

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

July 10, 2019

Policy Number 4.54

SATELLITE TELEPHONES

POLICY

The distribution and use of departmental satellite telephones shall be in accordance with this directive.

PROCEDURE

I. DEFINITION

Substantial communications failure: Circumstances where landline and cellular telephone services are not available, and the police radio system is not functional.

II. ASSIGNMENT AND DISTRIBUTION

- A. The assignment and distribution of departmental satellite telephones shall be determined by the Chief of Police or designee.
- B. The Major Events Division (MED) shall maintain a master list of departmental portable, mobile, and fixed-site satellite telephones. This list shall be made available to all departmental satellite telephone users. The master list shall include:
 - 1. The name of the element or person assigned to the satellite telephone; and
 - 2. The telephone number of the satellite telephone.

III. PORTABLE SATELLITE TELEPHONES

- A. Portable satellite telephones are to be charged regularly to maintain operational readiness in the event of a substantial communications failure.

B. Telephones Assigned to Elements

1. The portable satellite telephones shall be kept at a location readily accessible to the element commander or designee.
2. Elements assigned a portable satellite telephone shall establish procedures in their manual of operations that govern the security and availability of their issued telephone in the event of a substantial communications failure and for training and testing purposes.

C. Telephones Assigned to Individuals

1. Individuals assigned a portable satellite telephone shall have it accessible for use while on or off duty.
2. Individuals who are unavailable and have delegated their authority to another person shall ensure that the telephone is made available to that person.

IV. USE OF SATELLITE TELEPHONES

- A. The satellite telephone shall be used only for official police purposes during periods of substantial communications failure.

Exceptions are allowed for testing of the telephones or as determined appropriate by the Chief of Police or designee.

- B. In the event of a substantial communications failure, the individual or element assigned a satellite telephone shall contact the Communications Division to obtain information regarding the situation.

1. If the Communications Division cannot be contacted, the user shall attempt to make contact with other departmental satellite telephone users to establish links of communications for operational purposes.

2. In the event that contacts cannot be made through the use of the satellite telephone system, the department's disaster response plan shall be implemented in accordance with element procedures and Policy 4.40, CIVIL DEFENSE DISASTER MITIGATION, PREPARATION, RESPONSE, AND RECOVERY.
- C. All users shall document their satellite telephone use.
1. Documentation shall include the user's name, the start date and time, and the end date and time of the satellite telephone use.
 2. This information shall be forwarded to the MED for fiscal processing.

V. SATELLITE TELEPHONE TESTING

- A. The Communications Division shall be responsible for conducting tests of the department's satellite telephone system.
- B. The satellite telephone system shall be tested at least once a month on a date and time determined by the Communications Division.
- C. The Communications Division shall maintain a log of each test and report any discrepancies to the MED for corrective action.

VI. TRAINING

- A. Satellite telephone users shall receive training on the proper use and maintenance of the satellite telephone.
- B. Elements assigned portable satellite telephones shall ensure that a sufficient number of their personnel are trained on the proper use and maintenance of the telephone.

July 10, 2019

Policy Number 4.54
Page 4

VII. UNAUTHORIZED USE OF SATELLITE TELEPHONES

The unauthorized use of departmental satellite telephones may result in disciplinary action and reimbursement of costs incurred.

A handwritten signature in black ink, appearing to read "Susan Ballard". The signature is written in a cursive style with a large initial "S".

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
January 2, 2007