

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

**September 7, 2018**

**Policy Number 2.15**

**POLICE COMMISSIONER ORIENTATION PROGRAM**

**POLICY**

A newly appointed police commissioner shall have an opportunity to meet with departmental personnel and view the operations of the Honolulu Police Department (HPD).

**PROCEDURE**

**I. ORIENTATION**

An orientation with an overview of the HPD shall be offered to the commissioner and made available to accommodate the commissioner's schedule. The overview may include a tour of the department's museum and/or materials or presentations as described below:

- A. The latest HPD Annual Report;
- B. The current HPD organizational chart;
- C. A tour of the divisions/districts;
- D. The Ride-Along Program;
- E. The Citizens Police Academy (CPA); and
- F. The Business Police Academy (BPA).

**II. VISITS TO DIVISIONS**

- A. A sergeant from the Community Affairs Division's (CAD) shall escort the commissioner to the divisions that the commissioner is interested in visiting. The sergeant shall coordinate scheduling for these visits.
- B. A commander will be notified of a commissioner's desire to tour the commander's element and/or view a presentation of that element.

III. PROGRAMS

A. Ride-Along Program

As a part of the orientation to the Ride-Along Program, the commissioner will fill out the Adult Waiver, HPD-385 form, and the Police Commissioner's Authorization to Ride/Emergency Information card. The HPD-385 form will be kept on file in the CAD and the Authorization to Ride/Emergency Information card will be retained by the commissioner.

All rides must be coordinated through the CAD and approved by its commander. The commissioner must carry the Authorization to Ride/Emergency Information card during each ride.

B. CPA

The CPA is a comprehensive program that will touch on all facets of the department.

C. BPA

The BPA is an interactive program that fosters understanding through business and is designed to educate business people about the department.



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
July 16, 1999