

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

July 29, 2019

Policy Number 8.01

DEPARTMENTAL NOTIFICATION PROCEDURE

POLICY

Notification shall be made to police administrators of events that may have significant impact on the department. In order to permit a proper assessment of the situation before any information is disseminated, this notification shall take precedence over any release of information to the news media. However, release of information to the news media shall not be unduly delayed if the departmental notification procedure cannot be completed.

PROCEDURE

I. **GUIDELINES**

- A. Events that may have a significant impact on the department include the following:
 - 1. Critical incidents as described in Policy 4.49, OFFICER CRITICAL INCIDENT PROTOCOL;
 - 2. Events or cases that may result in notoriety; or
 - 3. Events or cases involving individuals whom the public may recognize.

- B. THIS DIRECTIVE DOES NOT CHANGE THE NOTIFICATION PLANS OF THE HAWAII EMERGENCY MANAGEMENT AGENCY AND THE DEPARTMENT OF EMERGENCY MANAGEMENT, CITY AND COUNTY OF HONOLULU.

Elements shall continue to follow current notification procedures issued by the Department of Emergency Management and the Hawaii Emergency Management Agency.

II. NOTIFICATION PROCEDURES

A. Initial Notification Procedure

1. Every officer shall report to the appropriate district watch commander in any event that may have a significant impact on the department.
2. The district watch commander shall immediately relay pertinent information about the event to the Communications Division and request implementation of the departmental notification procedure.

B. Critical Incident Notification Procedure

1. Upon request, the Communications Division shall immediately notify the following:
 - a. The affected element commanders or executive officers;
 - b. The affected bureau chief(s);
 - c. The Criminal Investigation Division watch commander;
 - d. The Criminal Investigation Section of the Professional Standards Office;
 - e. The police psychologist or designee;
 - f. The Community Affairs Division's Peer Support Unit coordinator or designee; and
 - g. The State of Hawaii Organization of Police Officers (SHOPO) Honolulu Chapter Chair; or if unavailable, the Vice Chair; or the designated district union representative if both the Honolulu Chapter Chair and Vice Chair are unavailable.

C. Notification Procedure for Other Events

1. For other events listed in section I A of this policy, upon request, the Communications Division shall notify the following:
 - a. The affected element commanders or executive officers;
 - b. The affected bureau chief;
 - c. The Criminal Investigation Division watch commander;
 - d. A media liaison (when an event seems likely to attract more than routine attention by the media);
 - e. The Human Resources Division commander or a designee (when an officer suffers a serious injury or death);
 - f. The Human Services Unit (when departmental personnel are killed, injured, or subjected to extraordinary stress; refer to Policy 3.14, HUMAN SERVICES UNIT); and
 - g. The Community Affairs Division's Peer Support Unit coordinator or designee (when departmental personnel are killed, injured, or subjected to extraordinary stress; refer to Policy 3.15, PEER SUPPORT UNIT).
2. The affected bureau chief shall notify the appropriate deputy chief.
3. The Chief of Police will be notified by the deputy chief or, in his or her absence, the affected bureau chief.

III. NEWS MEDIA NOTIFICATION

The news media will be handled in accordance with Policy 5.06, MEDIA AND PUBLIC RELATIONS.

- A. The commanding officer or designee of the appropriate element shall be responsible for answering routine inquiries and releasing follow-up information.
- B. The officer in charge at a crime scene or newsworthy event shall be responsible for providing routine information.
- C. The Chief of Police or a designee shall be the sole spokesperson for matters relating to departmental policy or administration.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002