

# HONOLULU POLICE DEPARTMENT

## POLICY LAW ENFORCEMENT OPERATIONS

July 10, 2015

Policy Number 4.37

### GRAFFITI HOTLINE

#### POLICY

The department operates a Graffiti Hotline to enable the public to report graffiti on both public and private property. The Community Affairs Division (CAD) monitors the hotline and disseminates information from it to the district patrol commands for action.

#### PROCEDURE

#### RESPONSIBILITIES

- I. The Graffiti Hotline (723-3475) shall be monitored in the CAD, Monday through Friday, 0745 to 1630 hours.
- II. The CAD shall monitor the hotline daily and record the information received on the Graffiti Hotline Report, HPD-501 form. They will disseminate the forms to the district patrol commands via channels for action as the complaints are received.
- III. Upon receipt of a graffiti report from the CAD, the district patrol command shall:
  - A. Determine the identity of the property owner;
  - B. Notify the property owner that the graffiti should be removed and offer suggestions to help accomplish the removal; and
  - C. Submit a written report to the CAD summarizing the actions and results (what the command and the property owner did).

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IV. The CAD shall keep the after-action report on file for reference.



LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
November 1, 1999