HONOLULU POLICE DEPARTMENT

POLICY ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 24, 2015

Policy Number 2.01

DEPARTMENTAL ORGANIZATION AND CHAIN OF COMMAND

POLICY

The organization of the Honolulu Police Department is authorized by the Chief of Police. The chain of command is as specified herein.

PROCEDURE

I. DEFINITIONS

The following terms are used throughout the directive system in relation to organizational structure and responsibilities:

Bureau: Primary functional element of the department.

<u>Chain of command</u>: A series of positions in order of authority.

District: Primary functional element of a patrol bureau.

Division: Primary functional element of a nonpatrol bureau.

<u>Division-level commander</u>: The person in official command of an element who reports directly to an officer of the rank of assistant chief or above.

<u>Element</u>: A term that refers to an organizational component of the department at any level (e.g., detail, group, office, section, or unit).

II. DEPARTMENTAL ORGANIZATION

The organization of the department is depicted on functional and organizational charts. The charts are reviewed and updated as needed by the Human Resources Division (HRD) and accessible to all personnel.

- A. The Hawaii Revised Statutes, Revised Ordinances and Charter of the City and County of Honolulu, and departmental directives authorize the function and organization of the Honolulu Police Department.
- B. The departmental organization and functions are depicted in the attachment.

III. CHAIN OF COMMAND

A. Sworn Officers

- 1. The following list of police ranks (in descending order) is the chain of command for communicating with superiors and subordinates:
 - a. Chief of Police;
 - b. Deputy Chief of Police;
 - c. Metropolitan Police Assistant Chief;
 - d. Metropolitan Police Major;
 - e. Metropolitan Police Captain;
 - f. Metropolitan Police Lieutenant;
 - g. Metropolitan Police Sergeant/Metropolitan Police Detective;
 - h. Metropolitan Police Corporal;
 - i. Metropolitan Police Officer; and
 - j. Metropolitan Police Recruit.
- 2. Within each grade, officers shall be ranked in the following order:
 - a. Date of appointment to that grade;
 - b. Date of appointment to the department; and

c. Civil service entrance examination score or Training Division's academic test score average (whichever was applicable at the time of hire).

NOTE: With the exception of crime scene situations (see Policy 4.29, CRIME SCENE: INVESTIGATIVE RESPONSIBILITIES AND PROCEDURES), the highest ranking officer shall be in command.

B. Civilians

Civilian personnel shall follow the chain of command for formal communication with superiors and subordinates in accordance with the organizational chart or their position descriptions.

C. General Information

- 1. The chain of command should be used to ensure that information and instructions progress properly through command levels and appropriate authorizations are obtained.
- 2. Each level of responsibility will be accompanied by commensurate authority.
- 3. Supervisory personnel shall be accountable for the activities of employees under their supervision.
- 4. In special situations and for specific periods of time, the Chief of Police may designate any officer to take command of an element, without regard to the rank structure or seniority. The designated officer shall exercise the authority and perform the duties of, but shall not interfere unnecessarily with or countermand any orders issued by, the officer who is normally in charge.
- 5. If a supervisor is not present, the senior ranking police officer shall be in command. In the event that no police officer is present, the senior ranking civilian shall be in charge.

D. Delegated Authority

1. A supervisor may delegate authority to a subordinate. Orders given by such proxy shall bear the authority of the supervisor.

- 2. Each employee shall be accountable for the use of delegated authority.
- 3. In the absence of the Chief of Police, the senior Deputy Chief of Police will assume the duties of the Chief of Police. When both Deputy Chiefs of Police are absent without a designated acting Chief of Police, the line of succession to be the acting Chief of Police will fall to the senior Metropolitan Police Assistant Chief and so on according to seniority.

E. Unity of Command

- 1. Each organizational component is under the direct command of only one supervisor.
- 2. Each employee is accountable to only one supervisor at any given time.

F. Span of Control

The following considerations for establishing span of control for any level of supervision can enhance direction, coordination, and control of employees:

- 1. Complexity of the supervisor's duties and nature of other tasks;
- 2. Complexity of the subordinate's duties;
- 3. Number and effectiveness of control measures;
- 4. Stability of operations; or
- 5. Capabilities of the supervisors and their employees.

IV. ASSIGNMENTS

All personnel in the department shall constitute one entity; within the purview of applicable collective bargaining agreements, the following shall apply:

- A. At any time, personnel may be placed on day or night duty for any length of time; and
- B. Personnel may be assigned or transferred to any division or district.

V. POSITION DESCRIPTIONS/RESPONSIBILITIES

- A. Official job descriptions for all positions are on file in the HRD. The descriptions are available to all employees.
- B. Personnel are responsible for carrying out all duties listed in the current position description and those otherwise assigned by competent authority.

5-9-2018

SUSAN BALLARD Chief of Police

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Attachment

Post on bulletin board for one week

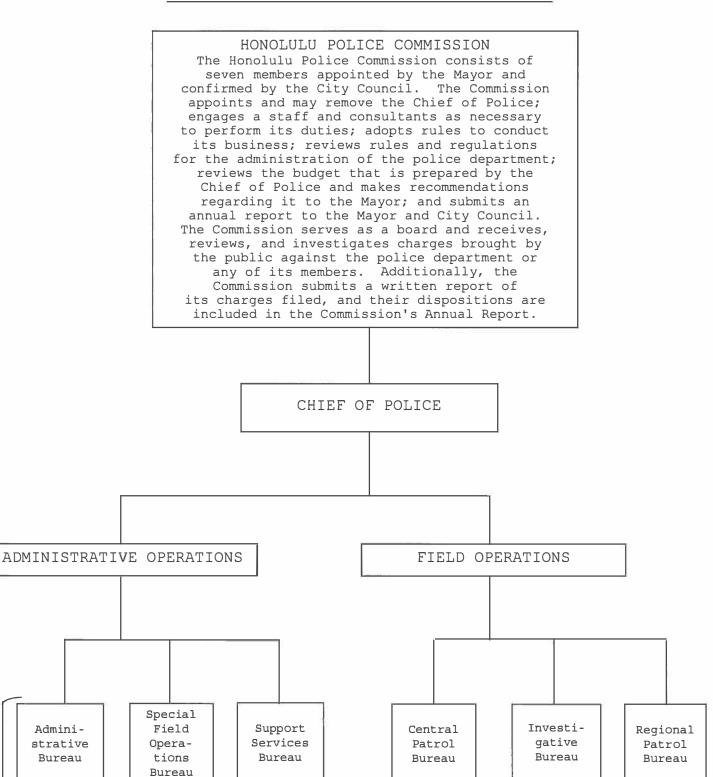
Policy first issued October 14, 1996

5-9-2018

Admini-

Bureau

DEPARTMENTAL ORGANIZATION AND FUNCTIONS



SENIOR POLICE LEGAL ADVISOR
The Senior Police Legal Advisor
interprets laws and takes legal
action for the Chief of Police in
the administration and operation of
the department.

CHIEF OF POLICE

The Chief of Police administers the personnel and resources of the Honolulu Police Department consistent with the Revised Charter and Ordinances of the City and County of Honolulu and the laws of the State of Hawaii.

ADMINISTRATIVE

DEPUTY CHIEF OF POLICE
The Deputy Chief of Police assists the
Chief of Police in the administration of
the Administrative, Special Field
Operations, and Support Services Bureaus
and may assume the responsibilities of
the Chief of Police in her absence.

PROFESSIONAL STANDARDS OFFICE

The Professional Standards Office is responsible for conducting departmental administrative and criminal investigations. It conducts staff and general inspections of all departmental elements. It is also responsible for maintaining the department's compliance with accreditation standards determined by the Commission on Accreditation for Law Enforcement Agencies, Inc.

FIELD OPERATIONS DEPUTY CHIEF OF POLICE

The Deputy Chief of Police assists the Chief of Police in the administration of the Central Patrol, Regional Patrol, and Investigative Bureaus and may assume the responsibilities of the Chief of Police in her absence.

INTELLIGENCE ENFORCEMENT

The Intelligence Enforcement Unit is the central police intelligence organization in the state of Hawaii. Its primary responsibility is to keep the Chief of Police informed of the nature and extent of organized crime and terrorist activities. It develops intelligence data on organized crime figures and terrorist groups and takes appropriate action.

OFFICE OF THE CHIEF
The Office of the Chief oversees
the executive services for the
Chief of Police and the HPD
Internet website, video
productions, photography duties,
and social media platforms, and all
matters relating to the release of
information and/or police-media
relations.

ADMINISTRATIVE BUREAU
The Metropolitan Police Assistant Chief
of the Administrative Bureau is
responsible for planning, directing,
and coordinating the functions of the
Human Resources, Finance, and Training
Divisions.

FINANCE DIVISION
The Finance Division is
responsible for the overall
administration and management
of the department's fiscal
program. It handles the
operating and capital
improvement budgets, payroll,
purchasing, printing, and
property and supplies
inventory.

HUMAN RESOURCES DIVISON
The Human Resources Division
administers personnel matters
in the department. This
division coordinates personnel
actions and provides other
assistance.

TRAINING DIVISION
The Training Division conducts
a training program that is
consistent with modern police
methods and practices to
increase the efficiency of
permanent employees and to
indoctrinate new employees.
It provides other units with
current training information
to ensure their ability to
provide proper service to
the public.

SUPPORT SERVICES BUREAU
The Metropolitan Police Assistant
Chief of the Support Services Bureau
is responsible for planning,
directing, and coordinating
the activities of the Communications,
Information Technology, and Records
and Identification Divisions and the
Telecommunications Systems and
Vehicle Maintenance Sections.

COMMUNICATIONS DIVISION
The Communications Division
operates a central system
that provides effective and
efficient police
communications.

INFORMATION TECHNOLOGY DIVISION

The Information Technology
Division conducts research
projects and special studies,
analyzes crime trends, controls
the department's directive
system, and reviews
departmental forms. It plans,
recommends, and coordinates the
design of new data and word

RECORDS AND
IDENTIFICATION DIVISION
The Records and Identification
Division maintains all
necessary records of police
cases. It is responsible for
serving warrants and subpoenas,
the registration of firearms,
maintaining evidence, and
fingerprint examining.

TELECOMMUNICATIONS SYSTEMS SECTION

The Telecommunications Systems
Section plans, directs, and
maintains the police
communications network.

VEHICLE MAINTENANCE SECTION
The Vehicle Maintenance Section
repairs and maintains all city-owned
police vehicles.

CENTRAL PATROL BUREAU
The Metropolitan Police Assistant
Chief of the Central Patrol Bureau
is responsible for planning,
directing, and coordinating the
activities of patrol Districts
1, 5, 6, and 7 and the Central
Receiving Division.

DISTRICT 1

District 1 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in Central Honolulu. The Burglary-Theft Detail investigates all burglaries and thefts in Central Honolulu. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 5

District 5 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in the Kalihi and airport areas. The Burglary-Theft Detail investigates all burglaries and thefts in the Kalihi and airport areas. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 6

District 6 is responsible for all field operations related to the preservation of peace, protection of life and property, and prevention of crime in Waikiki. The Burglary-Theft Detail investigates all burglaries and thefts in the Waikiki area. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 7

District 7 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in East Honolulu. The Burglary-Theft Detail investigates all burglaries and thefts in East Honolulu. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

CENTRAL RECEIVING DIVISION
The Central Receiving Division
is responsible for receiving,
identifying, and processing
persons in custody for
violation of laws and serves as
the central point of these
functions for Central and East
Honolulu, as well as Waikiki.

8-00-6-8

REGIONAL PATROL BUREAU
The Metropolitan Police Assistant
Chief of the Regional
Patrol Bureau is responsible for
planning, directing, and
coordinating the activities of
patrol Districts 2, 3, 4, and 8, and
the Specialized Services Division.

DISTRICT 2

District 2 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in Central Oahu. The Burglary-Theft Detail investigates all burglaries and thefts in Central Oahu. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 3

District 3 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in the Pearl City, Aiea, and Waipahu areas. The Burglary-Theft Detail investigates all burglaries and thefts in the district. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 4

District 4 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in Windward Oahu. The Burglary-Theft Detail investigates all burglaries and thefts in Windward Oahu. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

DISTRICT 8

District 8 is responsible for all field operations related to the preservation of peace, protection of life and property, prevention of crime, and coordination of all Neighborhood Security Watch programs in the Kapolei and Waianae areas. The Burglary-Theft Detail investigates all burglaries and thefts in the Kapolei and Waianae areas. They assemble evidence to identify and apprehend criminals and prepare cases for prosecution.

SPECIALIZED SERVICES DIVISION

The Specialized Services
Division provides specialized,
selective enforcement duties
that exceed the capabilities of
regular patrol on an islandwide
basis. It trains and uses
dogs, retains a helicopter
section, provides witness
protection and VIP security,
and administers the Parks
Detail.

Reviewed for Public Release

5-9-2018

INVESTIGATIVE BUREAU

The Metropolitan Police Assistant Chief of the Investigative Bureau is responsible for planning, directing, and coordinating the activities of the Criminal Investigation, Narcotics/Vice, and Traffic Divisions and the Scientific Investigation Section.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation
Division investigates all
felony crimes of fraud and
violence. It investigates and
makes dispositions on
criminal cases involving
minors, domestic violence,
and missing persons. It
assembles evidence to
identify and apprehend
criminals and prepares cases
for prosecution.

NARCOTICS/VICE DIVISION
The Narcotics/Vice Division
enforces laws and ordinances
relating to narcotics,
gambling, and morals offenses.

TRAFFIC DIVISION

The Traffic Division is responsible for enforcing laws and ordinances related to traffic motor vehicles and operators. It collects, deposits, and accounts for all metered parking revenues and enforces parking regulations on city streets. The division also investigates traffic collisions and administers the Solo Motorcycle Detail.

SCIENTIFIC INVESTIGATION SECTION

The Scientific Investigation Section performs functions related to the scientific aspects of police investigations, including forensic and photo laboratory work; evidence collection; questioned document examinations; and suspect identification using graphic arts.

SPECIAL FIELD OPERATIONS BUREAU
The Metropolitan Police Assistant
Chief of the Special
Field Operations Bureau is responsible
for planning, directing, and
coordinating the activities of the
Community Affairs Division, Major
Events Division, Human Services Unit,
and Legislative Liaison Office.

COMMUNITY AFFAIRS DIVISION

The Community Affairs Division is responsible for community policing, awards presentations, the Reserve Officer and Reserve Police Chaplaincy Programs, the Peer Support Unit, and the police museum. It also is in charge of juvenile services, including the Drug Abuse Resistance Education; Law Enforcement Explorers; and Police Activities League Programs.

MAJOR EVENTS DIVISION
The Major Events Division
is responsible for all major
events that exceed the
capabilities and resources
of a patrol district. It is
also responsible to provide
planning, coordination, and
training for civil defense
and homeland security
operations and to manage the
Special Duty Section.

HUMAN SERVICES UNIT The Human Services Unit is responsible for providing counseling services for departmental personnel and their family members when assistance is requested.

LEGISLATIVE LIAISON OFFICE

The Legislative Liaison Office is responsible for coordinating and tracking legislative bills that pertain to the police department.