

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

June 22, 2018

Policy Number 2.18

DEPARTMENTAL FORMS

POLICY

Centralized control shall be applied to the Honolulu Police Department's (HPD) forms system on the HPD FORMS intranet Web page.

PROCEDURE

I. **FORMS CONTROL SYSTEM**

- A. Each proposed form or amendment to or rescission of any existing form shall be submitted to the Information Technology Division for the following:
 - 1. Review to ensure uniformity and suitability of content and to ensure that the proposal does not duplicate or conflict with any existing form;
 - 2. Assignment of form numbers for new forms;
 - 3. Development of an editable version of the form, with a format consistent with the department's current computer requirements;
 - 4. Maintenance of the HPD FORMS Web page on the HPD intranet, consisting of forms used by the department; and
 - 5. Approval by the major in charge of the Information Technology Division or designee.
- B. A permanent record of all departmental forms shall be maintained by the Finance Division.

II. DEPARTMENTAL FORM

- A. An official departmental form shall have a title.
- B. An official departmental form shall have an "HPD" number in the lower left corner.
 - 1. The numbers shall follow "HPD-" and be assigned consecutively.
 - 2. If an existing form is revised, it shall bear the original form number, followed by "(R-month/year)" of the revision, e.g., HPD-001 (R-01/94).

III. PRINT REQUEST

- A. A Request for Printing e-form shall be submitted via the chain of command to the Finance Division.
- B. Print requests that need to be fulfilled in less than two weeks shall be submitted with a To/From report to the major or designee of the Finance Division. The report shall contain sufficient justification for the need to expedite the process.
- C. Elements may duplicate forms, when necessary, directly from the HPD FORMS Web page.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

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March 22, 1994