

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

**April 6, 2015**

**Policy Number 2.19**

**DIRECTIVE SYSTEM**

**POLICY**

- I. Departmental directives are issued by the Chief of Police or on the Chief's authority by the Information Technology Division (ITD) and the Human Resources Division (HRD). They apply to the entire department.
  - A. Departmental directives issued by the ITD consist of policies and notices. See section III below.
  - B. Departmental directives issued by the HRD consist of personnel orders and the departmental functional and organizational charts. See section IV below.
- II. Element directives are issued by element commanders and apply only within the issuing commander's element. Element directives consist of manuals of operations and element notices. See section IX below.

**PROCEDURE**

- I. Policies
  - A. Policies are issued to establish or revise departmental organization or policy. A policy remains in effect until rescinded by order of the Chief of Police.
  - B. Policies are prepared in final form on white paper and issued by the ITD. The master file of policies, including rescinded policies and rescinded parts of policies, is maintained by the ITD.
  - C. Requests for copies of departmental policies by the public and/or media shall be routed to the Office of the Chief for approval and redaction, if necessary.

II. Notices

- A. Notices are issued to transmit direction for a limited period. (Informational material should be disseminated via other means.) A notice expires one year from its date of issue, unless rescinded earlier by order of the Chief of Police.
- B. Notices are prepared in final form on white paper and issued by the ITD. The master file of notices is maintained by the ITD.
- C. Requests for copies of departmental notices by the public and/or media shall be routed to the Office of the Chief for approval and redaction, if necessary.

III. Initiation and Amendment of Departmental Directives Issued by the ITD

A. Policies

1. Initiator

- a. The element that desires to initiate or amend a directive shall have the proposed order or amended portion thereof prepared in draft form. An electronic copy of the current directive may be obtained from the ITD.
  - (1) The draft shall follow the established format for directives. See Attachment 1.
  - (2) All material to be deleted shall be marked with strikeouts; all material to be added shall be set off by redlining. See Attachment 2.
  - (3) References to a specific gender (he, she, his, or her) are to be avoided.

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(4) The proposed directive or directive amendment must not conflict with other directives. If there is a conflict, the proposal must include an amendment to the other directive(s) as well.

- b. Justification for the proposal shall be spelled out on a separate To/From report which shall be prepared by the initiating element's commander.
- c. A copy of the draft proposal shall be attached to the justificatory To/From report. The report shall be addressed to the ITD and routed via the initiating element's commander and bureau chief and the Support Services Bureau's assistant chief.
- d. The initiator shall work with the ITD in resolving questions or problems that arise during the review process. Upon receiving the final draft of a directive for ARB review, the initiator shall obtain approval from the initiator's commander and bureau chief.
- e. All redrafts are subject to administrative review.

## 2. ITD

- a. When copies of the proposed or amended directive are received by the ITD, an Administrative Review Board (ARB) meeting will be scheduled for review of the proposal.
- b. The ITD shall review the proposed or amended directive for consistency in content, form, and style with existing directives and shall work with the initiator to integrate recommendations received from the ARB.

c. A proposal that affects matters of concern to the unions is subject to consultation and shall be submitted to them after it has been approved in the administrative review process. Matters that are subject to conferral are:

- (1) Pay provisions and practices;
- (2) Regulations governing hours of work;
- (3) Working conditions;
- (4) Employee services and benefits;
- (5) Work standards and performance;
- (6) Safety practices and equipment; and
- (7) Departmental personnel policies.

When necessary, meet-and-confer sessions with the unions shall be arranged by the Administrative Bureau's assistant chief in charge of liaison with the unions.

d. When a proposal has been approved by the ARB and has met all union consultation requirements, it shall be prepared in final form and submitted to the Chief of Police for signature.

3. ARB

- a. The ARB consists of the two deputy chiefs, six assistant chiefs or their designees, and the senior police legal advisor. It meets as needed to review directives.
- b. Each meeting shall also be attended by personnel from the element initiating the directive, other elements affected by the directive, and the ITD.
- c. A deputy chief chairs the ARB.

- d. When a directive does not receive unanimous ARB approval, the ITD analyst shall work with involved parties to resolve the issues and rewrite the directive.
- e. Administrative reviewers unable to attend a scheduled board meeting may discuss their opinions with the chairperson prior to the meeting. A designated replacement may also be assigned to attend the meeting.
- f. A second administrative review for a directive may be effected by an ARB meeting or by circulation of the directive among the ARB members.

B. Notices

- 1. Notices may be initiated by any element. The element shall prepare a draft, following the established format for directives, and route it to the ITD via the bureau chief(s).
- 2. The ITD shall review the draft, make any needed changes, prepare it in final form on the required white paper, submit it to the Chief of Police for signature, and distribute copies to all elements.

IV. DEPARTMENTAL DIRECTIVES ISSUED BY THE HRD

A. Personnel Orders

- 1. Personnel orders are issued to effect and announce personnel actions. A personnel order remains in effect until the actions affected by it are changed by a subsequent order.
- 2. Personnel orders are typed in final form, assigned control numbers, and issued by the HRD. The master file of these directives is maintained by the HRD.

B. Functional and Organizational Charts

1. The functional and organizational charts are schematic representations of each element of the department.
  - a. The position titles and position numbers for all authorized positions assigned to each element are listed.
  - b. Each element is limited to the positions that have been authorized; any changes require formal reorganization of the element.
2. The charts are sent to the Managing Director for approval on July 1 of each year. Each chart remains in effect until it is superseded by an amended chart or by a new chart issued on July 1 of the following year.
  - a. A proposal to reorganize a departmental element shall be submitted by the division-level commander via channels to the Chief of Police for approval.
  - b. If approved by the Chief of Police, the proposed reorganization will be submitted to the Managing Director for approval.
3. The functional and organizational charts and amendments thereto are finalized and disseminated by the HRD.

V.

DISTRIBUTION, POSTING, AND RETENTION OF DEPARTMENTAL DIRECTIVES

- A. Departmental directives shall be sent and a hard copy maintained by the following elements:
  1. Information Technology Division;
  2. Records and Identification Division;
  3. Training Division;

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4. District 2 (Wahiawa District Station);
  5. District 3 (Pearl City District Station);
  6. District 4 (Kaneohe District Station);
  7. District 5 (Kalihi District Station); and
  8. District 8 (Kapolei District Station).
- B. After posting, the policies and notices shall be filed in numerical order. Separate files shall be maintained for each type of directive. A directive that has expired or been rescinded shall be removed from the file and destroyed.
- C. Elements listed in section V A above shall maintain at least one set each of the policies and notices. The set shall be kept in the receiving desk area, if applicable, so that it is accessible at all times. Other elements shall keep the policies and notices in areas so that it is accessible at all times.
- D. All required sets of directives shall be subject to inspection.
- E. All current policies and notices shall also be posted at the departmental intranet site.
- F. When departmental directives are amended, introduced, or rescinded, an e-mail message from [REDACTED] shall be sent to each departmental employee.

VI. KNOWLEDGE OF DEPARTMENTAL DIRECTIVES

All members of the department are responsible for knowing the contents of all directives in force.

- A. Each departmental employee shall read his or her messages from [REDACTED] concerning directives at least once every week (Sunday to Saturday). Reserve officers and employees who are absent due to vacation or extended sick leave shall fulfill this requirement at their earliest opportunity.
- B. Upon opening a message that a departmental directive has been amended or that a new directive has been enacted, the employee shall review the directive by opening the link pertaining to the directive. Employees shall left click on the directive number link under the heading "PDF/Order" to view the directive. The system will automatically track the employees' acknowledgement of the amended or new directive. If the link is not accessed, the directive will not be considered as read.

VII. REVIEW AND RESCISSION OF DEPARTMENTAL DIRECTIVES

- A. Departmental directives can only be rescinded by or upon the authority of the Chief of Police.
- B. The review, update, rescission, and reissuance of policies are accomplished by the ITD.
- C. The review, update, and reissuance of the departmental functional and organizational charts are accomplished by the HRD. The HRD will furnish the Managing Director with a current copy of the departmental functional and organizational charts, including personnel numbers, by July 1 of each year.

VIII. CITING DEPARTMENTAL DIRECTIVES

Departmental directives cited in other directives shall be identified by the kind of directive, number, and title (e.g., Policy X.XX, DIRECTIVE SYSTEM). A reference to a superseded directive shall be applicable to the functional successor of that directive, if any. When the directive in which the reference appears is amended or updated, the reference shall be changed to cite the new directive.

IX. ELEMENT DIRECTIVESA. General Guidelines

1. Each commander authorized to issue directives shall maintain a master file of: (1) all departmental directives in force; (2) all directives issued by higher elements in the chain of command and still in force; and (3) all directives of the command, including rescinded directives. Each commander shall also maintain an index of the command's directives in force.
2. Element commanders who issue directives shall ensure that they do not conflict with those of higher authority.
- 7-14-2015 [ 3. Element directives shall be posted on the HPD intranet and a "Latest HPD Intranet Updates" daily message set up and initiated.

B. Manuals of Operations

See Policy 2.20, MANUALS OF OPERATIONS.

C. Element Notices


1. Element notices shall follow the format for departmental notices and shall be prepared on white paper. (Information notices are not considered part of the directive system, as they merely convey information and are not directive in nature. See Attachment 3.)
2. The expiration date for element notices shall be one year from the date of issue.

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X. SEVERABILITY CLAUSE

Whenever a provision of any directive conflicts with a law, statute, ordinance, governmental regulation, or union contract, the latter shall take precedence. When only a part of a directive is so affected, the remainder of the directive remains in force.

  
LOUIS M. KEALOHA  
Chief of Police

Attachments

Post on bulletin  
board for one week

Policy first issued  
November 20, 2000

**HONOLULU POLICE DEPARTMENT**

**POLICY  
DIRECTIVE SUBCATEGORY**

Month, Day, Year	Policy Number x.xx
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**TITLE**

**POLICY**

(Policy statement)

**PROCEDURE**

- I. (Start with Roman numerals and capitalize the title of each section.)
  - A. (Capital letters follow Roman numerals as section designators. Section titles at this level and below are in both upper and lower case letters and are underlined.)
  - B. (There must be two or more subsections under a section to justify the use of subsection designators. In other words, you can not have an A if you do not have a B as well.)
    1. (Arabic numerals follow capital letters.)
      - a. (Lowercase letters follow Arabic numerals.)

- (1) (Numbers set off by parentheses follow lowercase letters.)
  - (a) (Lowercase letters set off by parentheses follow numbers.)

Signature block

Attachments (if any)

Posting instructions

Directive first published date

EXAMPLES OF DIRECTIVE AMENDMENTS

When drafting a new directive, type the whole thing in draft form. When amending an existing directive, type only the page(s) on which changes occur. When the addition of new material spills over onto a second page, use alphabetical designations to create a new page (e.g., when the material you want to insert on page 2 requires a new page, designate it 2a). Use strikethrough for material to be deleted and shading for material to be added, as in the following examples:

1. Changing a word within a sentence

Investigating officers are not required to go to the scene of ~~the~~ a recorded collision when the complainant makes the report from a location other than the collision scene.

(The word "the" is to be deleted and "a recorded" inserted in its place.)
2. Adding to a sentence

Inform all participants of the date, time, and place of the ceremony and arrange for the immediate family of the recipient to be invited.

(The phrase "and arrange for the . . ." is to be inserted into the sentence.)
3. Deleting part of a sentence

Take appropriate photographs of the presentation ceremony ~~and forward a copy to the recipient of the award.~~
4. Deleting one paragraph and adding another

~~Take appropriate photographs of the presentation ceremony and forward a copy to the recipient of the award.~~

Submit a request to the Identification Section, Records and Identification Division, to have pictures taken of the presentation.

**HONOLULU POLICE DEPARTMENT**  
**INFORMATION NOTICE**

Issued by: Element Name	Date of Issue:
Distribution: All or Specific Elements	Month, Day, Year

**TITLE**

- I. PURPOSE (Start with Roman numerals and capitalize the title of each section.)
- A. (Capital letters follow Roman numerals as section designators. Section titles at this level and below are in both upper and lowercase letters and are underlined.)
- B. (There must be two or more subsections under a section to justify the use of subsection designators. In other words, you can not have an A if you do not have a B as well.)
1. (Arabic numerals follow capital letters.)
- a. (Lowercase letters follow Arabic numerals.)
- (1) (Numbers set off by parentheses follow lowercase letters.)
- (a) (Lowercase letters set off by parentheses follow numbers. It should not be necessary to subdivide further.)

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Unit Commander's Signature

Attachments (if any)

Post on bulletin board  
until \_\_\_\_\_