

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 6, 2015

Policy Number 2.22

REQUESTING LEGAL OPINIONS
FROM THE DEPARTMENT OF THE CORPORATION COUNSEL

POLICY

It is the policy of the Honolulu Police Department (HPD) to ensure that each request for an opinion from the Department of the Corporation Counsel (COR) is germane.

PROCEDURE

I. DEPARTMENT COORDINATOR FOR REQUESTING LEGAL OPINIONS

- A. For requesting legal opinions, the senior police legal advisor of the HPD is designated as the departmental coordinator and liaison officer between the police department and the COR.
- B. In the absence of the senior police legal advisor, the assistant chief in charge of the Administrative Bureau shall act as the departmental coordinator and liaison officer.


II. PROCEDURES

- A. Whenever a legal opinion is sought, the written request shall be submitted through channels to the assistant chief of the bureau and include the following:
 - 1. The name, telephone number, and e-mail address of the requestor (or contact person who, if needed, may provide clarification to the COR);
 - 2. A concise statement comprised of the specific request being made to the COR and pertinent background information;
 - 3. A due date for the response from the COR; and
 - 4. An attachment comprised of relevant documents, forms, and information.

April 6, 2015

Policy Number 2.22
Page 2

- B. After review and approval by the assistant chief of the bureau, the request shall be forwarded to the departmental coordinator.
- C. After reviewing and approving the request, the departmental coordinator shall format the request as a memorandum and promptly submit it to the COR. Copies shall be distributed to the originating element.
- D. When the opinion is received from the COR, the original shall be filed with the Office of the Chief and copies shall be sent to the originating element and departmental coordinator.
- E. Exceptions to the process may be made if an immediate opinion from the COR is required. Upon approval by the element's command, the request shall be submitted through channels to the departmental coordinator for appropriate action.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
April 8, 1997