or suspicious features.
7. A visual inspection of the arrestee may be made, including behind the ears, in the armpits, and between the toes.
8. All bandages should be inspected (not searched) for concealed items.

- 9. If, at any time during the strip search, reasonable suspicion arises that the person has concealed items within a body cavity, follow the procedures for a body cavity search.
- 10. Upon completion of the search, the arrestee shall be permitted to dress.
- 11. A To/From report of each strip search shall be prepared and forwarded to the division commander.

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F. Body Cavity Searches

- 1. Body cavity searches shall normally be conducted by the City and County physician. If the city and county physician is not available, the search may be conducted by a licensed physician. Body cavity searches shall be conducted only under one or more of the following conditions:
 - a. A valid search warrant is presented;
 - b. The arrestee or suspect has signed a written consent form authorizing the search; or
 - c. Circumstances merit an exception to the requirements for a search warrant.
- 2. The search shall be carried out in an area where the privacy of the person to be searched can be assured. The search should be witnessed by two officers of the same sex as the person being searched. If only one officer of the same sex is available, the second officer (of the opposite sex) may stand by but may not be in view of the person being searched. The search may not be conducted until at least one officer of the same sex is present to observe the search and preserve the chain of custody.
- 3. Any body cavity search shall be documented in the report submitted by the investigating officer.

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F. Arrestees who are held for any length of time may be permitted to retain only clothes and items that are worn or attached for medical reasons (e.g., hearing aid, prosthetics, medic alert bracelet, etc.) as long as the item does not pose a safety hazard. All other personal items shall be removed and placed into a depository for safekeeping.

G. Whenever an arrestee is found to have in his or her possession a Honolulu Police Department (HPD) badge and/or commission or any other badge or commission issued by the Chief of Police, these items shall be confiscated by the officer in charge of the receiving desk. Additionally, they shall be forwarded to the Office of the Chief of Police along with a report of the facts surrounding the case.

IV. DETAINEE'S PROPERTY RECEIPT

A. The Statement of Receipt of Detainee's Property, HPD-101 form, shall be completed in triplicate by the officer conducting the search. It shall be countersigned by a receiving desk officer who has witnessed the search and also signed by the detainee.

B. The original of the receipt shall be placed with the detainee's property, the duplicate shall be attached to the outside of the property bag, and the triplicate remains in the book as a permanent record. Upon release from custody, the duplicate copy shall be sent to the Records and Identification Division.

C. When it is later determined that some or all of the receipted property of a detainee is evidence of a crime, the assigned investigator shall notify the officer in charge of the receiving desk and obtain a warrant to search the detainee's property. The warrant shall be served on the detainee before the property is searched. Those items seized under the warrant shall be confiscated by the investigator and submitted as evidence.

The duplicate and triplicate copies of the property receipt shall be properly annotated to reflect such confiscation.

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D. Whenever applicable, property belonging to any detainee shall be returned to that person who shall affix his or her signature on the duplicate and triplicate copies of the Statement of Receipt of Detainee's Property, HPD-101 form. The duplicate copy shall then be forwarded to the Records and Identification Division for filing with the case report.

1. Property of military personnel being turned over to Hawaii Armed Services Police (HASP) authorities shall be signed for by a transporting HASP officer.

2. When a juvenile detainee is to be released to the detention home, the juvenile shall sign for the property. Parents of the juvenile may also sign for their child's property.

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E. When filled, the property receipt book containing the triplicate copies shall be forwarded to the Records and Identification Division to be filed.

F. It shall be the duty of the officer in charge of the second watch to make a daily examination of the property receipt book to check any unsigned triplicates against property bags remaining in the depository. The officer in charge shall see that any property not returned to a person released from custody is returned to that person at the earliest opportunity.

V. OVERSIZED OR EXCESS PROPERTY

A. Large, oversized, or excess property items that cannot be placed with the personal property of the arrestee shall be inventoried and held at the initial holding/temporary detention facility until the items can be released to the arrestee or arrestee's agent.

B. The Detainee Excess Property Form, HPD-101A, shall be completed in triplicate. The original shall be given to the arrestee and completed with the following information:

1. The police report number that the property was recovered under;
2. The address and telephone number of the holding/temporary detention facility so that the property can be claimed; and
3. The disposition of the property, if not claimed within thirty calendar days of the person's arrest.

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C. The duplicate Detainee Excess Property Form, HPD-101A, shall be kept with the property until it is returned or disposed. After the property is returned or disposed, the disposition shall be noted on the Detainee Excess Property Form, HPD-101A, and submitted to the Records and Identification Division for filing.

D. Property not claimed after thirty calendar days may be considered abandoned and disposed of as unclaimed property. An Incident Report, HPD-192 form, shall be submitted by the division commander or designee in charge of the property receipt book where the property is located, referencing the original report number and disposition of the property.

E. A copy of the Incident Report, HPD-192 form; an itemized Evidence/Property Report, HPD-192A form; and the triplicate copy of the completed Detainee Excess Property Form, HPD-101A, shall be submitted with the property to the Evidence Section of the Records and Identification Division for storage and/or disposal.

VI. ILL OR INJURED PERSONS

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A. Any person coming into police custody who is complaining of or with an apparent illness or injury, or who is unconscious or loses consciousness, or who appears (from the manner of his or her appearance, conduct, behavior, speech, and mobility) to be under the influence of intoxicating liquor but does not have an alcoholic breath, and any person with a breath alcohol concentration of .30 or higher shall be taken to a health care facility (e.g., hospital, clinic, institution, emergency care facility or center, etc.) for examination and treatment.

1. With the exception of motor vehicle collisions, an Incident Report, HPD-192 form, shall be filled out in all cases where an arrestee is examined, regardless of whether the person requires medical attention.

2. The officer taking the person to the health care facility shall make certain that the attending physician is properly informed as to the person's status (e.g., arrested pending investigation, charged pending posting of bail, pending discharge, etc.).

This information will assist the attending physician in determining whether to authorize further medical confinement.

B. No police officer shall take into custody from any health care facility a person who is unconscious, semi-comatose, asleep, drugged, or intoxicated and who appears or is suspected to be ill, poisoned, injured, or physically incapacitated from unknown causes, until the person has fully regained consciousness and a logical explanation for the cause of his or her condition is obtained either from the person or the attending physician.

VII. GUARDING A SUSPECT, INMATE, OR PATIENT

- A. The responsibility of guarding a suspect confined to a health care facility shall be as follows:
1. The commander of the district in which the suspect was arrested and the commander of the district in which the suspect is medically confined may make a mutual agreement to provide continued staffing for the hospital guard, if needed, or for cases in which the suspect was not in the custody of an HPD holding facility (e.g., CRD, Kapolei Receiving Desk);
 2. The holding facility staff shall be responsible for guarding a suspect, accepted into custody by the watch commander or designee of the holding facility, at the health care facility for the first 24-hour period after the suspect's admission to the facility;
 3. The district in which the arrest was effected shall be responsible for guarding the suspect for the next 24-hour period. The district in which the suspect is medically confined shall be responsible for guarding the suspect for the subsequent 24-hour periods until the arrestee is released from the health care facility; and
 4. The district in which the health care facility is located shall be responsible for supervising the officer assigned to guard the suspect at the facility.
- B. Upon arrival at the health care facility, an officer shall contact the administrator or a designated subordinate and inform that person of the police department's responsibilities. After gaining permission and information on the procedures of the facility, the officer may proceed with the assignment.

- C. Officers assigned to guard a suspect, inmate, or patient shall maintain a Security-Visitor Log, HPD-185 form. At the completion of each watch, the log shall be sent to the Records and Identification Division so that it can be attached to the original case report.
- D. The officer shall pay full attention to duty and shall confine all his or her activities to the immediate area of the patient's place of confinement until properly relieved or upon completion of the assignment.
 - 1. The officer shall not wander or enter other areas of the health care facility.
 - 2. After taking the necessary precautions to ensure the detention of a suspect, inmate, or patient and informing the supervising nurse or person in charge of the floor, the officer may temporarily leave the immediate area to perform a natural function or to fulfill an official responsibility.
- E. Officers are not entitled to any social privileges other than those that may properly be extended. Officers must exercise the utmost care in their conduct and behavior so that they do not interfere with, disregard, disrupt, or abuse any operational routine, policy, rules, or regulations of the health care facility.
- F. In the event an officer is refused entry into a health care facility or a conflict develops that interferes with the proper execution of a police function and a satisfactory adjustment is not reached by the officer, a superior officer shall be summoned. It shall be the superior officer's responsibility to affect a temporary solution to the problem if a satisfactory agreement is not immediately possible. In such cases, a report shall be submitted to the Office of the Chief of Police.

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VIII. BOOKING

A. Officer in Charge of the Receiving Desk

1. For the purpose of this directive, the officer in charge of the receiving desk shall be a ranking officer.
2. The officer in charge of the receiving desk in each district shall be responsible for the proper handling of arrestees.
3. The officer in charge shall review the circumstances of each arrest before any person is booked in order to determine whether there exist sufficient grounds or facts to justify the arrest.

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a. If it is determined that there are insufficient grounds to justify the arrest, the arrestee shall be processed, including being fingerprinted and photographed, and then released immediately. The lieutenant shall sign by the "discharged" block on the HPD Arrest Report (i.e., computerized arrest booking report for adults or juveniles or Juvenile Arrest Report, HPD-191 form) and the final charge block shall say "none." The officer in charge shall sign the HPD Arrest Report or Juvenile Arrest Report in three places:

(1) Received by block;

(2) Charged/discharged block; and

(3) Approved by block.

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b. If the arrest is justified, the officer in charge shall sign the HPD Arrest Report in the three places cited above and process the arrestee as required.

c. If the computerized arrest booking system is unavailable, the arrestee shall be processed manually.

4. The officer in charge shall maintain a supply of booking documents (e.g., HPD arrest reports for adults and juveniles, digital camera for mug photographs, fingerprinting cards and ink, etc.).
5. Prior to the confinement of an arrestee in the police detention block, it shall be the responsibility of the officer in charge of the receiving desk to verify whether that person requires prescribed periodic medication while in custody. The turnkey or the officer in charge of the receiving desk shall be informed of the arrestee's medication needs, retain the medication, and provide the necessary medication as prescribed by a medical authority.
6. The officer in charge shall ensure that the appropriate form (the HPD Arrest Report form or the Juvenile Arrest Report, HPD-191 form) is submitted for each arrest.
7. The officer in charge shall ensure that all HPD Arrest Reports for persons charged with misdemeanors contain sufficient facts for perusal by the court and the prosecuting attorney.
8. No booking shall be made for an arrest by warrant without first establishing the identity of the detainee as the person named and accused in the warrant. In all cases when the detainee is awaiting service of a warrant of arrest and denies being the person so named and whenever there is no verified identification after all available means of identification have been exhausted, the detainee is to be released with no charge. In the event no arrest was yet made and the detainee was awaiting service, the warrant shall not be executed. Circumstances explaining the lack of execution of the warrant are to be attached to the warrant.

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- 9. Before a detainee is released from police custody, the officer in charge shall review all of the circumstances to determine if there are sufficient grounds or facts to justify the release.

If sufficient grounds or facts justify the release, the officer in charge shall sign the release approved by block of the arrest report.

B. Booking Procedure

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- 1. The arresting officer shall review the facts of each case with the officer in charge.

- 2. When an adult is arrested for either a felony or misdemeanor offense and transfer is warranted, the arresting officer shall complete a Custody Transfer Log, HPD-247 form. Receiving officers at each transfer point shall document the receipt of the prisoner and the prisoner's property on the HPD-247 form.

- 3. Receiving desk officers shall fingerprint and arrange for an identification photograph of all arrestees in accordance with the procedures outlined in section IX C below.

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- 4. Adult and juvenile arrests shall be logged in the respective, computerized booking system.

C. Fingerprinting and Photographing of Arrestees

- 1. All adult arrestees for whom an HPD Arrest Report has been generated shall be fingerprinted and photographed. For guidelines on fingerprinting and photographing of arrested juveniles, see Policy 4.33, HANDLING JUVENILES.

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2. If the arrestee is confined to a mental health care facility, obtaining fingerprints shall not be required. If fingerprints cannot be obtained, the fact that they were not obtained and the reason(s) shall be stated in the body of the arresting officer's field report and on the ident/fingerprint section of the HPD Arrest Report.

3. Fingerprinting (Initial Arrest)

a. The arrestee shall be fingerprinted through the computerized Livescan System and recorded using the Livescan Log, HPD-42 form. If the system is unavailable, the arrestee shall be hard copy fingerprinted twice using the Federal Bureau of Investigation (FBI) card, FD-249. In addition, fingerprints shall be obtained using the ident/fingerprint section of the HPD Arrest Report form.

b. An additional copy of the computerized fingerprints or FBI card, FD-249, shall be provided to any federal or other law enforcement agency upon request.

c. Each FBI card, FD-249, shall be signed (in ink) in the appropriate space by the person being fingerprinted and by the person taking the fingerprints. The person taking the fingerprints shall also record his or her employee identification number and the date that the prints were taken.

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d. If necessary, the officer or designee in charge at the CRD or any regional station shall inspect each FBI card, FD-249, and sign the left margin of the card after determining that the prints are legible for identification purposes and all of the required information is entered on the fingerprint card.

4. Identification Record (HPD Arrest Report)

The ident/fingerprint section of the HPD Arrest Report shall be completed for each arrestee when the Livescan System is unavailable.

a. The fingerprints of the arrestee shall be placed on the front and palm prints shall be placed on the rear of the ident/fingerprint section.

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b. The officer completing the ident/fingerprint section and/or photographing shall sign in the appropriate space and include the date and time the arrestee was printed and photographed in the fingerprint log.

c. Whenever an adult is arrested, the officer at the CRD or the desk officer of any regional station shall ascertain via computer whether he or she was previously arrested. In the event that the computer is inoperable, a check shall be made of the alpha file via the Identification Section, Records and Identification Division.

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d. If the arrestee is a John or Jane Doe, his or her fingerprints shall be entered into the Automated Fingerprint Identification System.

(1) If the person was previously arrested, the same identification number shall be used.

(2) If the person has no prior arrest record, the Identification Section shall assign an identification number.

5. All juvenile arrestees being photographed must be recorded on the Photo Log, HPD-42 form, and the date, time, individual's name and identification number, and photographing officer's name must be included.

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6. Persons With a Prior Arrest Record (Repeaters)

- a. Anyone fingerprinting an arrestee must ascertain whether there is a prior arrest record.
- b. Repeaters shall be photographed and fingerprinted in the same manner as persons arrested for the first time.

7. In the event that an arrestee cannot be fingerprinted or photographed because of his or her physical condition or any other circumstances, it shall be the responsibility of the officer in charge of the receiving desk for the station to ensure that the identification process is completed before the arrestee is released from custody. This responsibility shall not be delegated to the succeeding watch.

8. In accordance with established court rulings, the police may use reasonable physical force to compel an arrestee to submit to fingerprinting and photographing.

9. Juvenile arrestees shall be fingerprinted and photographed in accordance with Policy 4.33, HANDLING JUVENILES.

D. Intoxilyzer Test and Demeanor of Arrested Felons

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1. Any person arrested on a felony charge shall be requested to submit to an intoxilyzer examination when the arrest is for an "on view" offense or is immediately followed by the perpetration of the alleged offense. The Felony Intoxilyzer Test, HPD-396G form, shall be used to record the procedures and the result of the examination.

2. The physical condition and demeanor of the arrestee shall be recorded on the felony intoxilyzer test form.

3. The arresting officer shall include in his or her report a detailed description of those aspects of the arrestee's physical condition and demeanor that indicate any intoxication: eyes, breath, clothing, speech, movements, and the like.

E. Computer Checks

Any person arrested shall be checked in the FBI's National Crime Information Center (NCIC) files for outstanding warrants, unserved Temporary Restraining Orders, and DNA submission compliance. These checks shall also be completed under any other name or alias that the arrestee has used or been known by.

F. Misidentification of an Arrested Person

An arrested person frequently provides false information about his or her identity (e.g., an alias or another person's name) in an effort to avoid identification and prosecution. The following procedure has been established in order to correct misidentifications when they are discovered:

1. When the Records and Identification Division discovers a discrepancy in the identification of an arrested person (through fingerprint classification or other means of identification), the sergeant or lieutenant of the division's Identification Section shall be notified immediately.
2. In all cases, the Identification Section shall notify the assigned investigator and the investigator's division commander via the Correction of an Arrested Person's Identification, HPD-510 form.
 - a. For misdemeanor cases in which the suspect was arrested and charged, the HPD-510 form shall be forwarded to the division of the arresting officer.

- b. For misdemeanor cases in which the suspect was arrested but not charged, the HPD-510 form shall be forwarded to the district command responsible for the follow-up investigation.
3. The division commander shall sign the original HPD-510 form and return it to the Records and Identification Division. The Records and Identification commander shall also ensure that the Department of the Prosecuting Attorney is notified of the correct identity of the arrested person.
4. The investigator shall make the necessary changes in his or her closing report.

G. Rights of Arrested Persons

1. Communication with Counsel and Others

- a. Section 803-9, HRS, provides that the police may not:
 - (1) Deny an arrestee the right to see counsel or a family member at reasonable intervals and for a reasonable time at the place of detention.
 - (2) Unreasonably refuse or fail to make a reasonable effort to telephone or send a cable or a wireless message, through a police officer or anyone else, to counsel or a family member, whenever the arrestee so requests and prepays the cost of the message.
 - (3) Deny to counsel or a family member the right to see or otherwise communicate with the arrestee at the place of detention (1) at any time for a reasonable period for the first time after the arrest and (2) thereafter at reasonable intervals and for a reasonable time.

- (4) Interrogate the arrestee before he or she has had a fair opportunity to see and consult with counsel or a family member, after the arrestee has requested to see an attorney or family member.

b. In furtherance of the above, the following shall apply.

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- (1) An arrestee shall be allowed to use the telephone to call or respond to a call from counsel, a bondsman, or family members. Whenever an arrestee makes a call, a police officer shall log the call on the Defendant's Telephone Log, HPD-123 form, and then dial the number for the arrestee. In all cases, the officer shall remain present during the conversation but allow some room for privacy when communicating with counsel.
- (2) An arrestee shall be allowed to see or communicate with counsel, a bondsman, or immediate family members with the approval of the officer in charge of the receiving desk. An officer shall remain present at all times but allow some space so that communication between an arrestee and his or her counsel shall be confidential.
- (3) An arrestee having no immediate family shall be permitted to call or communicate with a personal friend or other person who may act on his or her behalf.

2. Release; Charges/Judicial Determination

After any arrest, the following requirements must be observed:

- a. The detention of an arrestee is permissible only as long as there is probable cause to believe that the person has committed an offense. As soon as circumstances no longer justify such a belief, the person must be released.
- b. An arrestee must be charged and judicial hearings and determinations must take place. Any unnecessary delay in this process makes further detention unjustified, and the person must be released.

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- c. In all cases, the above must be carried out (i.e., the arrestee must be released or there must be a hearing/determination by the appropriate authority) by the next available court date after bail is set.
- d. In the case of an extradition, a detainee can be held until they are individually able to be transported to or picked up by the receiving agency.

3. Judicial Determination of Probable Cause for Arrest Without a Warrant

- a. When a person has been arrested without a warrant and is detained after the arrest process (e.g., because he or she is unable to post bail or is considered dangerous):

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- (1) For Felonies:
 - (a) The district judge must make a judicial determination of probable cause for the arrest; and

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(b) The determination by the judge must be made as soon as practicable and, in any case, not later than 48 hours after the arrest.

(2) For Misdemeanors:

The arresting officer must make a declaration on the facts of the case, but the officer and the arrestee need not appear before the judge.

b. Detailed instructions are found in element manuals of operation.

IX. BAIL

Section 804-5, HRS, provides that persons under arrest may be admitted to bail by the Chief of Police or any person named by him in cases where the punishment for the offense charged may not exceed two years imprisonment, with or without fine.

A. General

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1. Bail shall be established after the arrested person has been brought to the station and booked. Under no circumstances shall arresting officers collect bail at the scene of arrest or elsewhere before or without taking the arrestee to the nearest police station.

2. No person under arrest for or at the request of federal authorities shall be released in the custody of attorneys or friends except upon written instructions or authority of a United States Commissioner or a judge of the United States District Court.

3. Only cash or bail through a bondsman shall be accepted as bail or bond for the release of any defendant.

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4. An arrestee eligible for bail who desires bondsman service shall be referred to a complete list of individuals or firms in such business from which he or she shall make a selection.
5. When a country district brings an arrestee to the CRD to be held for court appearance or bail and the arrestee is able to post bail, his or her court appearance shall be scheduled according to the schedule maintained by the CRD or the instructions on the warrant. It shall be the duty of the officer or designee in charge of the receiving desk to ensure that the bail money and receipt are transferred to the appropriate court or district where the arrestee is scheduled for arraignment.
6. Any person to be surrendered to the department by a bondsman or other individual for discharge of sureties shall be accepted by the receiving desk and processed in accordance with this directive and any other applicable departmental policies (e.g., Policy 7.10, PENAL SUMMONS AND WARRANTS). However, this directive does not authorize the acceptance of a person under bond awaiting trial for a violation of a federal statute that is not within our jurisdiction.
7. When a person released on bail is surrendered by his or her surety, the officer accepting the person shall require the surety to furnish the police department with a notice of surrender form. The original copy of this notice shall be attached to the arrest packet and sent to court. A copy of the surrender notice shall also be attached to the Incident Report, HPD-192 form.
8. Any request from the U.S. Marshals Service for assistance in detaining a person pending a hearing or trial shall be honored.

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9. When bail is paid in cash in excess of \$10,000 for certain offenses, Internal Revenue Service form 8300 must be completed by the agency receiving the cash. (This form is not required if the bail is exactly \$10,000 or less.)

a. Offenses subject to this federal regulation include the following sections of the HRS:

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- (1) Controlled substances: Sections 712-1240 through 712-1256;
- (2) Racketeering: Sections 842-1 through 842-12; and
- (3) Money laundering: Sections 708-8120 and 708-8121.

- b. The CRD shall complete form 8300 for bail paid at the Alapai headquarters. Regional Command districts shall complete the form for bail paid there.
- c. The completed form 8300 shall be batched together with the cash and the related bail receipt and shall be kept separate from the bail money for other arrestees when bail is transmitted to court.
- d. Upon receipt, the court will file form 8300 with the Internal Revenue Service and notify the U.S. Attorney's Office.

B. Safe Receipt and Return of Bail Money

- 1. When CRD personnel are unable to deposit bail money with the court or return it to the defendants, they shall deposit it with the Finance Division.

2. Procedure

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a. CRD personnel shall relinquish unreturned bail money to the Finance Division monthly. The property receipt prepared for the agreed amounts shall be signed and date stamped. Each packet shall contain:

- (1) The bail money;
- (2) The Official Cash Receipt, HPD-68 form;
- (3) The HPD Arrest Report;
- (4) The state bail receipt form (bail slip) identifying the owner, amount collected, and police report number; and
- (5) A copy of the bail return notification letter from the CRD.

b. The Finance Division's Payroll Section personnel shall:

- (1) Count and verify the total amount and sign and date the property receipt; and

- (2) Place the money in the City and County of Honolulu's general account.

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c. CRD personnel shall make all necessary attempts to contact the rightful owner of the bail money, inform him or her to bring the copy of the bail receipt and proper identification, and arrange a pickup time within 30 days of arrest. After 30 days, CRD personnel shall notify the owner to contact the Finance Division to arrange a pickup time, Monday through Friday (excluding holidays), between 0800 and 1600 hours.

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- d. Finance Division personnel shall confirm the identity of the pickup person by checking the bail receipt and identification presented. If there are any questions regarding the identity of the pickup person, the funds shall not be released until proper identification is made.
- e. The party accepting the bail money will sign the property receipt and provide his or her social security and telephone numbers (home and business).
- f. Finance Division personnel shall file the property receipts and copies of bail receipts for future reference.
- g. The Finance Division shall escheat via the city's treasury any bail money not picked up after six months and record the disposition on the property receipt.
- h. Upon proper identification, Finance Division personnel shall provide general information on the return of the escheated bail monies. The owner must file a claim with the city's treasury for its return.

C. TRANSMITTAL OF BAIL MONEY

- 1. All bail money shall be attached to Official Cash Receipt forms, HPD-68 form, and placed in a pink money-and-receipts envelope.
- 2. All bail receipts shall be properly signed by the persons responsible for transmittal to maintain the chain of custody.
- 3. Bail money is to be transmitted from regional patrol stations and substations directly to the CRD and from the CRD to regional patrol stations and substations. Each transmittal shall be recorded on an official cash receipt form.

X. OWN RECOGNIZANCE RELEASE PROCEDURE FOR MISDEMEANOR CASES

A. When a person is arrested for any misdemeanor offense and is unable to post the required bail, the person may be released on his or her own recognizance, provided that the arrestee is:

1. A local resident with a permanent address who will appear for court and:

- a. Is gainfully employed, and/or
- b. Is retired, and/or
- c. Is elderly, and/or
- d. Has a serious medical problem, and/or
- e. Has a disability that cannot be accommodated by our detention facility; or

2. A member of the armed forces stationed in Hawaii who will appear for court.

Section 804-3, HRS, bailable offense, on bail denial, shall also be adhered to when considering release on own recognizance.

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- B. The defendant shall be scheduled to appear for arraignment according to the court schedule maintained by the CRD.
- C. The name of the person authorizing the release shall be entered in the "Release By" section of the arrest report.
- D. The abbreviation "ROR" (released on own recognizance) shall be entered in the "Release Type" section.

XI. RELEASING AN ARRESTEE TO APPEAR

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A. Whenever an arrestee is released to appear by a judge, the abbreviation "ROR" shall be entered on the court date with appropriate documentation (e.g., bail receipt arrest report and/or ROR slip).

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- B. If an arrestee was released to appear on his or her own recognizance by an officer of the HPD, the abbreviation "ROR" and the name of the officer releasing the arrestee shall be entered on the HPD arrest report.

XII. TELEPHONIC ORDER TO RELEASE A DETAINEE FROM POLICE CUSTODY ON HIS OR HER OWN RECOGNIZANCE BY A CIRCUIT COURT JUDGE

The procedures below shall be strictly followed whenever a telephonic order is received from a circuit court judge to release a detainee from police custody on his or her own recognizance.

- A. The officer receiving the telephonic order shall:

- 1. Inform the circuit court judge that a return call will be made as a confirmation procedure;
- 2. Contact the Criminal Investigation Division and request a summary of the incident with which the arrestee has been charged;

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- 3. Contact the Identification Section of the Records and Identification Division and obtain the detainee's age, address, place of birth, length of residence in Hawaii, marital status, occupation, criminal record, and especially the number of citations for contempt of court; and
- 4. Relay all of the above information, including the name of the circuit court judge ordering the release, to the officer in charge of the watch.

- B. The watch commander receiving the information shall:

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- 1. Contact the circuit court judge by telephone to reconfirm the initial telephonic order to release the defendant on "ROR," and
- 2. Apprise the circuit court judge of the information received from the Criminal Investigation Division and the Identification Section. The number of contempt of court citations shall be emphasized.

- C. The defendant shall be released on his or her own recognizance after the order has been confirmed by the circuit court judge.

XIII. COURT APPEARANCE FOR BENCH WARRANT CASES

A. Detainees Booked at the CRD

- 1. If the defendant is able to post bail, his or her court appearance shall be scheduled according to the schedule maintained by the CRD or the instructions on the warrant.
- 2. If the defendant is unable to post bail, his or her court appearance shall be scheduled for the next court date available after being received by the CRD.

B. Detainees Booked at Regional Stations

- 1. If the defendant is able to post bail, his or her court appearance shall be scheduled for the next available court date according to the schedule maintained by each regional station.
- 2. If the defendant is unable to post bail, he or she shall be transported to the CRD and, upon receiving the detainee, his or her court appearance shall be scheduled according to the schedule maintained by the CRD.

XIV. RELEASING AN ARRESTED PERSON AT THE SCENE

- A. In cases where a person is placed under arrest and it is subsequently discovered, with absolute certainty, that the person did not commit an offense, the person shall be released immediately from police custody without being subjected to the booking process.
- B. Immediately following the release, the releasing officer shall notify his or her supervisor of the circumstances of the release.

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- C. In all other cases, the arresting officer shall notify his or her supervisor and the supervisor shall respond to the scene.
- D. This information, along with the circumstances surrounding the detention and release of the person, shall be included in the appropriate crime report. If the cause of release is the result of a determination that there was actually no crime committed, the releasing officer shall submit the same information on an Incident Report, HPD-192 form, close the case as unfounded, and forward a copy of the report to the arresting officer's division commander.

XV. GENERAL ARREST SITUATIONS AND PROCEDURES

A. Multiple Offense Arrests--Felony and Misdemeanors

Multiple arrests that stem from a single episode shall be processed in accordance with Section 701-109, HRS, to ensure that the arrestee receives a single court appearance for all related offenses.

1. Multiple Offenses Involving a Felony

a. Uniformed Operations

- (1) Whenever an arrest involves a possible combination of offenses that stem from the same episode, the suspect shall be arrested for each related offense.
- (2) The officer in charge of the booking process shall:
 - (a) Process the defendant and ensure that arrest reports, key reports, and investigative reports are complete for all offenses.

(b) Inform the responsible investigative element of the circumstances of the case and consult with the investigative supervisor or the assigned investigator.

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- (i) If the arrest is for a felony offense, leave the non-felony charges open pending completion of the felony investigation.
- (ii) If there is insufficient cause to charge on the felony offense, discharge the felony and charge the arrestee with the other offenses and process him or her in the prescribed manner.
- (iii) Copies of all reports for all related offenses shall be forwarded to or accompany the arrestee to the responsible investigative element.

b. Investigative Operations

- (1) When informed by a uniformed element of a multiple offense arrest that includes a felony, the assigned detective shall initiate an investigation into the felony offense.
- (2) If a felony charge is to be placed, the investigative supervisor shall charge on the felony and determine whether or not to proceed with the following:
 - (a) To discharge on the other offenses pending final disposition of the felony, or

- (b) To charge on the other offenses.
- (3) In the event that no felony charge is placed, the assigned investigator shall consult with the investigative supervisor or the patrol watch commander to determine whether or not to pursue the other offenses. The booking officer shall then be notified of the decision.
- (4) If the felony suspect is discharged pending "further investigation" or "perusal by the prosecutor and possible grand jury action," the other offenses shall also be discharged pending the same action.
- (5) In the more specialized investigative elements, when a felony charge is dismissed, the investigator shall confer with the booking officer or the watch commander to determine the other charges and arrange a court date if the arrest was made in a regional district.
- (6) When a felony case is sent to the prosecutor for perusal and possible grand jury action, all associated offense reports shall be included.

2. Multiple Non-Felony Offenses

Whenever an arrest involves a combination of non-felony offenses that stem from the same episode, the suspect shall be arrested for each related offense (separate arrests in lieu of traffic citations).

The arresting officer shall initiate a key report for the most arrestable offense and suffix the additional charges.

3. Perusal of Non-Felony Offenses

Upon the prosecutor's decision to decline prosecution of felony or misdemeanor charges, or if a felony indictment against a defendant is not obtained from the grand jury, the following shall apply.

- a. The prosecutor will send written notice to the element commander of the arresting officer of the intent to proceed with the misdemeanor or traffic charges.
- b. When such notice is received, the element commander shall ensure that:
 - (1) The arresting officer is notified;
 - (2) The arresting officer receives a copy of the correct police report; and
 - (3) The arresting officer proceeds to the prosecutor's office to swear out a complaint on the remaining charges.

B. Shoplifting Offenses

The Shoplifting Report, HPD-317 form, is used by business firms to record shoplifting offenses and may be kept for the firm's own use should a decision be made not to prosecute. Business firms have been encouraged to use the form although it is not necessary.

1. If the firm decides to prosecute, the form will be completed by the arresting person (citizen's arrest) and the police will be notified.
2. The assigned officer shall peruse the report to ensure that it has been properly completed and to ascertain whether there was probable cause for the arrest and whether the arrest was properly made.

- 3. The officer accepting custody of the arrestee shall receive and submit, when available, the original copy of the Shoplifting Report, HPD-317 form. Officers shall submit an Incident Report, HPD-192 form. The form shall contain (but not be limited to) the following: information on the suspect (i.e., holding or temporary departmental detention facility or hospital) and appraisal with the holding or temporary departmental detention facility supervisor. The completed HPD-317 form shall also be attached.
- 4. In shoplifting cases where the monetary value of the property makes the offense a felony and probable cause for the arrest exists, the assigned officer shall affect the arrest. The appropriate investigative element shall be notified immediately.

A complete investigation shall be conducted and an Incident Report, HPD-192 form, submitted. The Shoplifting Report, HPD-317 form, shall be submitted as an attachment to the incident report to corroborate the store representative's investigation and statement.

5. Photographs

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a. Whenever possible, the store representative will have two identical photographs taken of the stolen merchandise with price tags attached. The photographs will be taken with a color camera in the presence of the officer.

(1) In felony cases, the photographs shall include the store representative who initiated the arrest, the police officer, and the stolen merchandise with the price tag attached.

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(2) The officer shall affix his or her initials and the time, date, and report number (if available) to both photographs.

(3) One photograph is to be attached to the original Shoplifting Report, HPD-317 form, and the other photograph will be retained by the store representative.

b. If a camera is not available, the store will retain the merchandise as evidence.

6. Evidence

In all shoplifting cases, the store representative will retain the stolen merchandise and the price tags for later court presentation.

7. Validity of Arrest

a. Whenever an adult suspect is apprehended in or on the store premises prior to leaving a checkout counter or cash register station, the police officer shall not accept custody of the person but shall refer the store representative to the prosecutor's office for consultation.

b. Whenever there is a question as to the validity of an adult arrest, the officer shall not accept custody of the arrestee but shall refer the store representative to the prosecutor's office for consultation.

c. Whenever a juvenile suspect is apprehended in the instances cited in section XV B 7 a and b above, the officer shall determine whether there is reasonable grounds for an arrest before custody is taken. If reasonable grounds do not exist, the juvenile shall be released from custody.

d. In all instances cited in section XV B 7 a, b, and c above, the officer shall conduct a complete investigation and submit an Incident Report, HPD-192 form.

8. All persons arrested and taken into police custody for shoplifting shall be transported to the police station for processing.
9. In circumstances involving a misdemeanor or petty misdemeanor shoplifting offense and the officer is trained and equipped with a portable Automated Fingerprint Identification System (P-AFIS), a citation may be issued in lieu of an arrest under the following conditions:
 - a. All provisions in section XV B above shall be followed;
 - b. The suspect is an adult;
 - c. The P-AFIS makes positive identification that the suspect has been previously arrested;
 - d. The suspect is not wanted for an outstanding warrant; and
 - e. The completed Complaint and Summons citation shall be issued to the suspect prior to release from custody.

C. Trespass Arrests

1. Hotel and Shopping Center Trespass Arrests

- a. In the case of a citizen's arrest for criminal trespass by hotel security staff or a citizen's arrest for criminal trespass by shopping center or store security staff, a completed Incident Report, HPD-192 form, and the Honolulu Police Department Statement Form, HPD-252, shall be submitted by the investigating officer.

- b. If the officer is satisfied that probable cause for the arrest exists, the officer shall take custody of the arrestee. The officer taking custody of the arrestee shall ensure that forms HPD-192 and HPD-252 have been properly completed and all other requirements have been fulfilled before transporting the arrestee to the station for processing.

2. Multi-Location Trespass Arrests

- a. An individual may be arrested by private security personnel for criminal trespass if he or she violates a trespass warning for multiple corporate locations on Oahu (e.g., a warning issued for all the Oahu locations of a chain of hotels, retail stores, etc.).
- b. For the arrest to be valid, certain conditions must be met.
 - (1) The initial trespass warning must be issued for clearly demonstrated cause; it should be a result of a criminal violation or other behavior deemed to be offensive, degrading, or disruptive.
 - (2) The original trespass warning form (original, photocopy, or facsimile) must:
 - (a) Be witnessed by a management representative or a police officer;
 - (b) Be kept at all listed corporate locations or a central corporate security office;
 - (c) Be readily available for identification purposes;

- (d) List all the locations to which the trespass warning applies and include the address of each one;
- (e) Identify all locations as part of the same corporate entity; and
- (f) List only locations within the City and County of Honolulu.

(3) In addition, the initial trespass warning form should put the arrestee on notice that he or she is being barred from all listed locations for a specified period not to exceed one year. Photographs (originals or copies) should be used whenever possible to verify the identity of the arrestee.

c. If the officer is satisfied that probable cause for the arrest exists and that the Honolulu Police Department Statement Form, HPD-252, has been properly completed and all other requirements have been fulfilled, the arrestee shall be taken into custody and transported to the station for processing.

D. Operating a Vehicle Under the Influence of an Intoxicant (OVUII) Arrest

3-24-2016

- 1. Whenever a person is arrested for Sections 291E-61, 291E-61.5, or 291E-64, HRS, and there are additional traffic offenses involved, the arresting officer shall follow the guidelines in this section.
 - a. If there is a traffic infraction, the officer should:
 - (1) Issue a Notice of Traffic Infraction to the arrestee and submit a copy of it with the key report; and

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- (2) List the traffic infractions in the PROP SYNOPSIS section of the Incident Report, HPD-192 form.
- b. If there is a traffic crime, the connecting cases shall be recorded in the PROP SYNOPSIS section of the Incident Report and include the following:
 - (1) Consecutive report numbers, obtained as needed and listed in order;
 - (2) Incident code;
 - (3) HRS section number;
 - (4) Title of offense (e.g., speeding, disregarding red light, Driving Without a License, no insurance, etc.); and
 - (5) Disposition (arrested and charged or as determined by the desk supervisor).
- 2. If the arrestee is not charged with OVUII or other traffic crime(s), the arresting officer should issue citations for the other traffic violations except in Habitual OVUII investigations. Any additional traffic violations shall be left pending final disposition of the felony case.

E. Military Personnel

- 1. Military personnel (service members) committing felony or misdemeanor offenses within the jurisdiction of the City and County of Honolulu may be handled by civilian courts.
- 2. For misdemeanor offenses not committed in the presence of a police officer, the police shall fully investigate the offense and may either arrest the offending service member or refer the victim to the Department of the Prosecuting Attorney to secure a warrant for the arrest of the service member.

3. Military personnel arrested for misdemeanors shall be required to post the necessary bail. Should an arrestee not be able to meet the bail requirements or not be released on his or her own recognizance, the arrestee shall be held in custody in the detention block until the next district court arraignment session.
4. The officer in charge of the CRD shall provide the HASP with the full personal and organizational identification of the service member in custody and the offense for which he or she is being held.
5. Any service member coming into police custody shall be taken to the designated health care facility for examination or treatment if he or she complains of or has apparent illness or injuries or is unconscious.
6. In cases where military personnel are arrested by HASP for offenses that necessitate follow-up investigation and possible charging by this department, a request for the appearance of the offenders shall be made through the HASP investigation section. Military personnel who are suspects in criminal offenses may be interviewed after arrangements have been completed with the provost marshal of the service concerned. Refer to Policy 1.08, FEDERAL JURISDICTION: AREAS AND POLICE ACTION.
7. Personnel of the U.S. Coast Guard, including doctors of the U.S. Public Health Service who are assigned to duty with the Coast Guard, are considered armed forces personnel.

F. Foreign Nationals

1. Upon the arrest of any foreign national, the arrestee shall be informed of his or her right to have a consul notified.
 - a. If the arrestee chooses to have a consul notified, notification shall be made without undue delay.
 - b. Some governments require notification when one of their nationals is arrested. In such cases, notification must be made regardless of the arrestee's wishes. (See Attachment 2.)
2. In most cases, notification of a consular officer shall be made by the officer or designee in charge of the receiving station. However, if the arrest is made by District 1, 6, or 7, the notification shall be made by the officer or designee in charge of the CRD.
3. A consular officer shall be permitted to visit the arrestee as soon as operationally feasible, converse with the arrestee, and arrange legal representation. Any communication from the arrestee to a consular officer shall be forwarded without delay.
4. Consular notifications shall be recorded in the synopsis block of the arrestee's arrest report.

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G. Parole/Probation Violators

1. No person shall be arrested and booked for violation of probation and/or parole, or on suspicion thereof, unless the arrest is made on the strength of a written order from a judge of the circuit court or upon specific request from the Office of Adult Probation or the Hawaii Paroling Authority.

2. When a parole violator is wanted for return to Oahu Community Correctional Center, the Hawaii Paroling Authority will submit the retake warrant to the Sheriff Division, Department of Public Safety, for service. Any retake warrant received from the Sheriff Division will be handled in the same way as other criminal warrants.

H. Hearing-Impaired Persons

Procedures for dealing with deaf/hard of hearing persons are outlined in Policy 4.07, DEAF AWARENESS PROGRAM.

XVI. REBOOKING AT OAHU CORRECTIONAL FACILITIES

- A. Rebooking (i.e., the booking of an already incarcerated law violator on additional charges) may be conducted at the correctional facilities listed on Attachment 3.
- B. Prior notification of each rebooking should be given to the affected facility via the telephone numbers listed on the attachment. The notification should include complete identification information on the law violator to ensure his or her availability for rebooking.
 1. Whenever possible, notification shall be made at least 24 hours in advance.
 2. When an emergency prevents 24-hour advanced notice of the rebooking, as much advanced notice as possible shall be provided.
- C. Gun lockers for officers' weapons will generally be provided at each facility. However, when a facility has no gun locker available, officers shall secure their weapons within their vehicles prior to entering the facility.

- D. Booking areas will be provided at each facility. Fingerprint equipment and cards are located at each facility. All other supplies (i.e., camera, film, booking forms, etc.) shall be brought by the responsible booking officer.
- E. An offender may be transported from the correctional facility for rebooking elsewhere under special circumstances, e.g., if the offender is to be removed from the facility to pursue another investigation.

10-10-2018


SUSAN BALLARD
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
April 25, 2002

AUTHORITY FOR ARRESTS

The general authority for arrests is spelled out in the following sections of the Hawaii Revised Statutes (HRS):

- HRS section 803-1: Arrest; by warrant
- HRS section 803-2: By oral order
- HRS section 803-3: By person present
- HRS section 803-4: On suspicion
- HRS section 803-5: By police officer without warrant
- HRS section 803-6: Arrest, how made
- HRS section 803-7: Use of force
- HRS section 803-11: Entering house to arrest

MANDATORY NOTIFICATION COUNTRIES AND JURISDICTIONS

This attachment identifies the countries and jurisdictions that have made notification mandatory when one of their nationals is arrested/detained (see page 2); it also provides current contact information and numbers for those countries and jurisdictions (see pages 3 to 7).

The information in this attachment supplements and corrects the mandatory notification information contained in "Consular Notification and Access: Instructions for Federal, State, and Local Law Enforcement and Other Officials Regarding Foreign Nationals in the United States and the Rights of Consular Officials to Assist Them," U.S. Department of State Publication 10969 (revised September 2010). Copies of this booklet have been distributed by the Central Receiving Division to field operations booking elements for reference purposes. The booklet should always be consulted for further information about dealing with foreign nationals who are arrested or detained (e.g., suggested statements, fax forms, etc.).

Questions should be directed to the Office of the Assistant Legal Adviser for Consular Affairs, U.S. Department of State, Washington, D.C. The telephone number is (202) 647-4415; the fax number is (202) 736-7559. (These contact numbers can also be used to request more copies of the consular notification booklet cited above.) Urgent telephone inquiries outside of normal business hours may be directed to the State Department Operations Center at (202) 647-1512. Information, contact numbers, and booklet download are also available at http://travel.state.gov/law/consular/consular_753.html.

Mandatory Notification Countries and Jurisdictions

Albania	Georgia	Saint Kitts and Nevis
Algeria	Ghana	Saint Lucia
Antigua and Barbuda	Grenada	Saint Vincent and the Grenadines
Armenia	Guyana	Seychelles
Azerbaijan	Hungary	Sierra Leone
Bahamas	Jamaica	Singapore
Barbados	Kazakhstan	Slovakia
Belarus	Kiribati	Tajikistan
Belize	Kuwait	Tanzania
Brunei	Kyrgyzstan	Tonga
Bulgaria	Malaysia	Trinidad and Tobago
China (including Macao and Hong Kong) ¹	Malta	Tunisia
Costa Rica	Mauritius	Turkmenistan
Cyprus	Moldova	Tuvalu
Czech Republic	Mongolia	Ukraine
Dominica	Nigeria	United Kingdom ³
Fiji	Philippines	Uzbekistan
Gambia	Poland ²	Zambia
	Romania	Zimbabwe
	Russia	

¹Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request. TECRO's offices are listed on pages 126-127 in the Consular Notification and Access Manual; see also footnote 128 on page 66 of the manual.

²Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., "green card" holders). Otherwise, upon the national's request. See the question "But since 'green card' holders are living in the United States permanently, why can't I ignore consular notification requirements for them?" on page 12 of the manual; see also footnote 18 on page 43 of the manual.

³The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed above, consular notification and access should be provided to the nearest U.K. consulate. For advice on how to ascertain whether an arrested or detained person is a British national, see the question "What about British nationals" on page 24 of the manual. For the U.S.-U.K. convention, see footnote 30 on page 47 of the manual.

Contact Numbers for Consular Offices

Albania
[REDACTED]

Algeria
[REDACTED]

Antigua and Barbuda
[REDACTED]

Armenia
[REDACTED]

Azerbaijan
[REDACTED]

Bahamas, The
[REDACTED]

Barbados
[REDACTED]

Belarus
[REDACTED]; [REDACTED]

Belize
[REDACTED]

Brunei
[REDACTED]

Bulgaria
[REDACTED]

China
[REDACTED]

Costa Rica
[REDACTED]

Cyprus
[REDACTED]; [REDACTED]

Czech Republic
[REDACTED]

Dominica

[REDACTED]

Fiji

[REDACTED]

Gambia, The

[REDACTED]

Georgia

[REDACTED]

Ghana

[REDACTED]

Grenada

[REDACTED]

Guyana

[REDACTED]

Hong Kong

[REDACTED]

Hungary

[REDACTED]

Jamaica

[REDACTED]

Kazakhstan

[REDACTED]

Kiribati

[REDACTED]

Kuwait

[REDACTED]

Kyrgyzstan

[REDACTED]

Malaysia

[REDACTED]

Malta

[REDACTED]

Mauritius

[REDACTED]

Moldova

[REDACTED]

Mongolia

[REDACTED]

Nigeria

[REDACTED]

Philippines

[REDACTED]

Poland

[REDACTED]

Romania

[REDACTED]

Russia

[REDACTED]

Saint Kitts and Nevis

[REDACTED]

Saint Lucia

[REDACTED]

Saint Vincent and the Grenadines

[REDACTED]

Seychelles

[REDACTED]

Sierra Leone

[REDACTED]

Singapore

[REDACTED]

Slovakia

[REDACTED]

Tajikistan

[REDACTED]

Tanzania

[REDACTED]

Tonga

[REDACTED]

Trinidad and Tobago

[REDACTED]

Tunisia

[REDACTED]

Turkmenistan

[REDACTED]

Tuvalu

[REDACTED]

Ukraine

[REDACTED]

United Kingdom

[REDACTED]

Uzbekistan

[REDACTED]

Zambia

[REDACTED]

Zimbabwe

[REDACTED]

CONTACT INFORMATION FOR
REBOOKING AT OAHU CORRECTIONAL FACILITIES

Oahu Community Correctional Center

3-24-2016

[Intake lieutenant on duty: [REDACTED]

<u>Watch</u>	<u>Watch Hours</u>	<u>Best Booking Times</u>
First	[REDACTED]	[REDACTED]
Second	[REDACTED]	[REDACTED]
Third	[REDACTED]	[REDACTED]

Halawa Correctional Facility

3-24-2016

[Operations captain on duty: [REDACTED]

<u>Watch</u>	<u>Watch Hours</u>	<u>Best Booking Times</u>
First	[REDACTED]	[REDACTED]
Second	[REDACTED]	[REDACTED]
Third	[REDACTED]	[REDACTED]

Waiawa Correctional Facility

3-24-2016

[Watch commander on duty: [REDACTED]

<u>Watch</u>	<u>Watch Hours</u>	<u>Best Booking Times</u>
First	[REDACTED]	[REDACTED]
Second	[REDACTED]	[REDACTED]
Third	[REDACTED]	[REDACTED]

Women's Community Correctional Center

3-24-2016

[Watch commander on duty: [REDACTED]

<u>Watch</u>	<u>Watch Hours</u>	<u>Best Booking Times</u>
First	[REDACTED]	[REDACTED]
Second	[REDACTED]	[REDACTED]
Third	[REDACTED]	[REDACTED]