

HONOLULU POLICE DEPARTMENT

POLICY SUPPORT OPERATIONS

January 6, 2016

Policy Number 5.04

INSPECTION AND DRILL FOR UNIFORMED OFFICERS

POLICY

- I. Inspections shall be a means of ensuring that uniforms and equipment are properly maintained and that they conform to departmental specifications.
- II. Drills shall remind personnel that the Honolulu Police Department has a quasi-military organizational structure that is reflected in its ceremonies and observation of common military courtesies.

PROCEDURE

I. INSPECTION/DRILL

- A. Each element's watch commander is responsible for ensuring that each officer, prior to going on patrol or other duty, is fit for duty and properly attired and that all equipment is clean and in good order.
- B. All elements shall follow the same procedures and sequence of commands for inspection/drill, award ceremonies, and scheduled and unscheduled inspections as specified in the attachment to this directive.

II. HAND SALUTE


Officers in uniform shall salute:

- A. The national or Hawaii state flag or face the source of the music when the national anthem or the Hawaii state song is played;
- B. The national colors during a parade; and

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- C. When meeting uniformed superior officers outdoors or in public.


LOUIS M. KEALOA
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
July 19, 1994

GENERAL DRILL PROCEDURES

I. Drill

- A. The precision with which a movement is executed is affected by the manner in which the command is given. A correctly delivered command is loud and distinct and will be understood clearly by everyone. Correct commands have a tone, cadence, and snap that demand a willing, correct, and immediate response.
- B. A drill command is an oral order of a commander. Most drill commands have two parts known as the PREPARATORY COMMAND and the COMMAND OF EXECUTION.
- C. The PREPARATORY COMMAND is the command which indicates the movement, and the COMMAND OF EXECUTION is the command which indicates the movement is to be executed.
- D. The commander when issuing a command shall, by voice inflection, emphasize the syllables and words that will signal the execution of the movement. The voice tone should be sharp and a slightly higher pitch than the preparatory command.

II. Position of Attention

A. Sequence of Commands

Atten -- TION

B. Procedure

- 1. Bring the heels together smartly on the same line. Turn the feet out equally, forming an angle of 45 degrees. Keep the legs straight without stiffening or locking the knees.
- 2. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square and even. Let the arms hang straight without stiffness along the sides with the backs of the hands outward and the fingers curled so the tips of the thumbs touch the tips of the forefingers. Keep the thumbs along the seams of the trousers.

3. Keep the head erect and hold it squarely to the front with the chin drawn in so that the axis of the head and neck is vertical. Look straight to the front. Rest the weight of the body equally on the heels and the balls of the feet.

III. Close Interval

A. Sequence of Commands

1. At Close Interval -- Dress Right -- DRESS
2. Ready -- FRONT

B. Procedure

1. Upon receiving the command of execution, DRESS, everyone except the right flank individuals will turn head and eyes to the right and align on the right flank individuals.
2. Everyone except the left flank individuals will place the left hand on the hip at the belt line, with fingers extended and joined and pointing downward, and elbow on line with the body and will adjust position by short right or left steps until the right arm touches the elbow of the person on the right.
3. After the platoon has been aligned, the next preparatory command shall be, Ready --.
4. Upon receiving the command of execution, FRONT, the hands are dropped to the sides and the heads and eyes are turned smartly to the front.

IV. Normal Interval

- A. At the Sequence of Commands, turn head and eyes to the right and align on the right flank individual.
- B. Everyone except the left flank individuals will extend the left arm and adjust position by short right or left steps until the right shoulder touches the fingertips of the left arm of the person on the right.
- C. After the platoon has been aligned, the next preparatory command shall be, Ready --. Personnel will stand fast with no movement.

- D. Upon receiving the command of execution, FRONT, the arms are quietly dropped to the sides and the heads and eyes are turned smartly to the front.

V. Parade Rest

A. Sequence of Commands

1. Parade -- REST
2. Atten -- TION

B. Procedure

1. The preparatory command is, Parade -- and the command of execution, REST.
2. Upon receiving the command of execution, move the left foot smartly 12 inches to the left of the right foot. Keep the legs straight so that the weight of the body rests equally on the heels and the balls of the feet.
3. At the same time, let the arms hang behind the back with the hands just below the belt line. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Hold the head and eyes as at the position of ATTENTION. Remain silent and do not move.

VI. Position of at Ease or Rest

Secondary commands may be given after PARADE REST has been executed.

A. Sequence of Commands

At -- EASE

B. Procedure

1. The preparatory command is, At -- and the command of execution, EASE.
2. Upon receiving the command of execution, EASE, keep the right foot in place; movement may be allowed with silence.

3. While at REST, keep the right foot in place; movement and talking are allowed.

VII. Left Face

A. Sequence of Commands

Left -- FACE

B. Procedure

Upon receiving the command of execution, FACE, slightly raise the right heel and left toe and turn 90 degrees to the left on the left heel assisted by a slight pressure on the ball of the right foot. Keep the right leg straight without stiffness. Then place the right foot beside the left foot, resuming the position of ATTENTION. Hold the arms at the position of ATTENTION when executing the movement.

VIII. Right Face

A. Sequence of Commands

Right -- FACE

B. Procedure

1. Upon receiving the command of execution, FACE, slightly raise the left heel and right toe and turn 90 degrees to the right on the right heel assisted by a slight pressure on the ball of the left foot.
2. Keep the left leg straight without stiffness. Then place the left foot beside the right foot, resuming the position of ATTENTION. Hold the arms at the position of ATTENTION when executing the movement.

IX. About Face

A. Sequence of Commands

About -- FACE

B. Procedure

Upon receiving the command of execution, FACE, move the toe of the right foot to a position touching the ground approximately one-half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight on the heel of the left foot and allow the right knee to bend naturally. Then turn to the right 180 degrees on the left heel and the ball of the right foot, resuming the position of ATTENTION. Hold the arms at the position of ATTENTION when executing the movement.

X. Open Ranks

A. Sequence of Commands

1. Open ranks -- MARCH

2. Ready -- FRONT

B. Procedure

1. Upon receiving the command of execution, MARCH, the front rank takes two steps forward, the second rank takes one step forward, and the third rank stands fast.

2. If there is a fourth rank, the front rank takes two steps forward, the second rank one step forward, the third rank stands fast, and the fourth rank takes one step backward.

3. All personnel shall automatically cover on the person directly ahead and smartly return to the position of ATTENTION.

XI. Close Ranks

A. Sequence of Commands

1. Close ranks -- MARCH

2. Ready -- FRONT

B. Procedure

1. Upon receiving the command of execution, MARCH, the front rank stands fast, the second rank takes one step forward, and the third rank takes two steps forward. If there is a fourth rank, this rank shall take three steps forward.
2. All personnel shall automatically cover on the person directly ahead and smartly return to the position of ATTENTION.

XIII. Hand Salute

A. Sequence of Commands

1. Present -- ARMS
2. Order -- ARMS

B. Procedure

1. The preparatory command shall be, Present --. Personnel are to stand fast without any movement.
2. Upon receiving the command of execution, ARMS, raise the right hand to the headdress and with the tip of the forefinger, touch the rim of the visor slightly to the right of the right eye. The fingers and thumb are extended and joined, palm down. The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front.
3. The upper arm is horizontal with the elbow, inclined slightly forward and the hand and the wrist straight.
4. The preparatory command shall be, Order --.
5. Upon receiving the command of execution, ARMS, return the hand smartly too the side and resume the position of ATTENTION.

INSPECTION OVERVIEW

- I. Prior to conducting an inspection of personnel while in a mass formation, the lieutenant or sergeant shall first issue an order to PREPARE FOR INSPECTION.
- II. Upon receiving this order, personnel to be inspected shall make whatever adjustments may be necessary to their respective equipment. This will include checking their handcuffs to ensure that they are not double locked.
- III. Supervisory personnel shall ensure that all pistols have been UNLOADED and made safe prior to the commencement of any drill.
- IV. All pistol loading and unloading shall be performed at the loading and unloading container when doing so at police facilities.
- V. The administrative, unloading procedure will be utilized at the loading and unloading container. The magazine and the round cleared from the chamber should be stored in a pocket during inspection.
- VI. The pistol should be holstered with the slide locked to the rear.

ADMINISTRATIVE UNLOADING PROCEDURES

I. Prior to being inspected, personnel shall unload their pistol at the loading and unloading container in preparation for inspection.

II. Procedures

Department-Issued Service Pistol

- A. Remove the magazine from the holstered pistol. Place the magazine in the pants or shirt pocket.
- B. Draw the pistol and place the muzzle into the opening of the loading and unloading container. The trigger finger should be out of the trigger guard and along the side of the frame.
- C. Pull the slide to the rear to eject the chambered round. Make no attempt to catch the round with your hand. The ejected round may be recovered after the unloaded pistol is holstered.
- D. Engage the slide stop to lock the slide to the rear. Double check the chamber and magazine well to make sure the pistol is empty.
- E. The pistol should be holstered with the slide locked to the rear.

PISTOL INSPECTION

I. Sequence of commands

- A. Pis -- TOL
- B. Inspec -- TION
- C. Re -- TURN
- D. TWO

II. Procedure

- A. To commence the drill, the preparatory command shall be, Pis --. Personnel are to stand fast without any movement.
- B. Upon receiving the command of execution, TOL, officers shall firmly grasp the handgrip of the pistol with the (right or left) hand.
- C. Upon receiving the supplementary command, Inspec -- TION, all officers shall draw their pistols and bring to the position of RAISED PISTOL.
- D. With the elbow held firmly to the side of the body, the barrel of the pistol shall be vertical and in prolongation of the vertical plane of the (right or left) forearm and the muzzle on a horizontal plane with the eyes. The (right or left) forefinger shall be placed along the side of the frame, parallel with the barrel.
- E. To complete the drill, the preparatory command shall be, RE --. Personnel are to stand fast without any movement.
- F. Upon receiving the command of execution, TURN, the pistol is brought down into the holster. The hand shall remain on the handgrip until the supplementary command, TWO, is given, at which time the hand is brought smartly to the side and to the position of ATTENTION.

BATON INSPECTION

I. Sequence of Commands

- A. Ba -- TON
- B. Inspec -- TION
- C. Re -- TURN
- D. TWO

II. Procedure

- A. To commence the drill, the preparatory command shall be, Ba --. Personnel are to stand fast without any movement.
- B. Upon receiving the command of execution, TON, the handle of the baton shall be firmly grasped with the (right or left) hand, with the thumb facing down and the baton tilted forward. The other hand shall hold the baton holster in place.
- C. The next preparatory command shall be, Inspec --. Personnel are to stand fast without any movement.
- D. Upon receiving the command of execution, TION, the baton is pulled from the baton holster and held in "port arms" position.
- E. Port Arms position: The baton is held on a plane parallel to the front of the body at a 45 degree angle, with the tip pointing up.
- F. At the preparatory command, Re --, personnel are to stand fast without any movement.
- G. Upon receiving the command of execution, TURN, the hand holding the tip of the baton shall grasp the baton holster. The baton shall be reinserted into the baton holster. The handle of the baton shall not be released until the supplementary command, TWO, is given, at which time the baton handle is released and both hands brought smartly to the side to the position of ATTENTION.

HANDCUFF INSPECTION

I. Sequence of Commands

- A. Hand -- CUFFS
- B. Inspec -- TION
- C. Re -- TURN
- D. TWO

II. Procedure

- A. To commence the drill, the preparatory command shall be, Hand --. Personnel are to stand fast without any movement.
- B. Upon receiving the command of execution, CUFFS, the (right or left) hand is raised smartly to the level of the handcuff pouch, palm inward, and fingers extended and joined until the handcuff link is in contact with the top of the hand, between the apex formed by the thumb and forefinger.
- C. The next preparatory command shall be, Inspec --. Personnel are to stand fast without any movement.
- D. Upon receiving the command of execution, TION, the cuffs are withdrawn from the pouch, suspended by the link, with one cuff on the outside of the hand and the other on the inside or palm side. The hand is thrust forward until the base of the hand is in line with the abdomen. The elbow must be held close to the body and the hand and forearm horizontal and at right angle to the vertical plane of the body.
- E. To complete the drill, the preparatory command is, Re --. Personnel are to stand fast without any movement.
- F. Upon receiving the command of execution, TURN, the hand is drawn backward and simultaneously the free hand is brought across the body so as the handcuffs may be placed into the pouch. The hands are held upon the pouch until the supplementary command, TWO, is given, at which time the cover is fastened and the hands are brought smartly to the sides and to the position of ATTENTION.

KEYS AND WHISTLES INSPECTION

I. Sequence of Commands

- A. Keys and WHISTLES
- B. Inspec -- TION
- C. Re -- TURN
- D. TWO

II. Procedure

- A. To commence the drill, the preparatory command shall be, Keys and --. Personnel are to stand fast without any movement.
- B. Upon receiving the command of execution, WHISTLES, the keys shall be grasped with the (right or left) hand.
- C. The hand is to remain in this position until the next series of commands are given. The next preparatory command shall be, Inspec --.
- D. Upon receiving the command of execution, TION, the keys shall be carried forward and displayed in the palm of the hand upward. The fingers shall be extended and joined, the base of the hand in line with the abdomen, the elbow held close to the body, and the forearm horizontal and at right angle to the vertical plane of the body. The box key shall lie parallel with and in between the forefinger and middle finger, the whistle, and other keys resting in the palm.
- E. To complete the drill, the preparatory command is, Re --. Personnel are to stand fast without any movement.
- F. Upon receiving the command of execution, TURN, the keys are returned to the belt, with the hand remaining in place until the supplementary command, TWO, is given, at which time the hand is brought smartly to the side to the position of ATTENTION.

FLASHLIGHT INSPECTION

I. Sequence of commands

- A. Flash -- LIGHTS
- B. Inspec -- TION
- C. Lights -- ON
- D. Lights -- OFF
- E. Re -- TURN
- F. TWO

II. Procedure

- A. To commence the drill, the preparatory command shall be, Flash --. Personnel are to stand fast without any movement.
- B. Upon receiving the command of execution, LIGHTS, the flashlight is grasped between the forefinger and thumb of the weak hand. The remaining three fingers shall be extended, joined, and pointing down. The hand is to remain in this position until the next series of commands are given. The next preparatory command shall be, Inspec --.
- C. Upon receiving the command of execution, TION, the flashlight is withdrawn from its holster on the officer's weak hand side.
- D. The flashlight shall be held with the switch on top and the weak hand thumb on the switch. In this position, the hand and forearm shall be horizontal and at the right angle to the vertical plane of the body and the elbow held close to the body. The base of the flashlight shall be in line with the abdomen.

- E. The preparatory command, Lights --, will be followed by the execution command, ON. At this command, the switch of the flashlight will be moved to the "on" position. After checking the serviceability of the lights, the preparatory command, Lights --, will be given again followed by the execution command, OFF. At this command, the switch of the flashlight will be returned to the "off" position.
- F. To complete the drill, the preparatory command is, Re --. Personnel are to stand fast without any movement.
- G. Upon receiving the command of execution, TURN, the strong side hand shall be used to grab the flashlight while the weak hand releases its grip, inverts, and grabs the butt end of the flashlight. The base of the flashlight, using the index finger as a guide, shall be reinserted into the holster. The grip of the flashlight shall not be released until the supplementary command, TWO, is given; at which time the flashlight is fully returned to its holster, the grip released, and the hand brought to the side to the position of ATTENTION.

ADMINISTRATIVE LOADING PROCEDURES

- I. Personnel after being inspected shall load their pistols.
- II. Procedures
 - A. Loading shall be done by each officer.
 - B. Loading shall be visually witnessed by the inspecting officer or designated supervisor.
 - C. To ensure proper loading, the following procedures shall be utilized. Loading shall take place at the loading and unloading container after the formal inspection.
 - D. Department Issued Service Pistol
 1. The pistol should be in the holster with the slide locked to the rear and no magazine in the pistol.
 2. Draw the pistol and place the muzzle into the opening of the loading/unloading container. The trigger finger should be out of the trigger guard and along the side of the frame.
 3. Insert a fully loaded magazine into the pistol.
 4. Release the slide stop to send the slide forward and chamber a round.
 5. "Press check" to assure that a round was chambered.
 6. Holster the pistol and engage the self locking system.
 7. Remove magazine from the holstered pistol. Top off the magazine with an additional round. Insert the magazine into the pistol, making sure the magazine is fully seated.