

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

**October 9, 2019**

**Policy Number 2.49**

**TESTING, EVALUATION, PURCHASE, OR LEASE OF  
ELECTRONIC DATA PROCESSING EQUIPMENT**

**POLICY**

- I. The Information Technology Division (ITD) shall coordinate all projects involving the testing, evaluation, purchase, or lease of electronic data processing equipment for the department.
- II. Departmental personnel may acquire their own equipment for their own use in accordance with section III below.

**PROCEDURE**

- I. Any element desiring to acquire electronic data processing equipment for testing and evaluation or permanent installation shall:
  - A. Develop a project proposal explaining the need for the electronic data processing equipment;
  - B. Submit the project proposal to the ITD for consultation;
  - C. Secure a terms of use contract or prepare a budget request for the equipment, working with both the vendor and the ITD staff;
  - D. Conduct the testing and evaluation of the equipment and prepare a post-evaluation report within 90 days after the start of the evaluation program. Additional evaluation reports will be required every 90 days if the evaluation continues for more than 90 days; and
  - E. Submit the post-evaluation report to the ITD.

II. ADDITIONAL INFORMATION

- A. Any project that will affect more than one division-level element shall be coordinated with the ITD. Under its direction, an element may be asked to conduct tests within the element's environment.
- B. When selecting equipment to be tested, consideration must be given to all vendors who produce equipment that meets the criteria of the test environment. All vendors must be given an opportunity to demonstrate their equipment.
- C. Any agreements for the loan or testing of equipment shall be submitted, via official channels, to the ITD and the Department of the Corporation Counsel for approval prior to delivery of the equipment. Loan contracts will be signed for the department by the commander of the ITD.
- D. Whenever an element intends to purchase or lease electronic, data processing equipment, a detailed report shall be submitted to the Data Processing Management Review Committee (DPMRC) outlining the equipment and the project for which it will be used. The concept must be approved by the DPMRC prior to the purchase or lease of the equipment.
- E. Contracts to purchase or lease equipment must be submitted, via official channels, to the Finance Division. Contracts for the purchase or lease of electronic data processing equipment shall be signed by the commander of the Finance Division.

III. SUPPLEMENTAL DATA AND WORD PROCESSING EQUIPMENT

Departmental personnel are authorized to acquire and use their own supplemental data and word processing equipment (e.g., personal computers and electric/electronic typewriters) in their work. The use of such equipment is necessary to facilitate the discharge of official duties and the completion of work required by the department without undue delay in many cases. This authorization is, therefore, granted for the convenience of the department as well as the individuals concerned. This authorization is subject to the following restrictions:

- A. The equipment must be capable of producing documents on 8-1/2" x 11" paper using standard type.
- B. The department is not responsible for any expenses or liability concerning such equipment, no matter where it is located. The owner assumes all responsibility to include:
  - 1. Maintenance and repair of the equipment;
  - 2. Purchase and maintenance of all accessories (e.g., printers, typewriter cartridges, etc.); and
  - 3. Security of the equipment.
- C. Under no circumstances shall any privately owned data or word processing equipment be linked in any way, directly or indirectly, to a computer or network of the department or the Department of Information Technology without the prior written approval of the commander of the ITD. Under no circumstances shall automated files or programs of the department or city be downloaded to or installed on privately owned equipment without the prior written approval of the commander of the ITD.

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- D. All information that relates to the department or the individual's duties and is recorded via supplemental data or word processing equipment is the property of the department. All such information shall be retained by the department when the individual leaves the assignment during which the information was recorded.



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
July 18, 2001