

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

September 30, 2015

Policy Number 8.07

REQUESTS TO REVIEW OR REPRODUCE POLICE REPORTS

POLICY

Departmental personnel may, for official purposes, review or request copies of police reports kept in the files of the Records and Identification Division, unless the requester is listed as the suspect or a subject in an investigation relating to the report.


PROCEDURE

- I. The Review and Reproduction Service Request, HPD-422 form, shall be used when requesting copies of police reports kept in the Records and Identification Division's files.
 - A. The request form shall be completed by including the report number(s) of the case(s) requested. Whenever the report number is unknown, the names of the individuals involved and other pertinent data shall be included; and
 - B. Copies of police reports will not be reproduced unless a valid reason is given for the use of the report and its contents by authorized personnel in the course of their duty.
- II. An overlay with the name of the requesting element shall be used in the reproduction operation.
- III. The Report Request Log, HPD-442A form (located at the front counter of the Records and Identification Division), may also be used by departmental personnel to request copies of police reports.

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IV. Departmental personnel who are authorized to access the Paper Management System may review or reproduce police reports in the course of their official duties.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 22, 2001