

# HONOLULU POLICE DEPARTMENT

## POLICY TRAFFIC OPERATIONS

September 16, 2019

Policy Number 6.11

### MAINTENANCE AND REPAIR SERVICES PROVIDED BY GOVERNMENTAL AGENCIES

#### POLICY

Departmental personnel shall expedite requests made to various government agencies for necessary maintenance and repair of traffic signs, signals, road markings, streets, and highways. They may also make recommendations for changes in traffic patterns or other matters pertaining to engineering on city and county streets and highways.

#### PROCEDURE

##### I. DETERMINING HIGHWAY JURISDICTION

The Communications Division and district commands have been provided with a Street Index--Island of Oahu to delineate state and city jurisdiction over streets.

##### II. MAINTENANCE REQUESTS AND BEAT CONDITION REPORTS

- A. Beat officers on duty and in the course of their watch will be responsible for reporting conditions that require routine maintenance or corrective measures. The reporting officer shall notify the Communications Division, whose personnel shall make telephone contact with the appropriate agency. Communications Division personnel shall also notify the appropriate "on call" personnel for requests for emergency service after business hours.
- B. Upon making contact, the Communications Division shall inform the reporting officer of the name of the person contacted and the time of notification. The Communications Division shall maintain a log on emergency notifications.

III. RECOMMENDATION FOR CHANGES

- A. All recommendations for changes in traffic patterns, timing or sequence of traffic signals, creation of tow zones, prohibiting of parking, new signs and traffic signals, and other traffic enforcement matters will be directed to the commander of the Traffic Division through official channels. Supervisors, through whom such recommendations are routed, will note their comments indicating concurrence or nonconcurrence.
- B. In all instances where the recommendation involves changes of traffic patterns or sequence of traffic signals, a diagram or sketch shall be included.
- C. The commander of the Traffic Division will be responsible for screening such requests to eliminate duplication and establish priority of need.
  - 1. If the recommendation appears feasible or warrants further study by the appropriate state or county agency, the commander of the Traffic Division will present the recommendation, with personal endorsement and comments, at the next scheduled meeting of the State and City Transportation Coordination Committee.
  - 2. If it is determined that the change recommended is inadvisable or that further information or clarification is needed, the commander of the Traffic Division will comment and return the recommendation to the division commander.

- D. When any recommendation is adopted or rejected after discussion with the State and City Transportation Coordination Committee and completion of any required staff study by the agency involved, the division commander will be notified of the action by the commander of the Traffic Division.



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
September 15, 1997