

HONOLULU POLICE DEPARTMENT
POLICY
LAW ENFORCEMENT OPERATIONS

August 12, 2019

Policy Number 4.12

USE OF PAL VAN

POLICY

The Police Activities League (PAL) van may be used for non-PAL activities.

PROCEDURE

I. **GUIDELINES**

- A. Use of the PAL van is restricted to sworn members of the Honolulu Police Department who will be guided by the applicable provision of the directive covering police vehicles.
- B. The use of the vehicle shall be limited to police tasks and police-related community activities and can be arranged with the PAL coordinator.

II. **PROCEDURE**

A. **Request for Use**

- 1. All requests shall be directed to the PAL coordinator. Requests:
 - a. May be verbal; and
 - b. Must be made at least seven days prior to the date the vehicle is needed.
- 2. The officer requesting the van shall provide the coordinator with the following information:
 - a. Date and time the vehicle is to be used;
 - b. Destination;
 - c. Reason for use; and

d. Name(s) of officer(s) who will be operating the vehicle.

3. The PAL coordinator shall have the authority to approve or disapprove any request.

B. Sign-Out Procedure

1. The assigned operator(s) shall thoroughly inspect the PAL van prior to its use.

2. The assigned operator(s) shall complete the Police Activities League Van Checklist, HPD-219A form, in duplicate. This information shall be verified by the PAL coordinator or designee.

a. The original copy of the checklist shall be filed in the PAL office.

b. The duplicate copy of the checklist shall be retained by the officer(s) borrowing the vehicle.

c. In the event it is known in advance that the PAL van is to be returned while the PAL office is closed, the officer(s) shall complete the van checklist in triplicate. The original is to be filed in the PAL office, and the copies shall be retained by the officer(s) borrowing the vehicle.

C. Return Procedure

1. The assigned operator(s) of the vehicle shall, when returning it, ensure that:

a. The vehicle has been properly serviced with gas, oil, water, and battery check.

Gas shall be obtained from the pumps at the Alapai and Kapolei stations;

b. The interior of the vehicle is clean;

c. The vehicle is properly secured and parked at the prearranged area as instructed by the PAL coordinator or designee; and

d. All keys are returned to the PAL coordinator

or designee.

2. The PAL coordinator or designee, at the time the van is returned, shall inspect it and note the following information on the original copy of the Police Activities League Van Checklist, HPD-219A form:
 - a. Any damages;
 - b. General condition; and
 - c. Date and time of return.
3. In the event the PAL office is closed at the time the van is returned:
 - a. The operator of the PAL van shall park and secure the van at the prearranged area as instructed by the PAL coordinator or designee. The keys, along with one copy of the HPD-219A form, shall be returned to the Radio Transmission Officer located at the front desk of the Kapolei station until the return of the PAL coordinator or designee. The second copy is to be retained by the operator; and
 - b. The PAL coordinator or designee, upon return to the PAL office, shall inspect the van and make applicable notations on the office copy of the Police Activities League Van Checklist, HPD-219A form.

III. MONTHLY REPORTS

- A. Whenever the PAL van is used for purposes other than PAL-related activities, the PAL coordinator or designee shall submit a report to the commander of the Community Affairs Division at the end of that month.

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- B. The report shall list the following information regarding each use of the van: name(s) of the officer(s) who used the van, date(s) and times taken and returned, reason for use, and mileage for each use.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
May 14, 1997