

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

October 9, 2015

Policy Number 8.23

TELECOMMUNICATIONS

POLICY

Use of the Honolulu Police Department's (HPD) telecommunications system shall be restricted to official police business and that which is directly related to public safety and the protection of life and property.

PROCEDURE

I. CALL NUMBERS

As personnel changes occur, element commanders shall submit call number lists to the Communications Division, which shall maintain a current master radio call list for the department.

II. RADIO EQUIPMENT

- A. HPD radio equipment shall not be altered, modified, marked, programmed, installed, relocated, or repaired by any unauthorized person.
- B. Service and maintenance records shall be maintained as required by Federal Communications Commission (FCC) regulations.
- C. Officers shall be accountable for their issued radio equipment and take precautionary measures to ensure that there is no unauthorized use of police radios.

Officers shall immediately notify the Communications Division and the Telecommunications Systems Section (TSS) if their radio equipment is lost, stolen, or cannot be accounted for so that the radio can be disabled. A police report shall be initiated for the radio that is unaccounted for. Providing the police report number to the TSS is required in order to obtain a replacement radio.

- D. Officers shall be assigned portable radios according to the elements to which they are assigned.

1. Specialized Elements

4-6-2018

Officers in the Major Events Division, Narcotics/Vice Division, Specialized Services Division, Professional Standards Office, Intelligence Enforcement Unit, Crime Reduction Unit, and Rapid Deployment Force shall receive portable radios from their elements.

The specialized elements listed above shall maintain their respective inventory of radio equipment assigned to their personnel. Element commanders shall ensure that the TSS is notified within two weeks of any officer transferring to or out of their specialized element. Element commanders shall also ensure that the TSS is notified as soon as practical any time radio equipment is reassigned. The TSS shall update the radio system database to reflect the change of radio assignment.

- a. When an officer is transferred or reassigned to one of the specialized elements listed above from a nonspecialized element, the officer shall turn in the portable radio that he or she has been using to the TSS and shall receive another one from their new element.

- b. When an officer is transferred or reassigned from one of the specialized elements to a nonspecialized element, the officer shall turn in the portable radio that he or she has been using to the specialized element he or she is transferring out of and shall receive another one from the TSS.
- c. When an officer is transferred or reassigned from one of the specialized elements to another specialized element, the officer shall turn in the portable radio that he or she has been using to the specialized element he or she is transferring out of and shall receive another one from their new element.
- d. When an officer with a subsidized vehicle is transferred or reassigned to one of the specialized elements, the officer shall have his or her mobile radio reprogrammed by the TSS for the appropriate element within two weeks of starting with their new element.

2. Nonspecialized Elements

Officers in all other elements shall receive portable radios from the TSS.

- a. When the officer is transferred or reassigned from one division-level element to another (neither of which is one of the specialized elements listed above) the officer shall retain his or her portable radio. The officer shall ensure that his or her portable radio is reprogrammed for the appropriate element within two weeks of starting with their new element.
- b. When an officer with a subsidized vehicle is transferred or reassigned from one division-level element to another (neither of which is one of the specialized elements listed above), the officer shall ensure that his or her mobile radio is reprogrammed by the TSS for the appropriate element within two weeks of starting with their new element.

- E. The Chief of Police may require officers to turn in their portable radios for specified periods of time.
- F. When an officer separates from the department, he or she shall return the portable radio and its accessories to the element from which he or she received the equipment. Motorized officers shall also make an appointment with the TSS to have the mobile radio removed from his or her vehicle (see Policy 4.13, POLICE VEHICLES).
- G. When an officer experiences problems with the portable or mobile radio, he or she shall bring it to the TSS for repair. If the repair is time consuming, the officer shall be issued another radio.

III. OPERATIONS

- A. Radio messages shall be monitored by the commander of the Communications Division or a designee to ensure against violations of departmental and FCC rules and regulations. Any transmission that interferes with the operation of the station or regulation of air time may be terminated by order of the Communications Division commander or a designee.
- B. Officers shall verbally test with the Communications Division dispatcher by providing his or her call sign (last name and identification number).
- C. The Communications Division shall be responsible for the initial assignment of field units to investigate or handle cases as necessary and shall be apprised of activities at the scene. Officers shall acknowledge the assignment and inform the dispatcher when he or she arrives or leaves the scene.
- D. If attempts to communicate with an officer fail, the Communications Division commander or a designee and the field supervisor shall be notified. The officer's last known position shall be given to the field supervisor to facilitate a search.

- E. Multicast broadcasts shall be made to notify all available units of an event and for calls that require maximum field unit response.
- F. The appropriate Communications Division dispatcher shall be notified by every field officer going on or off the radio or entering or leaving a district talk group or channel except under exigent circumstances.
- G. In the event of a communication link failure that prevents field units from communicating with the Communications Division, the dispatcher shall switch to the alternate means of communications for the patrol district.

When there is a communication system failure as indicated by the radio display ("CC or WA SCAN") that prevents field units from communicating with each other and with the Communications Division, the field units shall resort to the "talk around" method in order to communicate with each other in the field directly, radio to radio. Maps have been distributed to all district patrol commands showing where to position vehicles in order to relay voice communications among field units and with their district stations.

October 9, 2015

Policy Number 8.23
Page 6

- H. The department is governed by Part 90, Federal Communications Rules Governing Public Safety Radio Services; a copy shall be maintained in the TSS at all times.

4-6-2018


SUSAN BALLARD
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
as Procedure 9.07
on July 28, 1994

REPORTING SEQUENCE

WANTED OR MISSING PERSONS

1. Wanted for
2. Name
3. Aliases
4. Address
5. Race
6. Gender
7. Age
8. Height
9. Weight
10. Build
11. Hair-color/style
12. Eyes-color
13. Complexion
14. Facial hair
15. Obvious physical imperfections (e.g., glasses, tattoos, etc.)
16. Clothing-description from head to foot
17. Other pertinent information

STOLEN OR WANTED VEHICLES

1. Stolen from
2. Time stolen
3. Date stolen
4. Model year
5. Make
6. Model
7. Body type
8. Color
9. License number
10. Other identifying information

CODE SYSTEMS

10 SERIES

10-1 return to station
10-2 call by phone
10-3 meet officer
10-4 confirm call
10-5 your location
10-6 repeat message
10-7 arrival at scene
10-8 back on road
10-9 off car (state reason)
10-10 ambulance on way (or needed)
10-11 make fast call
10-12 wash room break
10-13 call home
10-14 lunch hour
10-15 officer in trouble
10-16 cancel last assignment

PHONETIC ALPHABET

A--Alpha	N--November
B--Bravo	O--Oscar
C--Charlie	P--Papa
D--Delta	Q--Quebec
E--Echo	R--Romeo
F--Foxtrot	S--Sierra
G--Golf	T--Tango
H--Hotel	U--Uniform
I--India	V--Victory
J--Juliet	W--Washington
K--Kilo	X--Xray
L--Lima	Y--Yankee
M--Mike	Z--Zulu

October 9, 2015
Attachment 2

Policy Number 8.23
Page 2

CONDITION OF INJURED PERSON

Code A--Patient in good condition

Code B--Patient in serious condition

Code C--Patient in critical condition

Code D--Patient pronounced dead