

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**November 20, 2015**

**Policy Number 2.25**

**DEPARTMENTAL COORDINATION**

**POLICY**

All elements within the department shall encourage and support the exchange of information with all other elements for the purpose of coordinating activities.

**PROCEDURE**

**COMMUNICATION, COORDINATION, AND COOPERATION**

- I. All patrol, support, and specialized elements shall encourage and promote the exchange of information with other elements for the purpose of coordinating performance.
- II. Communications tools include (but are not limited to) crime information bulletins, daily highlights, attendance of investigative personnel at patrol lineups, staff meetings, e-mail, voice mail, and other computer systems.
- III. Intradepartmental coordination of activities between operations and support elements is demonstrated by the exchange of information using a variety of appropriate means that include (but are not limited to) the following:
  - A. Weekly command staff meetings with minutes distributed to all elements;
  - B. Weekly and monthly divisional staff meetings;
  - C. Weekly bureau meetings;
  - D. Community policing group meetings;

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- E. Task force meetings; and
- F. Divisional information notices.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
September 16, 2002