

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.

Chain of command: A series of positions in order of authority.

District: Primary functional element of a patrol bureau.

Division: Primary functional element of a nonpatrol bureau.

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

Element: 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

Attachment

Post on bulletin
board for one week

Policy first issued
October 14, 1996

DEPARTMENTAL ORGANIZATION AND FUNCTIONS

HONOLULU POLICE COMMISSION
The Honolulu Police Commission consists of seven members appointed by the Mayor and confirmed by the City Council. The Commission appoints and may remove the Chief of Police; engages a staff and consultants as necessary to perform its duties; adopts rules to conduct its business; reviews rules and regulations for the administration of the police department; reviews the budget that is prepared by the Chief of Police and makes recommendations regarding it to the Mayor; and submits an annual report to the Mayor and City Council. The Commission serves as a board and receives, reviews, and investigates charges brought by the public against the police department or any of its members. Additionally, the Commission submits a written report of its charges filed, and their dispositions are included in the Commission's Annual Report.

CHIEF OF POLICE

ADMINISTRATIVE OPERATIONS

FIELD OPERATIONS

Administrative Bureau

Special Field Operations Bureau

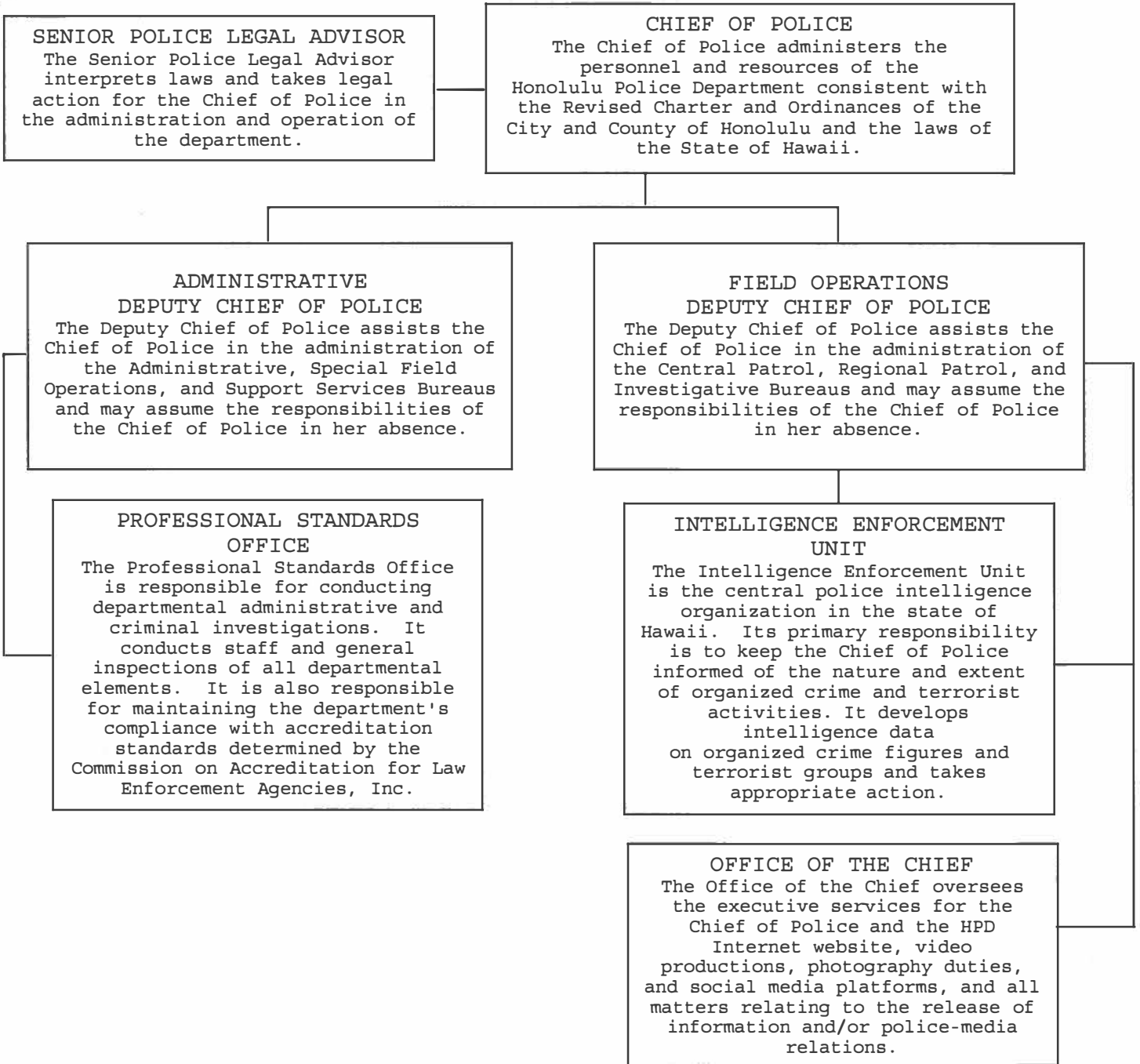
Support Services Bureau

Central Patrol Bureau

Investigative Bureau

Regional Patrol Bureau

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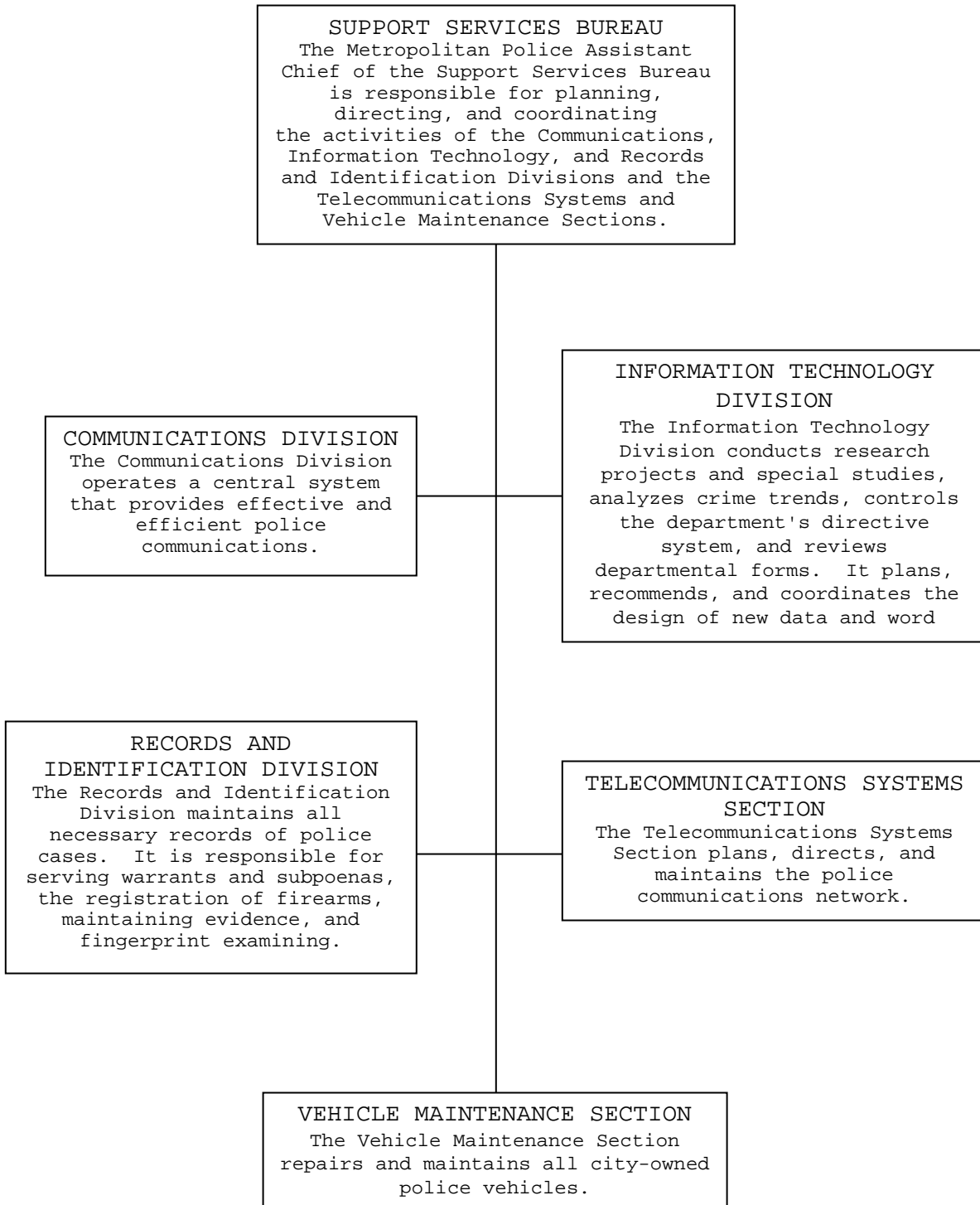
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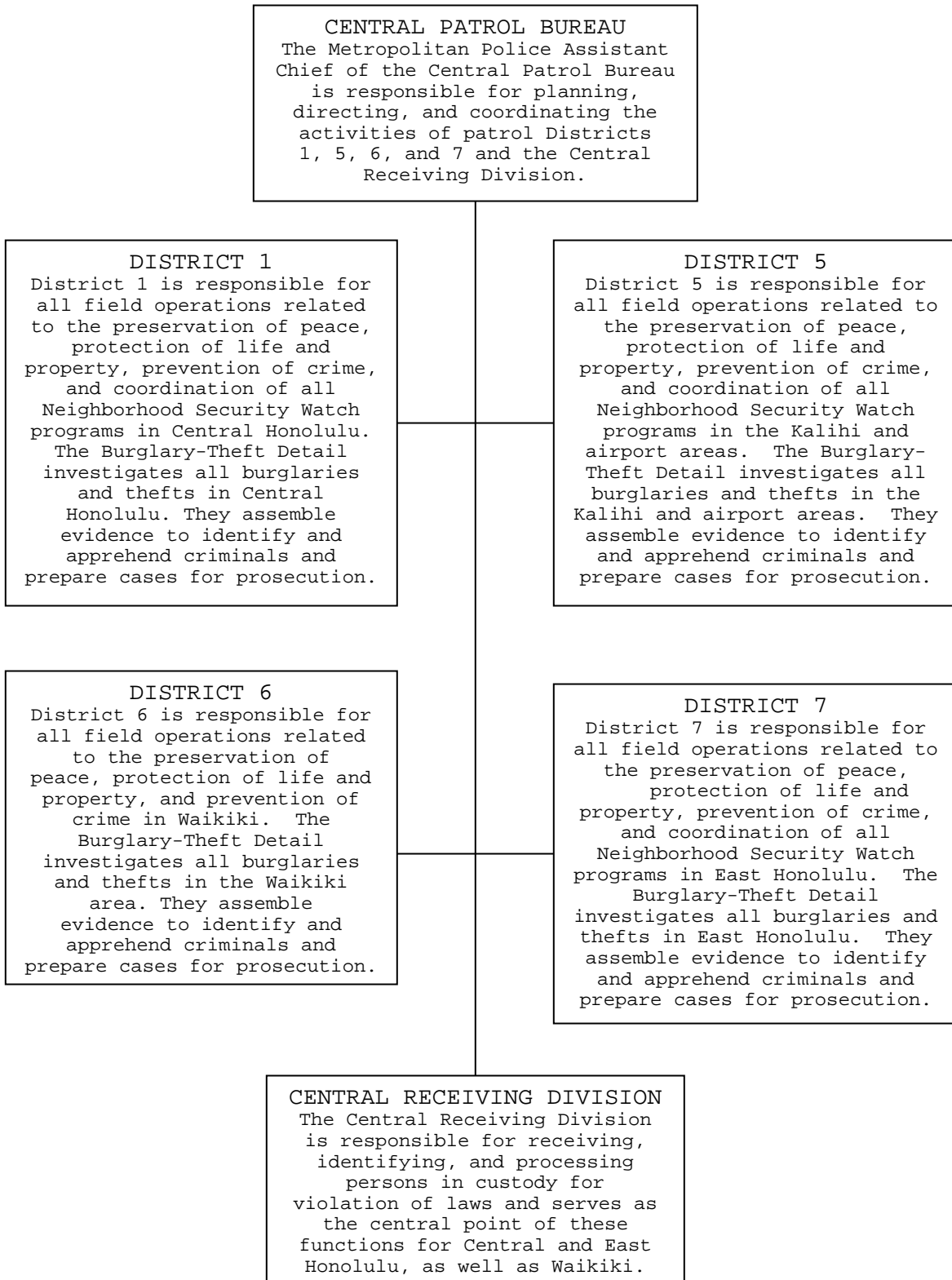
ADMINISTRATIVE BUREAU
The Metropolitan Police Assistant Chief of the Administrative Bureau is responsible for planning, directing, and coordinating the functions of the Human Resources, Finance, and Training Divisions.

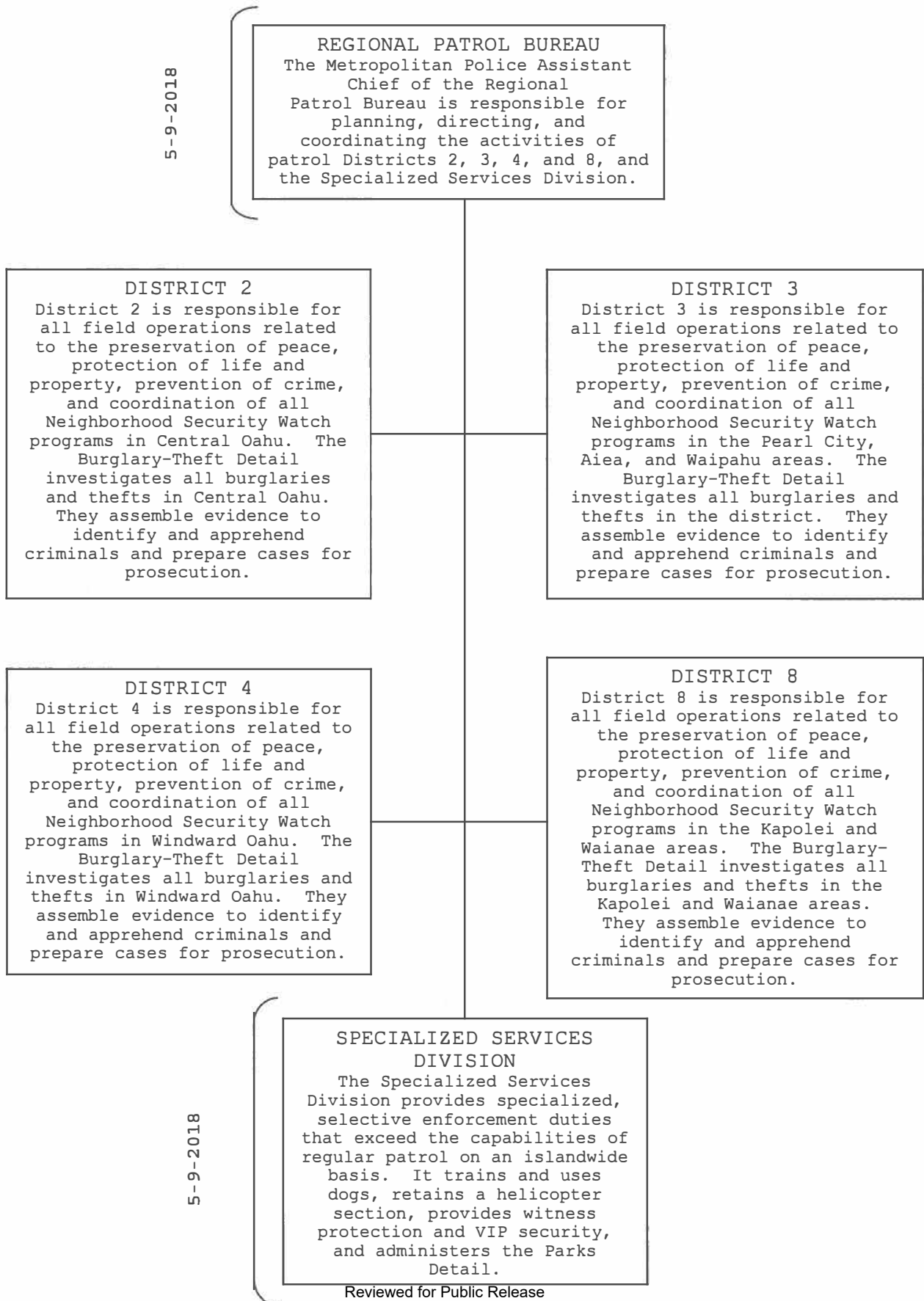
FINANCE DIVISION
The Finance Division is responsible for the overall administration and management of the department's fiscal program. It handles the operating and capital improvement budgets, payroll, purchasing, printing, and property and supplies inventory.

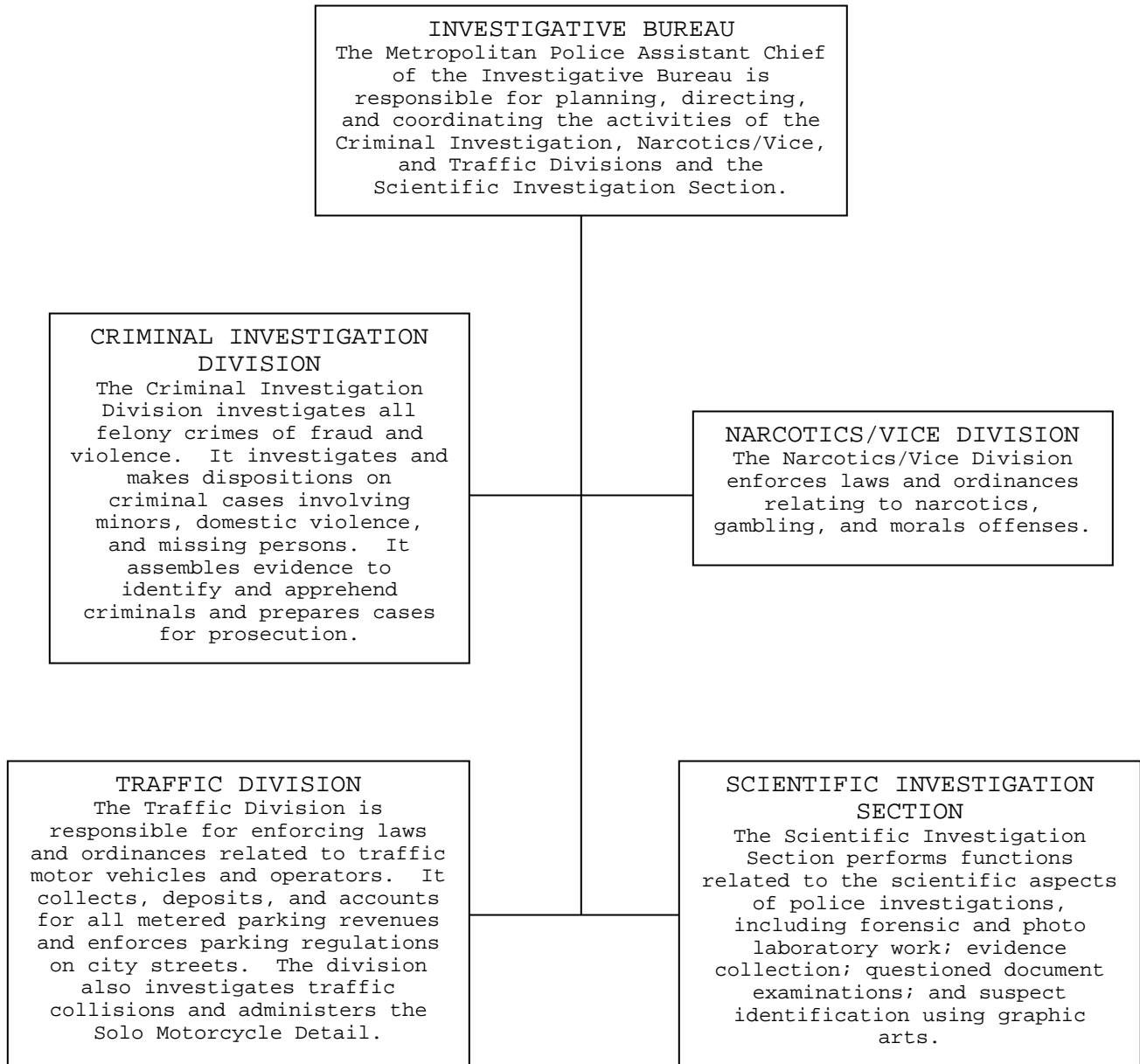
HUMAN RESOURCES DIVISION
The Human Resources Division administers personnel matters in the department. This division coordinates personnel actions and provides other assistance.

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.









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.

5-9-2018