

# HONOLULU POLICE DEPARTMENT

## POLICY TRAFFIC OPERATIONS

July 31, 2015

Policy Number 6.14

### TROUBLE CALLS FOR MAYOR'S VEHICLES

#### POLICY

The Honolulu Police Department (HPD) shall have a contingency plan available for implementation in the event the Mayor requests assistance from the Communications Division because of a disabled vehicle.

#### PROCEDURE

##### I. MAINTENANCE RESPONSIBILITY

- A. The Division of Automotive Equipment Service, Department of Facility Maintenance (DFM), is charged with the responsibility of maintaining the Mayor's vehicles.
- B. The HPD's Vehicle Maintenance Section (VMS) is designated as the alternate agency for the maintenance of the Mayor's vehicles. The VMS shall be responsible for the maintenance of the Mayor's vehicles at the request of the Mayor or an authorized designee or by request from the DFM.

##### II. ASSISTANCE RESPONSIBILITIES

###### A. Site Other Than the Mayor's Residence

###### 1. Communications Division Responsibilities

- a. The nearest available beat officer and sector sergeant shall be sent to the location the Mayor has reported.
- b. If the Mayor's vehicle is inoperable, the Communications Division shall contact the Division of Automotive Equipment Service and notify them of the circumstances (see the attachment for telephone numbers and hours).

PUBLIC VERSION

Security procedures and information redacted pursuant to HRS Section 92F-13(3).

- c. If contact cannot be made with personnel from the Division of Automotive Equipment Service, the Communications Division shall notify the HPD mechanic listed on standby of the circumstances and the location of the Mayor's vehicle.
- d. If the Mayor's vehicle needs to be towed, the Communications Division shall contact the zone tow to tow the vehicle to the HPD garage for safekeeping.

2. Patrol Division Responsibilities

- a. The nearest beat officer and sector sergeant shall respond to the Mayor's location to offer any assistance that can be rendered.
- b. If the Mayor is unable to wait for the necessary maintenance personnel to respond, the sector sergeant shall notify the Communications Division and transport the Mayor to the destination desired.

The sector sergeant shall determine whether the Mayor requires further transportation from the initial destination and make any necessary arrangements.

- c. The beat officer shall stand by with the Mayor's vehicle until maintenance personnel arrive at the scene and the vehicle is either driven or removed from the site for safekeeping.

3. Police Garage Responsibilities

- a. The police garage superintendent shall provide the Communications Division with a current list of standby mechanics and supervisors.
- b. Upon notification by the Communications Division, the standby mechanic shall respond to the Mayor's location to provide assistance.

- c. If the standby mechanic is unable to render the vehicle operable, the vehicle is to be removed in accordance with the procedures listed above.
- d. If the Mayor's vehicle is towed to the HPD garage for safekeeping, the garage superintendent or the superintendent's designee shall contact the DFM's Division of Automotive Equipment Service at the earliest opportunity to arrange for the vehicle's removal to their site.

B. The Mayor's Residence

- 1. Should the Mayor call the Communications Division from his residence for assistance with an inoperable vehicle, the Communications Division and patrol division personnel shall follow the procedures outlined in section II A above, excluding any movement or towing of the vehicle.
- 2. If the DFM cannot be notified and the HPD garage standby mechanic cannot render the vehicle operable, the vehicle shall be left secured at the Mayor's residence and the mechanic shall notify the police garage superintendent or the superintendent's designee of that fact.
- 3. The police garage superintendent or the superintendent's designee shall, at the earliest opportunity, contact the DFM's Division of Automotive Equipment Service to notify them of the situation and arrange for the vehicle's removal to their site.



LOUIS M. KEALOHA  
Chief of Police

Attachment

Post on bulletin  
board for one week

Policy first issued  
May 21, 2001

**July 31, 2015**  
**Attachment**

**Policy Number 6.14**

Department of Facility Maintenance (DFM)  
Division of Automotive Equipment Service/Automotive Repair Shop  
99-999 Iwaena Street, Aiea

| DFM/DIVISION OF AUTOMOTIVE EQUIPMENT SERVICE/REPAIR SHOP |                 |            |
|--|-----------------|------------|
| DAYS   | HOURS           | TELEPHONE  |
| Monday through Friday                                    | 0630-1500 Hours | [REDACTED] |
| Monday through Friday                                    | 1500-2300 Hours | [REDACTED] |
| Monday through Friday                                    | 2300-0630 Hours | [REDACTED] |
| Weekends and holidays                                    | 0630-1430 Hours | [REDACTED] |
| Weekends and holidays                                    | 1430-0630 Hours | [REDACTED] |

PUBLIC VERSION

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