

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

November 1, 2016

Policy Number 8.06

POLICE REPORTS

POLICY

The Honolulu Police Department maintains a complete and accurate accounting of police responses with a process and technology that securely and efficiently manages police reports.

PROCEDURE

I. **DEFINITIONS**

- A. Case report number: An eight-digit number assigned by the Computer Aided Dispatch System (CADS) to calls for police service.
- B. Case Report System (CRS): An electronic police report program that replaces the Automated Field Reporting (AFR).
- C. CADS: The computer aided dispatch portion of the department's CADS/Records Management System (RMS).
- D. Paper Management (PM): The document imaging system that stores images of official police reports and attachments.
- E. RMS: The records management portion of the department's CADS/AFR.

II. INITIATION OF POLICE REPORTS

A. Occurrences Observed by or Reported to On-Duty Officers

An on-duty officer shall prepare a numbered report each time he or she receives a complaint or observes a violation of law, motor vehicle collision, or unusual occurrence.

Unless otherwise authorized by a supervisor, officers shall submit completed reports by the end of their work shift. Exceptions authorized by supervisors shall comply with other directives that govern the timely submittal of reports. Lieutenants shall check the report queue each day to ensure that reports are completed on time.

B. Occurrences Observed by or Reported to Off-Duty Officers

An off-duty officer shall report to the Communications Division any occurrence that requires police attention.

1. The Communications Division shall dispatch an on-duty officer to investigate each case.
2. If necessary, the off-duty officer shall submit a report containing all relevant information about the case as soon as possible.

C. Information Received by Departmental Personnel

All personnel, officers and civilians alike, shall report any information that comes to their attention regarding violations of the law, motor vehicle collisions, unusual occurrences, or investigations in progress. The information shall be reported through appropriate channels (i.e., to the Communications Division or the individual's superiors).

D. Police Officers as Victims or Suspects

Police officers shall not investigate police cases in which they are the victims or suspects.

III. HANDLING OF COMPLAINTS

A. Telephonic Complaints

1. Local Calls

- a. When a complaint is received by the Communications Division, the individual taking the complaint shall service the caller and enter the complaint into the CADS for the dispatch of field units.
- b. When a complaint is received by an element of the department other than the Communications Division, the individual taking the call shall encourage the caller to report the information directly to the Communications Division. If the emergency nature of the call or other circumstances makes this impossible or impractical, the individual taking the call or a supervisor shall obtain the necessary information and relay it to the Communications Division, preferably by telephone. The Communications Division shall service the call as outlined in section III A 1 a above.

2. Long-Distance Calls

Complaints or requests for assistance shall be handled in the following manner by the individual taking the call or a supervisor.

a. Criminal Matters

(1) Routine

(a) In general, cases that involve criminal activity in this jurisdiction shall be handled as outlined in section III A 1 above.

(b) Cases that involve criminal activity in another jurisdiction shall not be accepted. Callers shall be referred to their local authorities and informed that this department will take no action without a formal request from another law enforcement agency.

(2) Emergency

In all emergency cases, the call shall be referred to the appropriate element, which shall determine the validity of the call and take appropriate action.

b. Noncriminal Matters

(1) Nonemergency requests (e.g., to forward messages or run errands) shall not be accepted. The caller shall be tactfully informed that the request does not fall within the scope of police duties and cannot be accommodated.

- (2) Requests for emergency notification shall be evaluated and, when found valid, honored.

B. Walk-In, On-Beat, and Mail Complaints

- 1. When walk-in, on-beat, or mail complaints are received, the officer investigating the complaint shall obtain the information to prepare the report.
- 2. The investigating officer shall contact the Communications Division for a case report number.

IV. NUMBERING OF REPORTS

- A. The CADS generates a unique, sequential, eight-digit case report number for each report. The first two digits are the last two digits of the year received; the remaining digits are assigned starting with 000001. All offenses directly connected to the same event shall be documented individually as a three-digit offense number under the case report number.

B. CADS Out of Service

When notification has been received that the CADS will be out of service, the Communications Division shall immediately use the CRS to generate report numbers. If both the CADS and CRS are nonoperational, the Communications Division shall use the Complaint Report card, HPD-18 form, and reference number system. Once the CADS is restored and operational, Communications Division personnel shall manually input information on the Complaint Report card, HPD-18 form, into the CADS.

12-2-2016

12-13-2016

- 1. Each card shall be assigned a reference number from a sequence maintained by the Communications Division. This number shall be used to identify the case until the CADS is operational and a case report number can be assigned.
 - 2. The Communications Division shall collate the cards and make them available to the Records and Identification Division when necessary to inform that division of the reference numbers in use.
- C. Report numbers are sometimes issued in error. When this occurs, the officer who requested the number shall submit a 60 series report using the report number to explain the reason for the error. If a report submitted under a different number is involved, the other number is to be listed in the comment field of the report.

V. FIELD REPORTS

A. Classification of Incidents

- 1. In general, the nature of the incident determines its classification. The Communications Division shall determine the initial classification of each incident.
- 2. The investigating officer may change the classification of an incident if circumstances so warrant.
 - a. If the officer who initially investigates the incident changes the classification before leaving the scene, the officer should notify the Communications Division so that the change can be noted in the CADS.

- b. If the investigating officer decides to change the classification after the initial incident report has been submitted, the officer shall complete and submit a follow-up report to document the change.

B. Preparation of Reports

1. Only reports generated electronically and authorized by the Information Technology Division (ITD) shall be used. Handwritten reports are only acceptable when authorized by the ITD.
2. A printed departmental form shall be used when the form has no electronic equivalent or is not generated automatically by the CRS. Completed, printed forms shall be scanned and inputted into the CRS.

Information recorded on handwritten reports shall be typed in black or written with a pen in indelible black ink. All information on the face pages and witness statement forms (except signatures) shall be typed or block printed; cursive entries are not acceptable. Illegible entries are not acceptable on any report form. All paper field reports shall be scanned and inputted into the CRS.

3. Each report shall be as complete as possible when it is turned in (photographs processed, diagrams filled in, etc.), regardless of the likelihood of later prosecution or other action.
4. When an offense or incident occurs in another jurisdiction (military or other federal properties, other Hawaii counties, the mainland, or foreign countries), it shall be recorded with the word "OUT" selected in the space provided for the beat of the offense.

5. Each report shall be approved by a supervisor through the electronic workflow and routed to the appropriate investigative detail as necessary.
 - a. A supervisor shall approve the report only after determining that it has been filled out as completely and accurately as possible at that time.
 - b. If the approving supervisor determines that a report must be corrected, but this cannot be accomplished until the following day, he or she shall not approve the report.

A note regarding the correction(s) to be made shall be entered in the workflow comment section, and the report shall be returned to the officer.

6. An electronic signature that is automatically generated by a computer for a specific officer shall have the authority and validity of the officer's handwritten signature. The electronic signature shall consist of the officer's entire first and last names and six-digit identification number. The definition, application, and attribution of electronic signatures shall be in accordance with Chapter 489E of the Hawaii Revised Statutes.
7. Additional procedures for the preparation of reports shall be established as necessary by the Records and Identification Division.

C. Submission

1. Element commanders shall ensure that their personnel submit all assigned reports and attachments in a timely manner.

2. Patrol Districts

- a. Patrol officers shall submit their reports through the electronic workflow in the CRS. The investigator receiving original attachment(s) is responsible for scanning the attachment(s) into the CRS by the end of the investigator's work shift.
- b. If an investigator was not assigned to the case, the officers shall turn in the attachments to the coordinating sergeant by the end of their scheduled work shift. The coordinating sergeant shall scan the attachment(s) into the CRS before the end of the sergeant's work shift.

3. Other Elements and Follow-Up Units

All other elements and follow-up units shall submit reports electronically in the CRS using the electronic workflow.

4. When the CRS is unavailable, officers shall:
- a. Complete their reports manually using the CRS templates installed locally on their computers;
 - b. Print and submit their reports before the end of their shift; and
 - c. Ensure that they save an electronic copy for future reference.

D. Release of Reports

1. Requests From Other Law Enforcement Agencies

- a. Before a copy of an open felony case report is provided to an outside law enforcement agency, approval shall be obtained from the officer in charge of the division conducting the investigation.

- b. Only the Records and Identification Division commander can authorize the release of a closed case to an outside law enforcement agency.
- c. The commander of the Community Affairs Division (CAD) may approve the duplication and release of police reports for certain misdemeanors, petty misdemeanors, and status offenses. These reports shall only be provided to agencies that are authorized by the Family Court for purposes stated in the letter of authorization (see the attachment).

2. Requests From the Public

Requests from the public for reports shall be referred to the Records and Identification Division.

3. Internal Requests and Access

Internal requests for reports that are not directly from the public require a Review and Reproduction Service Request, HPD-422 form, to be submitted to the commander of the Records and Identification Division for approval.

VI. REPORT FORMS AND THEIR USES

A. Incident Report, HPD-192 Form

This form is used for all offenses, complaints, and occurrences for which a numbered police report is required except motor vehicle collisions (see section VI F below).

1. Criminal case reports have required fields that are dependent upon the type of offense(s). Therefore, the required fields must be completed properly upon submission to the supervisor through the CRS workflow. Supervisors approving a report shall review the submitted report and ensure that the required fields are completed properly.
2. The domestic violence field is used to distinguish domestic violence cases from all others. The domestic violence field shall be filled when conditions meet the criteria of a domestic violence incident (Refer to Policy 4.18, ABUSE OF FAMILY OR HOUSEHOLD MEMBERS).

B. Evidence/Property Report, HPD-192A Form

1. This form is prepared by each employee who accepts, receives, or seizes evidence or found property.
2. Found property and untaxed bicycle (including moped) cases also require the submission of an incident report.
3. The HPD-192A form shall be used when submitting evidence or property. This report shall be submitted electronically into the CRS. The chain of custody shall be maintained in accordance with Policy 8.13, HANDLING OF EVIDENCE AND FOUND PROPERTY.

C. Continuation Report, HPD-192B Form

This form is used for the following:

1. Correction of an earlier report;
2. Addition of new information to a report;
3. Addition of supplemental information in an earlier report;

4. Cancellation of a report of an automobile theft that has been determined to be unfounded; and
5. Addition of evidence or found property that will not fit on the face page of the Evidence/Property Report, HPD-192A form.

D. Domestic Violence Supplements, HPD-DV1, HPD-DV2, HPD-DV3, and HPD-DV-LAP Forms

These forms are completed, scanned, and attached to the incident report in the CRS for all incidents involving abusive relationships (see Policy 4.18, ABUSE OF FAMILY AND HOUSEHOLD MEMBERS).

The original Domestic Violence Supplement report shall be sent to the Criminal Investigation Division's (CID) Family Violence Detail.

E. Booking Report, Computerized Booking System

1. The booking report in the RMS is used to record all arrests of persons being processed at the holding or temporary detention facility.
2. The arresting officer shall consult with the officer in charge at the receiving desk before starting the booking procedure.
3. Receiving desk personnel shall prepare the booking report with information provided by the arresting officer. Only general information about the offense that prompted the arrest shall be entered on the booking report form; details of the offense shall be submitted in the appropriate crime report.
4. Fingerprints and other essential data must be recorded on the identification copy of the booking report form.

5. In the case of a citizen's arrest, the investigating officer shall normally require the citizen to accompany the officer to the receiving desk and sign the initial report in the officer's presence. Exceptions to this rule are when:
 - a. A business submits a properly executed Shoplifting Report, HPD-317 form, or Trespass Report, HPD-406 form. The report must contain the details of the offense and the arrest and must be properly signed. In such cases, the investigating officer may accept the prisoner without requiring the citizen who made the arrest to appear at the receiving desk to sign the arrest report. The officer accepting the arrest shall submit his or her report as an initial report; and
 - b. The value of the goods taken in a shoplifting case is sufficient to make the offense theft in the first or second degree. In such cases, the investigating officer shall effect the arrest and have the CID notified immediately. The officer shall then prepare a theft report and attach the shoplifting report to it to document the citizen's arrest.

F. Motor Vehicle Collision Report

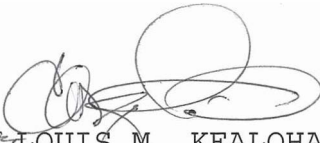
The reporting of any motor vehicle collision (including nontraffic and noncollision incidents) shall be done electronically in the CRS and in accordance with Policy 6.08, MOTOR VEHICLE COLLISIONS.

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VII. REFERENCES

See also Policy 7.01, ARRESTS AND ARRESTED PERSONS.



LOUIS M. KEALOHA
Chief of Police

Attachment

Post on bulletin
board for one week

Policy first issued
March 29, 2002

November 1, 2016
Attachment

Policy Number 8.06



Family Court of the First Circuit — THE JUDICIARY • STATE OF HAWAII

POST OFFICE BOX 3498 • HONOLULU, HAWAII 96811-3498

FRANCES Q.F. WONG
SENIOR JUDGE

REYNALDO D. GRAULTY
CIRCUIT COURT JUDGE

PATRICK W. BORDER
CIRCUIT COURT JUDGE

October 26, 2004

DISTRICT FAMILY JUDGES

MICHAEL F. BRODERICK
R. MARK BROWNING
KENNETH E. ENRIGHT
CHRISTINE E. KURIYAMA
LINDA K. C. LUKE
PAUL T. MURAKAMI
KAREN M. RADIUS
ALLENE R. SUEMORI
BODE A. UALE

Mr. Boisse P. Correa
Chief of Police
Honolulu Police Department
801 South Beretania Street
Honolulu, HI 96813

Dear Chief Correa:

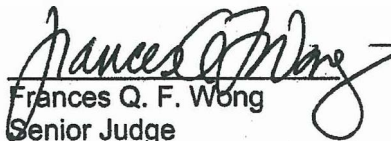
The Family Court is pleased to authorize the Honolulu Police Department to release names of arrested juveniles and copies of their related police reports to the Juvenile Justice Center (JJC) in order to facilitate the JJC's assessments of these juveniles for the Acquiring Knowledge, Awareness, Motivation, and Inspiration (AKAMAI) and the Evening Counseling Programs.

We request that HPD require the JJC, preferably in your "memorandum of understanding" or a similar written contract or agreement, to honor the confidentiality of this information and to prohibit any other dissemination of this info by JJC. We hope that your staff will provide some training in this area to them so that the JJC will understand that they are "standing in your shoes" when they deal with confidential information that HPD releases to them and, just as importantly, that they will understand the reasons behind this confidentiality (that public labeling and stereotyping can hinder rehabilitation).

We appreciate the HPD's continuing efforts to directly work with juveniles in an attempt to divert them from further delinquent behaviors and further involvement with both HPD and the Family Court.

Please do not hesitate to call on either of us if you have questions about this authorization (Frances Wong at 539-4440 and Kenneth Ling at 539-4400).

Sincerely yours,


Frances Q. F. Wong
Senior Judge

Reviewed for Public Release

