

HONOLULU POLICE DEPARTMENT

POLICY SUPPORT OPERATIONS

May 21, 2019

Policy Number 5.07

DEPARTMENTAL INTERNET WEBSITE

POLICY

The Honolulu Police Department (HPD) Internet website (<http://www.honolulupd.org>) is the official site for all web pages representing the department, spotlighting positive programs of the department that build trust; reduce crime; create a safe environment; and enhance the quality of life.

PROCEDURE

I. DEFINITIONS

Internet: A worldwide network of interconnected computers.

Web page: An electronic document that is generally viewed on a computer screen.

World Wide Web: A collection of web pages (sites) on the Internet using electronic documents.

HPD Internet website: An Internet account where departmental pages and graphics are stored for access on the World Wide Web.

Web browser: A computer program that is used to view web pages.

HTML file: A plain text file with HyperText Markup Language (HTML) codes, which are interpreted by a web browser to display the text and/or graphics on a computer screen.

II. RESPONSIBILITY

- A. The commander of the Virtual Unit, Office of the Chief, shall be responsible for the HPD Internet website. The commander may use the expertise and assistance of any departmental employee in developing and maintaining the Internet website, such as:
1. Creating new pages;
 2. Reviewing materials, text, graphics, and HTML files submitted for the site; and
 3. Keeping the web pages timely and accurate.
- B. The Chief of Police, via the Virtual Unit, shall review and give final approval to each web page prior to its inclusion in the HPD Internet website.

For elements authorized to post content directly to their divisional web pages, the content shall first be reviewed and approved by the element commanders.

III. PROCEDURES

- A. No employee shall create any web page, which represents or purports to represent any element or division of the HPD without first obtaining permission from the Chief of Police or the commander of the Virtual Unit.
- B. All pages placed on the HPD Internet website shall be suitable for viewing by the public.
1. Confidential material shall not be included on any web page.
 2. The contents of any web page shall conform to all applicable laws and departmental directives.
 3. The contents of any web page shall not be associated with any commercial or profit-making activity unless approved by the Chief of Police.
 4. Political endorsements are prohibited.
- C. Departmental web pages should be of general interest to the public and inform, educate, and be a positive influence for viewers on the World Wide Web.

- D. Each web page shall follow a standard format for consistency and easy identification as representing the department.
- E. Links to other pages shall be reviewed periodically to ensure the following:
 - 1. They are still active and valid;
 - 2. They are related to some aspect of law enforcement or criminal justice; and
 - 3. They further the department's mission statement.
- F. All departmental personnel may contribute articles or pages to the HPD Internet website. The commander of the Virtual Unit shall ensure that the submission meets the requirements and shall assist the submitter in preparing the HTML file(s), if necessary.
- G. Specific procedures and responsibilities for updating divisional web pages and handling e-mail received via the HPD Internet website can be found in Policy 5.13, HPD INTERNET WEB PAGES, ON-LINE REPORTING, AND E-MAILBOX SYSTEM.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
October 25, 1996