

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**September 30, 2015**

**Policy Number 2.44**

**FLASHER BARRICADES**

**POLICY**

The city-contracted, private company shall be notified to supply barricades for occurrences of an unforeseen nature or emergency circumstances only.

**PROCEDURE**

I. PROCEDURE FOR OBTAINING BARRICADES

A. With Prior Purchase Request Approval

1. The officer requesting barricades shall immediately inform his or her superior officer, who in turn will obtain a verbal approval from the Finance Division commander or designee and in accordance with Policy 2.34, PURCHASING RULES. The current barricade vendor information is located on the Finance Division's intranet page under the Budget Section. An "HPD-PURCHASE REQUEST" e-form must be submitted via channels to the Finance Division by the end of the tour of duty.

Upon approval by the Finance Division, the element shall submit a copy of the e-form along with the signed and dated original invoice to the Finance Division.

2. The superior officer will telephone the contracted company.
  - a. This number is to be called on a 24-hour basis. The company is to furnish labor, materials, equipment, and transportation of the barricades to the desired location.
  - b. The number of barricades required should be determined prior to contacting the company and will be placed as directed by the police.

- b. The number of barricades required should be determined prior to contacting the company and will be placed as directed by the police.
- c. The officer receiving and directing the placement of the barricades shall sign a receipt provided by the company indicating the number of barricades received. The company will furnish the officer with a copy of the signed receipt, which shall be forwarded to the Finance Division without delay.

B. Without Prior Purchase Request Approval

In the event the Finance Division is closed when the request for barricades is made, the superior officer making the request shall, on the next working day, be responsible for submitting an "HPD-PURCHASE REQUEST" e-form. The explanation of the circumstances shall be noted in the justification section of the e-form.

Upon approval by the Finance Division, the element shall submit a copy of the e-form along with the signed and dated original invoice to the Finance Division.

II. FOLLOW-UP PROCEDURE FOR REMOVAL OF BARRICADES

- A. The commanding officer of the district shall be responsible for following up until such time as the barricades have been removed and shall submit a To/From report to the Finance Division no later than 24 hours after such removal. The following information shall be included in the report:
  - 1. A description of the circumstances justifying the use of the barricades;
  - 2. The date(s) that the barricades were used;
  - 3. The number of barricades used;
  - 4. The time and date that the barricades were no longer required; and
  - 5. The damages and/or loss of barricades during the contracted period.

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III. ONLY PRIME CONTRACTOR SHALL BE UTILIZED

The city will not honor payments for services to any company other than the company named on the price schedule during the contract period.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
December 14, 1998