

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

**November 27, 2015**

**Policy Number 2.47**

**OFFICIAL CITY BUSINESS BUS PASS**

**POLICY**

Official city business bus passes may be used by personnel for departmental business only. This program has been established by the city for the convenience of employees who need transportation to conduct official city business and to serve only as a supplement to present modes of transportation.

**PROCEDURE**

**GUIDELINES**

- I. The major of the Finance Division shall be the bus pass coordinator and shall have overall control of bus passes issued to the department.
- II. The following elements have been issued bus passes:
  - Finance Division
  - Honolulu Police Commission
  - Human Resources Division
  - Legislative Liaison Office
  - Records and Identification Division
- III. Division commanders receiving bus passes are the designated representatives for the assigned passes.
- IV. Each time a trip is to be made, a bus pass may be drawn from the employee's division commander or bus pass coordinator.

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- V. Upon returning, the employee shall turn in the bus pass to the division commander or bus pass coordinator as soon as possible.
- VI. Immediately upon the loss of a bus pass, a To/From report shall be submitted to the Public Transit Division, Department of Transportation Services, via the major of the Finance Division.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
May 7, 2001