

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**AUXILIARY AND TECHNICAL SERVICES**

**December 19, 2019**

**Policy Number 8.10**

**INTRADEPARTMENTAL TRANSMITTAL OF  
POLICE REPORTS, DOCUMENTS, AND MONEY**

**POLICY**

The transmittal of police reports, Records Management System (RMS) attachments, and money shall be carried out on a regular and timely basis so that the needed investigative and administrative actions can be accomplished.

**PROCEDURE**

I. GENERAL TRANSMITTAL AND ROUTING SCHEDULE

- A. Most transmittals to and from the Alapai headquarters are routed through the Records and Identification Division.
- B. Transmittal to the Records and Identification Division

Transmittals will be made once during the course of each watch. Delivery must be made to the Records and Identification Division no later than the following times:

██████████ ██████████  
████████████████████ ██████████  
████████████████████ █ ██████████

C. Routing

Transfers are to be made from point to point as follows:

From

Directly to

██

██

[REDACTED]

II. GENERAL PROCEDURES

A. Transmittal from Patrol District Stations to the  
Records and Identification Division

1. All items should be arranged in categories, (e.g., routine reports and intradepartmental mail) before being placed in the official Honolulu Police Department transfer pouch. Categorization will facilitate inventory and verification of the contents against a property receipt.
2. A property receipt listing all of the items in the transfer pouch will be made in triplicate.
3. The commanders of the patrol districts and the Records and Identification Division shall each designate an officer or other personnel from each watch to be responsible for the transmittal of such records. In addition, these personnel shall prepare itemized report logs.

4. Personnel of the Records and Identification Division will receive the transmittal of records and the itemized report log. They will return the original report log to the district's mailbox and retain the duplicate copy of the report log for the Records and Identification Division's file.

B. Police Reports

1. Submission of Reports

- a. All districts shall utilize the transmittal report log when inventorying and submitting reports and attachments to the Records and Identification Division.

The reports shall be listed in sequential order. Only one line may be utilized at a time to list reports. Each line shall contain the report number, classification, and responsible officer. Follow-up reports will be listed the same way at the end of the log.

- b. The report log shall be attached to each district's reports. The reports shall be in the same sequential order as they are scanned into the RMS.

The sergeant submitting the report log shall verify that all scanned attachments are submitted into the RMS, in the same order as shown on the Supplemental Attachment Page, HPD-037 form. The sergeant shall ensure that all scans are clearly visible and unobstructed.

If the reports are submitted incorrectly, the Records and Identification's Counter Clerk will return the attachments for correction.

- c. All reports shall be turned in prior to the termination of the officer's tour of duty. Any outstanding reports shall be turned in to the Records and Identification Division by the end of the following watch in the manner described in section II B 1 b above.

If any report remains outstanding after the following watch has submitted its reports, the district command shall ensure that the report is submitted.

2. Transmittal of Reports

Coordinating and/or desk sergeants assigned to the patrol district stations and substations shall be responsible for the transmittal of reports generated by their watches to all other affected elements and agencies.

- C. Intradepartmental Correspondence

1. Reports and/or correspondence requiring regular processing through channels or destined for a specific element will be sent in the green intradepartmental envelopes.
2. The plain manila envelopes will be used for outside agencies.

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III. TRANSMITTAL OF BAIL MONEY

Bail money shall be transmitted in accordance with  
Policy 7.01, ARRESTS AND ARRESTED PERSONS.

  
SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
April 25, 2002