

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

September 10, 2019

Policy Number 2.32

VOLUNTEER SPECIAL ENFORCEMENT OFFICER PROGRAM

POLICY

The Honolulu Police Department's volunteer policing program shall be administered in accordance with this policy.

PROCEDURE

I. DEFINITION

Volunteer special enforcement officer (VSEO): A civilian volunteer, without salary, who is commissioned by the Chief of Police as a special police officer as authorized by law and/or administrative rule.

II. LAWS AND RULES

- A. Chapter 2, Revised Ordinances of Honolulu (ROH), authorizes the Chief of Police to commission volunteers as special enforcement officers.
- B. Rule 13, Rules of the Chief of Police, provides for the appointment of special police officers.

III. VOLUNTEER SPECIAL ENFORCEMENT OFFICERS

A. Term of Commission

The term of a VSEO shall be limited to two years, subject to re-commissioning.

B. Qualifications

- 1. Each VSEO shall:
 - a. Complete a volunteer application;

- b. Be a United States citizen, a resident of the city, and at least 21 years of age;
 - c. Pass a background investigation;
 - d. Possess a valid State of Hawaii driver's license;
 - e. Possess a high school diploma, General Equivalency Diploma, or its equivalent;
 - f. Meet the qualifications for a special police commission; and
 - g. Conform to departmental standards of conduct, directives, orders, policies, and procedures (both on and off duty).
2. In addition, each VSEO shall be required to satisfactorily pass a physical examination, oral interview, and background investigation and meet any other prescribed criteria.
 3. Any person serving in the volunteer disabled parking enforcement program prior to July 1, 2004, who does not meet the full qualifications of the volunteer policing program, may continue to enforce disabled parking laws but not any other laws.

These VSEOs shall be exempt from the training program unless they will be enforcing other laws in addition to disabled parking laws.

C. Duties and Work Arrangements

Each VSEO shall agree to:

1. Work a minimum number of 20 hours per month; and
2. Serve at designated locations as assigned by the Chief of Police or designee.

D. Reporting for Duty/Absences

1. VSEOs shall report for duty promptly as scheduled.
2. Three unexcused absences during a 12-month period shall be cause for severance from the program.
3. A VSEO desiring a leave of absence shall submit a Request for Leave, HPD-357 form, via channels, to the commander of the element the VSEO is assigned.

E. Transfers

A VSEO desiring to be transferred from one element to another shall submit a To/From request via the chain of command to the Human Resources Division (HRD) commander. In addition, the commander of the element where the VSEO desires to transfer shall also submit a To/From report to the HRD commander acknowledging his or her willingness to accept the VSEO.

1. All transfers shall be processed in accordance with procedures established for civilian employees (e.g., endorsement/comment by supervisors, submission via channels, etc.).
2. Consideration will be given to those with special abilities in a particular field.
3. No VSEO shall be transferred without the approval of the Chief of Police.

F. Separation

1. Resignation

A VSEO may resign from the program by submitting a resignation form to the Chief of Police. To resign in good standing, a VSEO must submit the notice of resignation at least 14 calendar days prior to the date of separation. Failure to give such notice shall result in forfeiture of the right to reinstatement.

2. Dismissal

- a. The Chief of Police may dismiss a VSEO when the VSEO is in violation of departmental standards of conduct or directives or when the Chief considers the dismissal to be for the good of the department.
- b. VSEOs terminated for cause shall not again be eligible for volunteer work in the department.
- c. VSEOs shall be summarily dismissed from the department if their employment constitutes a conflict of interest with their police service.

G. Reinstatement

A VSEO who resigns in good standing may be granted reinstatement rights. Such eligibility shall be limited to three years starting from the date of resignation.

H. Personal Status

VSEOs shall notify the HRD via the commander of their assigned element of any changes in home address, telephone number, employment, and marital status and of any additions to the family or deaths in the immediate family. Such notification shall be made on a Notification of Change of Status, HPD-349 form.

IV. ELEMENT RESPONSIBILITIES

A. Traffic Division

The Traffic Division shall be responsible for:

- 1. Coordinating the recruitment and assignment of the VSEOs with the HRD and applicable elements or agencies;

2. Coordinating the necessary entry training with other elements, departments, or agencies.

Initial training of VSEOs shall be specific to their assigned duties;

3. Administering those volunteer disabled parking enforcement officers who have completed their training prior to July 1, 2004, and are unable to meet the requirements of the volunteer policing program.

- a. These VSEOs shall be exempt from the training program unless they will be enforcing other laws in addition to disabled parking laws.

- b. These VSEOs may continue to enforce disabled parking laws but may not enforce other laws unless meeting the qualifications of the volunteer policing program.

- c. The division shall adhere to section IV D below as it applies to the management of these VSEOs; and

4. Submitting to the Chief of Police an annual report based on the compilation of information obtained from the applicable elements and agencies to include the number of VSEOs used, number and types of citations issued, and costs involved.

B. Records and Identification Division

1. The Records and Identification Division shall be responsible for:

- a. Issuing special police commissions for the VSEOs, including performing the necessary tasks (e.g., background checks) for the issuance of commissions; and

- b. Issuing special police commission identification cards.

2. The division shall submit personnel information on the VSEOs to the HRD and Traffic Division.

C. HRD

The HRD shall be responsible for the following:

1. Recruiting and coordinating with the applicable elements/agencies in the processing of the VSEOs for employment;
2. Maintaining personnel records of the VSEOs in a manner consistent with record keeping for civilian employees; and
3. Issuing volunteer identification cards.

D. Element Commanders

Element commanders with assigned VSEOs shall:

1. Provide appropriate training to enable the VSEOs to carry out their duties;
2. Maintain activity sheets and duplicate copies of mileage reports and statistical reports on the VSEOs' participation in the program;
3. Maintain training records of the VSEOs;
4. Obtain and issue required equipment (e.g., citation books, forms, etc.);
5. Provide the VSEOs with the necessary forms (e.g., Volunteers Activity Sheet, HPD-497M form; Citation Turned in by Officer, HPD-159 form; etc.);
6. Ensure that the volunteer activity sheets (HPD-497M form, HPD-159 form, etc.) are completed and collected daily;
7. Ensure that the VSEOs' monthly mileage sheets are completed and submitted to the Finance Division;

8. Ensure that the VSEOs are provided supervision, evaluation, and management;
9. Assign and adjust the VSEOs' work schedules and/or hours as necessary; and
10. Submit an annual report (July 1 to June 30) to the Traffic Division no later than July 7 of each year.

Each annual report shall include the number of VSEOs utilized, number and types of citations issued, and costs associated with volunteer enforcement officers.

V. OUTSIDE AGENCIES

Outside agencies wishing to participate in the department's volunteer policing program shall obtain approval from the Chief of Police and coordinate their recruitment and management of the VSEOs with the department.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
January 21, 1997