

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

**July 27, 2018**

**Policy Number 2.20**

**MANUALS OF OPERATIONS**

**POLICY**

Manuals of Operations govern at the divisional level with guidelines that best serve the needs of each element's specific responsibilities and operations.

**PROCEDURE**

I. CONTENT OF MANUALS

Each division-level element shall maintain a Manual of Operations (MOP) that delineates tasks and responsibilities for operations and positions in the element.

To ensure some degree of uniformity in the various Manuals of Operations, they shall all include the following major topics:

- A. Objectives;
- B. Policies;
- C. Duties and responsibilities; and
- D. Standards and guidelines.

II. EXPLANATIONS (MAJOR TOPICS)

- A. Objectives: A concise definition of element objectives as outlined in functional charts of the department.

- B. Policies: An alphabetical listing of pertinent departmental directives related to the particular element.
  - 1. Topics and statements from departmental directives should be cited as references rather than being quoted.
  - 2. Topics and statements, listed by subject, should serve as a reference file to aid elements in the location of particular directives.
- C. Duties and Responsibilities: Specific duties of the positions within the element.
- D. Standards and Guidelines: Element policies and procedures, in addition to departmental standards.
  - 1. Policies should provide general, overall guidelines applying to a function.
  - 2. Procedures should provide a series of steps to follow in a regular, definite order to accomplish an operation or act (e.g., how to review directives or handle traffic citations).

Individual task goals for each position within the element may be codified.

### III. DISTRIBUTION AND POSTING

- A. Element Manuals of Operation, including updates, shall be available to personnel assigned to that element.
- B. Element Manuals of Operation are subject to inspection.

### IV. KNOWLEDGE OF MANUALS

Personnel shall be responsible for knowing their element's MOP which has the force and effect of directives.

- A. Each element shall ensure that any change to the MOP is relayed to its personnel who are then responsible for reviewing the change and acknowledging that they have done so.

- B. Each element commander shall ensure that new personnel review the MOP in its entirety within 30 days of having been assigned to the element and incumbent personnel acknowledge having reviewed an MOP change within seven days.
- C. Element commanders shall ensure that documentation of personnel's acknowledgements of being apprised of MOP changes and having reviewed these changes are kept for at least four years (including the current year).

V. REVIEW AND UPDATE

- A. Each element shall review its entire MOP by March 1st of every year to ensure that its contents are current.
- B. Each element shall maintain documentation of its annual review for at least four years. The documentation shall include:
  - 1. The name of the person who conducted the review;
  - 2. The date the review was completed; and
  - 3. A list of sections that were added, amended, or deleted since the last annual review.
- C. Manuals of Operations may be amended at any time. When an MOP is amended, all pages of the affected procedures (e.g., MOP NO. 101) shall be redated and reissued.

VI. RETENTION OF MANUALS

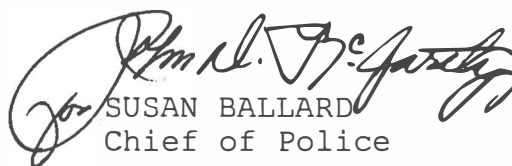
At least three copies of an element's MOP shall be maintained by each division-level or higher element, one with the:

- A. Element commander or designee;

July 27, 2018

Policy Number 2.20  
Page 4

- B. Next higher level in the chain of command (e.g., the bureau chief shall have a copy of the MOP for each element reporting to him or her); and
- C. Information Technology Division.

  
SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002