

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

August 8, 2018

Policy Number 2.08

PROPERTY MANAGEMENT PROGRAM

POLICY

The Support Services Bureau (SSB) is responsible for the departmental property management of all city-owned and leased facilities and properties that are under its purview.

PROCEDURE

I. **PROPERTY MANAGEMENT FUNCTIONS OF SSB PERSONNEL**

The SSB shall:

- A. Coordinate all requests and approvals for and acquisitions of properties for the department;
- B. Administer the Capital Improvement Program (CIP) funds and projects; and
- C. Conduct an annual survey to determine current and future needs relative to operating and storage space and prepare plans to accommodate those needs.

II. **REQUESTS FOR SPACE OUTSIDE OF EXISTING POLICE FACILITIES**

- A. Elements needing additional space shall submit their requests through the chain of command to the SSB and include:
 - 1. The total square feet and/or cubic feet of space needed;
 - 2. A detailed description of why the space is needed; and
 - 3. A justification for the request.

- B. The SSB shall determine if the request can be considered a CIP project, if adequate space can be located within another city-owned facility, or if space will need to be leased.
- C. All proposed amendments to already executed leases shall be forwarded to the SSB for authorization.

III. CAPITAL IMPROVEMENT PROGRAM PROJECTS

- A. In preparation for each fiscal year's budget, the SSB shall request input for CIP projects with the assistance of the Management Analyst VI.
 - 1. Any element requesting CIP projects shall complete the form that is provided by the SSB and include sufficient justification.
 - 2. One form shall be completed for each project.
 - 3. If a CIP project request is not approved during one fiscal year, a new request may be submitted annually until the project is funded or no longer needed.
 - 4. Completed forms shall be submitted through channels to the SSB by the stated deadline.
- B. All requests for CIP projects will be prioritized and submitted to the city administration via the Department of Design and Construction (DDC) and the Department of Budget and Fiscal Services. The city administration, in turn, will select specific project requests for final presentation to the City Council for possible funding.
- C. Departmental personnel may be required to prepare written testimony and testify before the City Council for specific CIP projects.
- D. When the CIP funds are approved and released, the SSB shall be responsible for coordinating the project and will be the Honolulu Police Department's liaison.

IV. OBTAINING SPACE

- A. If adequate space is available in another city and county facility, the SSB shall coordinate the request and obtain approvals.
- B. The SSB shall coordinate the renovations to accommodate the requesting element's operations.
- C. If leasing outside space is required, the SSB shall:
 - 1. Coordinate with the Finance Division to ensure that funds are available;
 - 2. Obtain necessary approvals and coordinate with the appropriate city agencies;
 - 3. Coordinate any needed renovations;
 - 4. Distribute finalized documents to the requesting element and the Finance Division;
 - 5. Coordinate with the DDC to extend or terminate the lease when an existing lease is about to expire; and
 - 6. Authorize any proposed amendments to any existing leases.

V. ENVIRONMENTAL POLLUTION MANAGEMENT

The National Storm Water Best Management Practices guidelines established standards to minimize pollution in surface and ground runoff water.

- A. To comply with these standards, element commanders should ensure that the following conditions are properly addressed for facilities under their command:
 - 1. Cleanliness of sidewalks, curbs, and gutters;
 - 2. Prevention of runoff of soil and debris from property;

3. Disposal of grass and tree cuttings as green waste;
4. Proper disposal of oil change boxes and soaked-up oil spills;
5. Proper disposal of pet waste;
6. Proper disposal of excess paint products and items contaminated with paint products;
7. Restricted use of pesticides and fertilizers if rain is anticipated and the use of these products in prescribed amounts as well as proper disposal of excess amounts;
8. Use of only plain water to wash vehicles unless a commercial carwash facility is utilized; and
9. Avoidance of storing cleaning products in excessive amounts so as to pose a hazardous waste situation.

- B. Questions regarding the National Storm Water Best Management Practices and requests for assistance may be referred to the department's Safety Specialist II of the Professional Standards Office or Automotive Equipment Superintendent I of the Vehicle Maintenance Section.

VI. ANNUAL SURVEY

The SSB shall distribute a survey each year to:

- A. Verify the inventory of currently leased properties; and
- B. Obtain information about immediate and future space needs.

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VII. STATE OF HAWAII AND CITY AND COUNTY OF HONOLULU PROPERTIES

The SSB shall coordinate any State of Hawaii and City and County of Honolulu inquiries and responses relative to real properties.

A handwritten signature in black ink that reads "Susan Ballard". The signature is written in a cursive, flowing style.

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week