

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

September 22, 2015

Policy Number 2.43

DUPLICATE KEYS FOR THE ALAPAI HEADQUARTERS

POLICY

The storage and use of duplicate keys for the Alapai headquarters shall be regulated in accordance with this directive to ensure the security of the facility.

PROCEDURE

I. **RESPONSIBILITY**

The work program coordinator of the Support Services Bureau is responsible for the retention and security of duplicate keys for the various doors of the Alapai headquarters.

II. **DUPLICATE KEYS**

- A. Duplicate keys will be secured at the work program coordinator's office. In the event that the use of the duplicate key is necessary, approval must be obtained from the Support Services Bureau chief or a designee.
- B. Anyone who uses a duplicate key shall be required to sign for the key. The work program coordinator shall maintain a log of each user's name and rank and the date, time, and office/area entered.

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- C. All elements are responsible for informing the work program coordinator of any change in locks/locking mechanisms prior to making the change.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
March 29, 2002