

# HONOLULU POLICE DEPARTMENT

## POLICY SUPPORT OPERATIONS

July 17, 2017

Policy Number 5.08

### PUBLIC ACCESS TO ADULT ARREST LOGS

#### POLICY

The adult arrest log or photocopies thereof shall be made available to the public for inspection and copying.

#### PROCEDURE

##### I. ADULT ARREST LOG

- A. The adult arrest log includes the following:
  - 1. Date and time of arrest;
  - 2. Name, age, sex, and race of the arrestee;
  - 3. Name of the arresting officer;
  - 4. Nature of the offense; and
  - 5. Report number.
- B. Other information may be added to this list later (e.g., time and manner of release).

##### II. GENERAL REQUIREMENTS AND LIMITATIONS

- A. Under no circumstances shall juvenile arrest information be made available to the public.
- B. Only actual logs or photocopies thereof will be made available to the public. No search services of any kind will be provided (e.g., searches for names, times, or locations).

- C. Anyone inspecting a log or log photocopy may manually copy information from it. However, no element except the Records and Identification Division is authorized to make and issue photocopies of the adult arrest log to the public. All requests for photocopies should be referred to the Records and Identification Division.
- D. The adult arrest logs will be downloaded by the Information Technology Division daily and posted on the Honolulu Police Department Web site. Arrest logs will also be displayed by the Central Receiving Division at the security post 24 hours a day. Arrest logs shall be rotated out 14 days after their issuance on the Web site and at the Alapai headquarters security post.
- E. Only the crystal report "Adult Arrest Log" shall be used. There shall be no other logs or books kept with the arrest information for adults.

III. ADULT ARREST LOGS MORE THAN 14 DAYS OLD

All persons wishing to inspect an adult arrest log more than 14 days old should be instructed as follows:

- A. The requestor should submit a written request to the Records and Identification Division specifying the date(s) of the log(s) he or she wishes to inspect. (Telephone and walk-in requests will not be accommodated.)
- B. The Records and Identification Division shall respond to every request in accordance with the Office of Information Practices (OIP) Administrative Rules. Depending on the size and scope of the request, the logs may or may not be immediately available. If the logs are not immediately available, the requestor shall be notified in writing and shall be provided with an estimate for fees and costs.

IV. ELEMENT PROCEDURES

All elements affected by this directive shall include the necessary procedures in their manuals of operations.

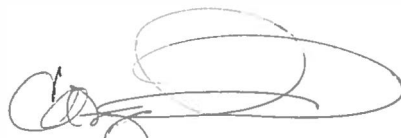
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V. ADDITIONAL INFORMATION

These procedures have been established in accordance with legal opinion letter 91-4 by the OIP dated March 25, 1991.

A handwritten signature in black ink, appearing to read 'Cary Okimoto', with a large, loopy flourish extending to the right.

CARY OKIMOTO  
Acting Chief of Police

Post on bulletin  
board for one week

Policy first issued  
May 14, 2001