

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**October 15, 2019**

**Policy Number 2.71**

**SECURITY FOR HONOLULU CITY COUNCIL MEETINGS**

**POLICY**

To establish procedures for scheduling security for Honolulu City Council meetings. The Honolulu Police Department (HPD) shall provide security for both regular and special meetings, as needed, to ensure the safety of the councilmembers and the public.

**PROCEDURE**

**I. GENERAL RESPONSIBILITIES**

- A. The officer assigned to the City Council meeting (regular and special) shall:
1. Report for duty at the required time and remain there for the duration of the meeting;
  2. Be attired in his or her standard police uniform and all required equipment. Refer to Policy 2.38, UNIFORMS, EQUIPMENT, AND FIREARMS;
  3. Check-in with the contact person to receive any instructions; and
  4. Take up his or her post inside the hearing room or immediately adjacent to the hearing room door.
  5. The City Council Chair will end the meeting by announcing that the "meeting is adjourned." This announcement shall release the officer from his or her assignment. Prior to leaving, the officer shall check with the contact person. Refer to subsection 3 above.

- B. In the event that the City Council hearing does not end at the time previously stated, the officer must notify his or her respective watch commander and request a relief officer. The officer shall not leave the post until relieved of his or her duties. The respective watch commander is then responsible to ensure that the officer is relieved.

II. REGULAR CITY COUNCIL MEETINGS

- A. There are twelve regular City Council meetings during the year. These meetings are usually located at Honolulu Hale but may be held at Kapolei Hale.
- B. These positions are special duty assignments and shall be filled by a Metropolitan Police Officer (MPO). However, if an MPO is not available, the Major Events Division (MED) may approve a Metropolitan Police Corporal to fill the position.
- C. If a special duty officer does not fill the assignment, staffing shall be provided by the respective district commander.
- D. In the event that an officer cancels an assigned job, the officer shall notify the Special Duty Section of the MED. Refer to Policy 3.20, SPECIAL DUTY AND VOLUNTARY POLICE SERVICE.
- E. If the officer must cancel the special duty assignment with less than six hours notice, he or she shall contact the respective watch commander to notify him or her that an on-duty replacement officer is needed.
- F. If the meeting is cancelled, the City Clerk's Office shall send notification via e-mail to the Special Duty Section, the respective district commander, and the Legislative Liaison Office (LLO).

III. SPECIAL CITY COUNCIL MEETINGS/SPECIAL COMMITTEE HEARINGS

- A. These special meetings/hearings may be held at locations outside of Honolulu Hale. Special meetings/hearings held outside of Honolulu Hale shall follow the same guidelines as section II above.

- B. The district commander of where these special meetings/hearings will be held shall be responsible for the assignment of an on-duty officer for security purposes.

In the event that the meeting/hearing is deemed "controversial," the respective district commander shall be responsible to assign more officers for the hearing, if necessary.

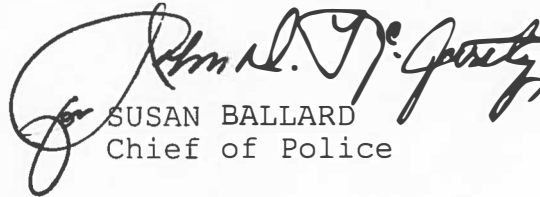
- C. In the event that an officer cannot fulfill the assignment, he or she shall notify the watch commander so that another officer can be assigned.
- D. For special meetings/hearings, the City Clerk's Office shall send an e-mail to the respective district at least five days prior to the special meeting/hearing to notify them of their responsibility to provide an on-duty officer at the meeting. A copy of the e-mail shall be sent to the Special Duty Section and the LLO.
- E. If the special meeting/hearing is cancelled, the City Clerk's Office shall send notification via e-mail to the respective district commander, district secretary, and the LLO.

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IV. LLO RESPONSIBILITIES

- A. The LLO shall provide the City Clerk's Office with the following information. A list of the:
1. Eight patrol districts with boundaries; and
  2. Districts' telephone numbers, including the majors', captains', and secretaries' telephone numbers; facsimile numbers; and e-mail addresses.
- B. The LLO shall act as the coordinator between the Honolulu City Council and the HPD.



for SUSAN BALLARD  
Chief of Police

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board for one week