

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

September 21, 2015

Policy Number 2.59

USE OF DEPARTMENTAL ADDRESSES

POLICY

Departmental employees shall not use any police department address for personal purposes.

PROCEDURE

I. DEFINITION

Police department address: Any police mailing address, including those of the Alapai headquarters, district stations, substations, storefront offices, or other departmental facilities (for example, Ke Kula Makai).

II. PROHIBITED PRACTICES

An employee shall not use a police department address on the following:

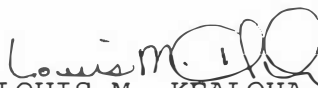
- A. A driver's license or any other form of personnel identification; or
- B. Correspondence not related to work. This includes (but is not limited to) bank statements, credit card applications, magazines, utility bills, and so forth.

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III. EMPLOYEE RESPONSIBILITY

Reasonable action shall be taken by any employee receiving nonwork-related correspondence to either reroute or cancel future correspondence.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
September 30, 2004