

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

April 9, 2019

Policy Number 4.32

CRIME INFORMATION BULLETIN

POLICY

The Honolulu Police Department's (HPD) Crime Information Bulletin (CIB) shall be confidential and its distribution shall be controlled. It shall be used within the department and may be sent to other law enforcement agencies to disseminate or request pertinent police information regarding people, vehicles, other property, and weapons.

PROCEDURE

I. INITIATION AND PUBLICATION

- A. A CIB may be initiated by any element and submitted in its draft form to the Criminal Investigation Division (CID).
- B. A draft of the Crime Information Bulletin, HPD-355A form; the Request for News Release, HPD-537 form; and any applicable photo(s) and video(s) shall be sent to the HPD CIB e-mailbox at [REDACTED].
- C. The CID shall be responsible for maintaining the official file, assigning a tracking number to each CIB, and coordinating its publication and distribution.

II. ARREST ON SIGHT CIB

- A. Any CIB that directs officers to identify and arrest the suspect(s) upon confirmation shall be posted in the mainframe wanted persons file. The CID shall input the CIB information into the mainframe, as well as remove the information upon arrest.
- B. The letter "B" will appear in the mainframe type column to indicate the person has a current CIB.

- C. When an officer conducts a search on the mainframe for a possible suspect and it is confirmed, the Communications Division shall provide the CIB number to the officer. The requesting officer will then access the CIB on the HPD intranet to verify accuracy.
- D. The officer shall contact the CID to confirm that the suspect is still wanted and that the CIB information is current.
- E. A copy of the CIB shall be part of the arrest report.

III. NA MAKA WEBPAGE/CRIMESTOPPERS

- A. The publicly accessible Na Maka webpage contains photographs and videos of adult suspects.
- B. The CrimeStoppers Coordinator shall be responsible for monitoring the Na Maka e-mailbox for information pertinent to the webpage.
- C. CrimeStoppers will be responsible for evaluating, posting, and monitoring all photographs and videos on the Na Maka webpage.
- D. If a person is identified, CrimeStoppers shall be notified as soon as possible so that the photograph or video can be archived from the Na Maka webpage.
- E. All unidentified Na Maka postings will stay posted and can be reposted or removed at the request of the investigator or the CID commander or designee.
- F. All photographs and videos shall be uploaded to the HPD's Facebook page unless there is a justifiable reason why the photograph or video shall not be posted. The decision will be made by the CID commander or designee.

IV. OUTSIDE ASSIST CIB

- A. The HPD may require outside assistance from other law enforcement agencies to identify, locate, and arrest those no longer within jurisdiction.
- B. For any CIB information that will be disseminated outside the HPD, investigators shall fill out the Outside Assist Crime Information Bulletin, HPD-355B form, and include the following:
 - 1. The purpose of the Outside Assist CIB;
 - 2. The offense or incident and when it occurred;
 - 3. The pictures which shall be electronically attached to the form;
 - 4. A synopsis of the case or reason why the person is being sought; and
 - 5. The investigator's contact information.
- C. The procedures for submitting and tracking the HPD-355B form shall be in accordance with section I of this policy.

V. CANCELLATION

- A. As soon as the information is no longer current, the initiating element shall immediately notify the CID to cancel the CIB, both verbally and through written notification.

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- B. The CID shall notify all elements of any cancellations.

A handwritten signature in black ink that reads "Susan Ballard". The signature is written in a cursive, flowing style.

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

July 7, 1994