

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

June 1, 2016

Policy Number 2.23

BULLETIN BOARDS

POLICY

Bulletin boards shall be used and maintained in accordance with the guidelines for employment (e.g. federal or state), applicable collective bargaining agreements, and the Bulletin Boards and Posting Requirements section of the Personnel Manual, Department of Human Resources, City and County of Honolulu.

PROCEDURE

- I. Coordinators shall be responsible for maintaining and securing their assigned bulletin board(s).
 - A. Employee Bulletin Boards: The departmental coordinator is the Human Resources Division (HRD) commander or designee.
 1. Information pertaining to the organization, policy, procedure, health, safety, and welfare that does not have posting limitations shall remain on the bulletin board until revised by law or directive. Such material includes (but is not limited to) government-mandated information, organizational charts, fire and/or emergency evacuation procedures, etc.

2. Collective bargaining agreement information and materials for display on these bulletin boards shall be submitted to the departmental coordinator for approval and distribution.
- B. Element Bulletin Boards: The element coordinator is the element commander, supervisor, and/or designee.
- C. Elevator Lobby Bulletin Boards: The Community Affairs Division (CAD) commander or designee shall be the elevator lobby bulletin board(s) coordinator.
1. Requests for Posting
 - a. All requests for posting shall be submitted to the Special Field Operations Bureau (SFOB) assistant chief or designee for approval and dissemination.
 - b. The request should include the material to be posted, how long the material is to be posted, and whether the material should be returned to the originator.
 - c. Any material that is not approved shall be returned to the originator.
 - d. The CAD shall maintain a file of all CAD-approved materials.

2. Maintenance of Elevator Lobby Bulletin Boards
 - a. The CAD shall periodically clean and maintain the enclosed bulletin boards according to the requirements and recommendations of the manufacturer.
 - b. The CAD shall review posted material weekly. Items that are no longer current or have exceeded the event date will be removed.
3. No material shall be posted on the walls of the elevator lobbies other than in the enclosed bulletin boards. Unauthorized material shall be subject to removal.

II. Bulletin Board Posting Guidelines

- A. Only authorized coordinators may post and remove items from the bulletin board(s).
 1. The element coordinator may post material relative to the element's operation and personnel.
 2. All material forwarded by the departmental coordinator shall be posted.
 3. Items to be posted shall be current and have a specified time limit or closing date. Materials shall be removed within ten days of the time limit or closing date.

- B. Any items requiring departmentwide distribution that are not mandated for posting by federal, state, and/or city laws; the department; or collective bargaining shall be submitted to the HRD for clearance and distribution. The departmental coordinator shall maintain a file of all HRD-approved materials.

III. Accessibility

- A. Bulletin boards shall be accessible to every employee.
- B. Employees shall be responsible for being aware of communications posted on the bulletin boards.



LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 17, 1997