

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

May 22, 2015

Policy Number 2.39

EQUIPMENT IN POLICE ARSENALS

POLICY

The commanders designated herein are responsible for the safekeeping, maintenance, and operational readiness of all equipment and supplies assigned to their arsenals.

PROCEDURE

I. RESPONSIBILITY FOR ARSENAL OPERATION AND INVENTORY

A. Division-Level Commander

The commander of the Central Receiving Division (CRD) is responsible for the arsenal located at the Alapai headquarters; and the commanders of Districts 2, 3, 4, 5, and 8 are responsible for the arsenals located within their stations. These commanders shall:

1. Establish procedures necessary and consistent with this directive for the safekeeping, maintenance, and operational readiness of all equipment and supplies assigned to the arsenal;
2. Ensure that proper records reflecting the withdrawal and return of equipment and supplies are maintained;
3. Investigate any reports of loss, theft, or damage to arsenal equipment and submit findings and recommendations to the Finance Division commander;
4. Ensure that a quarterly inventory is conducted;
5. Investigate any discrepancy between the actual inventory and the inventory listing and submit findings to the Finance Division commander;

6. Secure the services of the police firearms technician to:
 - a. Inspect and repair weapons;
 - b. Dispose of unsafe and/or outdated ammunition; and
 - c. Verify the safety of equipment and/or ammunition;
7. Secure the services of the radio engineer to:
 - a. Inspect and repair all telecommunication equipment assigned to the arsenal; and
 - b. Secure an adequate supply of portable radios for field operations; and
8. Ensure that the arsenal is used only to store authorized, official equipment and supplies.

B. Watch Commander

Each watch commander or designee shall be responsible for the arsenal during his or her tour of duty and shall:

1. Assign a receiving desk officer to the arsenal; and
2. Be accountable for any outstanding equipment and shall conduct a search when necessary.

C. Receiving Desk Officer Assigned to the Arsenal

The receiving desk officer assigned to the arsenal shall:

1. Issue and receive equipment and supplies;
2. Complete necessary portions of the Equipment Record, HPD-44 form, for each item withdrawn from and returned to the arsenal;

3. Maintain a log of all equipment withdrawn from and returned to the arsenal during the officer's assignment;
4. Submit a report to the watch commander of any outstanding equipment at the end of the assignment; and
5. Prohibit access to the arsenal by anyone who does not have the prior approval of the watch commander.

D. Officer Withdrawing Equipment From the Arsenal

The officer withdrawing equipment shall:

1. Complete applicable portions of the equipment withdrawal record for equipment withdrawn from and returned to the arsenal;
2. Personally return equipment before the end of the tour of duty;

Exceptions: See section II B below;

3. Ensure receipt of the equipment withdrawal record for each item returned to the arsenal;
4. Retain the equipment withdrawal record for four months following the return of the listed equipment; and
5. Be responsible for updating the equipment withdrawal record at the specified time intervals required for extended withdrawals.

II. GENERAL GUIDELINES

- A. Equipment in the arsenal shall be withdrawn and used only by authorized, departmental personnel.
 1. Equipment in the Alapai headquarters arsenal shall normally be withdrawn and used only by personnel from Districts 1, 6, and 7 and the Traffic and Central Receiving Divisions.

2. Equipment in Districts 2, 3, 4, 5, and 8 arsenals shall be withdrawn and used only by personnel of those districts.
 3. In emergencies, the commanders responsible for the arsenals may authorize equipment to be withdrawn and used by other departmental personnel.
- B. Officers who withdraw equipment shall personally return the equipment before the end of the tour of duty to the receiving desk officer assigned to the arsenal.

There are three exceptions:

1. During prolonged tactical operations;
 2. Under extenuating circumstances; and
 3. When the arsenal at the Alapai headquarters is closed. During these periods, officers shall return their radios to the desk sergeant at the CRD.
- C. Arsenal equipment shall not be stored in any facility other than an arsenal (including vehicles) without authorization of the division commander and/or supervisor of a specific operation.
- D. Any equipment needed for routine patrol purposes, with the exception of portable radios, shall be approved by the district commander and/or the watch commander responsible for the arsenal.
- E. Any equipment needed for purposes other than routine patrol (nonemergency) shall be authorized by the requesting division commander or authorized supervisor on a 3" x 5" card describing the equipment.
- F. A current weapons qualifications card, HPD-473 form, indicating proficiency in the use of the weapon(s) requested shall be presented before withdrawal of the weapon from the arsenal is permitted.

- G. Officers who withdraw equipment for special duty use shall note the job requestor on the back of the equipment withdrawal record. The arsenal officer shall note this information on the arsenal log.
- H. The commanders of Districts 1, 6, and 7 and the Traffic Division shall notify the CRD watch lieutenant or sergeant of special circumstances or operations to assist in the scheduling of the arsenal officer.

III. WITHDRAWAL PROCEDURE

A. Equipment Withdrawal Record

- 1. The receiving desk officer assigned to the arsenal shall complete appropriate portions of the Equipment Record, HPD-44 form, for each item withdrawn from the arsenal.
 - 2. The type and quantity of ammunition shall be listed, if applicable.
 - 3. The requesting officer shall complete applicable portions of the equipment withdrawal record.
 - 4. The completed form shall be filed in the appropriate pouch or corresponding portable radio charging slot.
- B. The receiving desk officer assigned to the arsenal shall complete the applicable information in the log.

IV. RETURN PROCEDURE

- A. At the time the equipment is returned, the receiving desk officer assigned to the arsenal shall retrieve the equipment withdrawal record and shall:
- 1. Sign the "returned to" line and fill in the applicable sections;

2. List the name of the officer returning the equipment (if different from the name of the officer who withdrew the equipment) in the "remarks" section; and
 3. Describe any damage to the equipment in the "remarks" section.
- B. The officer returning the equipment shall ensure receipt of the completed equipment withdrawal record.
- C. The receiving desk officer assigned to the arsenal shall complete the entry in the log with the required information.

V. EXCEPTIONS

A. Extended Withdrawals

1. An officer who withdraws a radio or firearm for more than 60 days shall report to the arsenal every 7 days to update the equipment withdrawal record.
2. An officer who withdraws equipment other than a radio or firearm for more than 60 days shall report to the arsenal every 30 days to update the equipment withdrawal record.

All updated equipment withdrawal records shall be maintained with the initial equipment withdrawal record.

B. Prolonged Tactical Operations

1. Whenever a prolonged, tactical operation requires that equipment be turned over to another watch or unit in the field, the receiving commander shall be responsible for the equipment and shall complete the applicable equipment withdrawal record.
2. A notation shall be made on the original equipment withdrawal record and returned to the officer who originally withdrew the equipment.

C. Equipment Withdrawn in Bulk for Emergencies

1. When equipment is withdrawn in bulk by an officer, the equipment shall be recorded on one (or more, if necessary) equipment withdrawal record.
2. As each item is returned, the receiving desk officer assigned to the arsenal shall cross off and initial the applicable item on the equipment withdrawal record.
3. The equipment withdrawal record shall be maintained at the arsenal until all equipment is returned.

VI. LOSS/THEFT/DAMAGE OF ARSENAL EQUIPMENT

- A. The receiving desk officer assigned to the arsenal shall review the equipment log at the beginning of the watch and shall immediately report any outstanding equipment to the watch commander.
- B. When any loss, theft, or damage to arsenal equipment is discovered, the receiving desk officer assigned to the arsenal shall:
 1. Initiate an official, numbered report detailing the circumstances of the loss, theft, or damage;
 2. Submit a To/From report to the Finance Division commander regarding the status of the equipment with reference to the official numbered report, which shall be attached; and
 3. Forward copies of the To/From report and official numbered reports to the commander responsible for the arsenal.
- C. The commander, upon receipt of the To/From report and official numbered reports, shall initiate an immediate and thorough investigation that shall include the extent of responsibility of the receiving desk officer assigned to the arsenal.

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- D. The commander shall inform the Finance Division commander of the progress of the investigation and shall make recommendations consistent with the facts revealed in the investigation.
- E. The commander's investigation shall not preclude any other procedural investigation conducted by another element.
- F. An officer without the equipment withdrawal record as proof of return may be held responsible for the missing equipment.

VII. QUARTERLY INVENTORY

- A. The commander responsible for the arsenal shall ensure that an inventory of all equipment and supplies assigned to the arsenal is conducted at the end of every March, June, September, and December.
- B. The commander shall ensure that an inventory report is submitted to the Finance Division by the third working day following the close of each quarter.
- C. The commander shall investigate any discrepancy between the actual inventory and the inventory listing and shall submit the findings in triplicate to the Finance Division commander.


LOUIS M. KEALOHA
Chief of Police

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board for one week

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