

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS**

**July 17, 2018**

**Policy Number 1.09**

**DANIEL K. INOUE INTERNATIONAL AIRPORT CASES**  
**AND SERVICE REQUESTS**

**POLICY**

The Honolulu Police Department (HPD) and state Department of Public Safety (DPS) work together to provide the public with the highest possible level of safety and police service at the Daniel K. Inouye International Airport (also known as HNL).

**PROCEDURE**

I. **BACKGROUND**

- A. On November 14, 1999, the Sheriff Division, DPS, replaced the HPD as the law enforcement agency with primary responsibility for operations at the HNL. However, an agreement between the State of Hawaii and the City and County of Honolulu specifies that the HPD will still investigate certain kinds of cases occurring at the HNL. This directive is designed to differentiate the responsibilities of the two agencies and to outline procedures for carrying them out.
- B. Other agencies are not governed by HPD policy. However, the DPS's Airport Detail has agreed to the procedures herein.
- C. There may be situations that are not specifically covered by these guidelines or situations where it may be in the interests of public service and safety to deviate from them. When in doubt, officers should consult with their supervisors.

II. DEFINITIONS

- A. Court order for protection: Any court order that seeks to protect persons or their property rights. The term includes orders such as temporary restraining orders, restraining orders, no-contact orders, protective orders, divorce decrees containing an order for protection, and other similar court orders.
- B. Felony crimes of violence: The offenses listed on Attachment 1.
- C. Within the HNL: The boundary of the HNL as identified on the state Department of Transportation Airport Layout Plan, dated February 1998. Copies are available at the Communications Division and the Kalihi Police Station.

III. BASIC RESPONSIBILITIES

A. The DPS's Airport Detail

The DPS's Airport Detail is responsible for:

- 1. Receiving and responding to all calls for police service within the HNL;
- 2. Investigating in their entirety all of the following that occur within the HNL: motor vehicle collisions, violations, petty misdemeanors, misdemeanors, and felonies except for felony crimes of violence; and
- 3. Preserving the scene of all felony crimes of violence that occur within the HNL until the arrival of the HPD.

B. HPD

The HPD is responsible for:

1. Investigating in their entirety all felony crimes of violence occurring within the HNL when requested to do so by the DPS's Airport Detail. (This includes all lesser offenses related to such felonies.) Additional responsibilities are spelled out in section VII below;
2. Responding to other requests from the DPS's Airport Detail for emergency assistance within the HNL; and
3. Responding to requests from the DPS's Airport Detail for all cases that occur within the HPD's area of responsibility but are reported within the HNL.

IV. PROCEDURES FOR CARRYING OUT BASIC RESPONSIBILITIES

A. HPD

1. Communications Division

- a. A call from within the HNL for police service at the HNL shall be referred to the DPS's Airport Detail at the telephone number listed on Attachment 2.
- b. If the offense involves a risk to public safety or some other emergency, an officer shall be dispatched immediately and the DPS's Airport Detail shall be notified to respond as well.

- c. The Communications Division shall accept callbacks from the DPS's Airport Detail deputies and shall assign HPD report numbers for all criminal offenses, lost or recovered property, and missing person and juvenile runaway cases; the division shall also generate needed all-points bulletins and enter wanted person/vehicle information into the mainframe computer system during the initial investigation.
  - (1) The Communications Division shall have a blanket identification number for the DPS's Airport Detail personnel who make callbacks for report numbers.
  - (2) When making callbacks, the DPS's Airport Detail personnel should provide their names and state identification numbers.
- d. The Communications Division shall accept calls from areas outside the HNL regarding offenses that occurred within the HNL (see section IV A 2 d below).

2. Patrol Personnel

- a. Upon being informed of a felony offense of violence or a request for assistance from the DPS's Airport Detail, patrol personnel shall respond and meet with the DPS's deputy sheriff to evaluate the situation and take appropriate action.
- b. If it is determined that a felony offense of violence (see Attachment 1) has been committed, patrol personnel shall conduct the investigation and notify the Criminal Investigation Division (CID) in accordance with established procedures.

If a subsequent investigation by the CID results in the case being reclassified, the HPD shall retain responsibility for the investigation.

- c. If it is determined that the offense occurred within the HNL but is not a felony crime of violence, patrol personnel shall direct the on-scene deputy sheriff to conduct the investigation.
- d. Patrol personnel shall conduct the initial investigation of cases that occur within the HNL but are reported outside the HNL; these shall be handled as "outside cases."
  - (1) The original police report shall be submitted to the Records and Identification Division. In addition, the district command shall fax a copy of the report to the DPS's Airport Detail or send one via interagency transfer to the Sheriff Division (see Attachment 2).
  - (2) The district command's reports coordinating sergeant shall note the date, time, and method of transmittal of the copy on the lower right margin of the report face page, along with his or her initials.

3. Records and Identification Division

- a. The DPS will send copies of reports initiated by the DPS's Airport Detail bearing HPD report numbers to the Records and Identification Division by interagency transfer. Upon receipt of such a report, the Records and Identification Division shall make the necessary entries into the Case Report System (CRS), distribute copies to the appropriate element for information, and file the report.

- b. On occasion, the DPS's Airport Detail will initiate a report on a case that was reported within the HNL but occurred outside the HNL (i.e., in the HPD jurisdiction). Such reports should bear HPD report numbers and be identified by the letters "HPD" printed at the top of the face page. Upon receipt of such a report, the Records and Identification Division shall distribute copies to the appropriate element for further investigation.
- c. Requests from the public for copies of reports on cases handled by the DPS's Airport Detail shall be referred to the Sheriff Division.

4. CID

The CID will investigate only felony crimes of violence and missing person cases occurring within the HNL. If an HPD element mistakenly sends another kind of HNL case to the CID for further investigation, the CID shall send a copy of the investigative report to the Sheriff Division under a form letter indicating that the HPD will take no further action. The original investigative report received by the CID and a copy of the letter shall be sent to the Records and Identification Division for entry into the computer system and disposition.

B. The DPS Airport Detail

- 1. When investigating any criminal offense, lost or recovered property, missing person, or juvenile runaway, the DPS's Airport Detail should immediately contact the HPD's Communications Division via the callback number.
- 2. DPS personnel should identify themselves by name and give the six-digit identification number assigned to the Airport Detail and their state identification numbers in order to obtain an HPD report number for the case.

This report number should be placed on the top right margin of the DPS report form, directly above the DPS report number.

3. DPS personnel should then send a copy of the report to the Records and Identification Division within 24 hours for entry into the computer system (CRS).
4. The DPS's Airport Detail personnel should promptly inform the Communications Division of any cancellations on wanted or missing persons, property/vehicles, or juvenile runaways and should fax a copy of the cancellation follow-up report to the Records and Identification Division.
5. In some instances, cases occurring outside the HNL (i.e., within HPD jurisdiction) are reported at the HNL and are handled initially by the DPS's Airport Detail.
  - a. After obtaining an HPD report number, the DPS's Airport Detail personnel should transfer copies of reports to the Records and Identification Division. DPS personnel should print "HPD" prominently at the top of the face page to identify these reports.
  - b. DPS personnel should send original statement forms and fingerprint cards to the Records and Identification Division via interagency transfer. (Kalihi Police Station personnel shall provide the DPS's Airport Detail with fingerprint cards and print card transit custody envelopes upon request.)

V. ARRESTS BY THE HPD FOR FELONY CASES INITIATED BY THE DPS'S AIRPORT DETAIL

HPD officers can make arrests for probable cause for felony cases initiated by the DPS's Airport Detail. The circumstances of the arrest will determine how the case is handled.

A. In some cases, HPD officers will make an arrest for the felony offense that initiated the DPS case.

1. Arrest Procedures

- a. The officer shall confirm the status of the case with the DPS's Airport Detail by telephone (see Attachment 2).
- b. If probable cause is established, the officer shall make the arrest and transport the suspect to the nearest police station for booking, to include the: OBTS/CCH Arrest Report; fingerprints and mug shots; Judicial Determination of Probable Cause (JDPC) form; prisoner property receipt; custody log; and warrant/NCIC checks.
- c. The officer shall inform the on-duty DPS's Airport Detail sergeant of the arrest and request disposition of the arrestee. DPS personnel should contact their investigator to determine disposition. (The arresting officer should be sure to include in his or her report the identity of DPS personnel contacted and the date and time of each contact.)
- d. If the DPS's Airport Detail requests that the arrestee be held for further investigation, the officer shall transport him or her to the Central Receiving Division (CRD) and inform the CRD lieutenant that the arrestee is being held at the request of the DPS's Airport Detail.
  - (1) A copy of the officer's arrest report, along with the original and all copies of the OBTS/CCH Arrest Report, fingerprint cards, JDPC form, prisoner property receipt, custody log, and warrant/NCIC checks shall accompany the arrestee.



- (2) The arresting officer should leave block 48 (how released) of the OBTS/CCH Arrest Report blank; it shall be completed by CRD personnel.
  - (3) The name and contact number of the state investigator shall be included in the synopsis portion of the OBTS/CCH Arrest Report.
- e. If the DPS's Airport Detail requests that the arrestee be released pending investigation, the arresting officer shall:
- (1) Enter "RPI" in block 48 (how released) of the OBTS/CCH Arrest Report; and
  - (2) Enter the name of the DPS sergeant or state investigator in block 75 (charged/discharged) of the OBTS/CCH Arrest Report; and
- f. Contact the CID for disposition instructions if the DPS's Airport Detail is unable to reach its investigator to determine the disposition.

2. Evidence Procedures

Evidence (including fingerprint cards) shall be handled in accordance with Policy 8.13, HANDLING OF EVIDENCE AND FOUND PROPERTY. Evidence reports shall be prepared in all cases to preserve the chain of custody.

- a. Custody of evidence should be transferred to the Sheriff Division by either:
- (1) Turning it over to the state investigator at the scene; or
  - (2) Transferring it to the on-duty sergeant at the DPS's Airport Detail office.

- b. In either case, the disposition of the evidence should be noted in the officer's report, and a copy of the evidence report (bearing the signature of DPS officer receiving the property) shall be attached to the officer's report and submitted to the Records and Identification Division.
- B. In some cases, HPD officers will make an arrest for an offense that occurs outside the HNL and then determine that there is a related felony offense that occurred within the HNL.

For example, a vehicle is stolen at the HNL. Sometime later, the vehicle is stopped elsewhere on Oahu by an HPD officer for a traffic offense and it is determined that the vehicle was stolen. The driver is arrested for the traffic offense or unauthorized control of a propelled vehicle, whichever offense provides the strongest probable cause for arrest. The arrest is handled in accordance with established HPD procedures using the case number assigned to the theft of the vehicle.

In such cases, the officers should handle the arrest as an HPD case and then contact the DPS's Airport Detail by telephone (see Attachment 2) to inform them that an arrest has been made. DPS personnel will determine how to proceed with charges for the felony offense occurring within the HNL.

- C. In some cases involving felonies occurring within the HNL, officers shall contact the CID to respond.
  - 1. The CID shall be contacted when:
    - a. Multiple felonies are involved and one or more of them occur outside the HNL; or
    - b. One or more of the arrestees meet the prosecutor's criteria for immediate charges and the state investigators decline to respond.

2. In such cases, the arresting officer shall:
  - a. Contact the CID and confirm that detectives will respond to the scene;
  - b. Call the DPS's Airport Detail and inform them of the arrest and the fact that the CID will handle the initial follow-up of all cases. The CID will determine the final case disposition; and
  - c. Transmit copies of reports to the DPS's Airport Detail by fax or interagency transfer.

VI. RECOVERY OF STOLEN AUTOMOBILES BY THE HPD FOR FELONY CASES INITIATED BY THE DPS'S AIRPORT DETAIL

HPD personnel sometimes recover evidence in felony auto theft cases initiated by the DPS's Airport Detail.

- A. The officer shall recover and process the vehicle in accordance with existing HPD procedures.
- B. The officer shall fax or transfer a copy of the follow-up report to the DPS's Airport Detail.
- C. The Communications Division shall attempt to contact the registered owner of the vehicle in accordance with established procedures.
- D. If the Communications Division is unable to contact the owner, the vehicle will be towed in accordance with established procedures. The Communications Division shall notify the DPS's Airport Detail of the disposition of the vehicle. Further attempts to notify the owner will be made in accordance with existing procedures.

VII. MISCELLANEOUS CASES AND PROCEDURES

- A. Missing Person/Juvenile Runaway
  1. When a missing person or juvenile runaway is reported within the HNL, the DPS's Airport Detail will initiate a case, obtain an HPD report number, and send a copy of the report to the Records and Identification Division.

2. The Records and Identification Division shall forward copies of the report to the appropriate investigative element, which shall conduct any additional investigation.

B. Legal Documents

1. Family and District Court Orders for Protection

- a. For tracking purposes, the HPD will continue to serve all court orders for protection (see Policy 7.09, COURT ORDERS FOR PROTECTION).
- b. Officers should contact the DPS's Airport Detail to obtain assistance in serving a court order for protection within the HNL.

2. All Other Legal Documents

- a. Other legal documents (e.g., subpoenas) that are brought to the HPD but are to be served within the HNL shall not be accepted; the bearer of the document shall be referred to the Sheriff Division.
- b. Any subpoena accepted by the Records and Identification Division and transferred to District 5 (Kalihi) for service at the HNL shall be logged in accordance with existing procedures and transferred to the Sheriff Division for service within the HNL.



SUSAN BALLARD  
Chief of Police

Attachments

Post on bulletin  
board for one week

Policy first issued  
September 10, 2001

FELONY CRIMES OF VIOLENCE

The following cases occurring within the HNL may be handled by the HPD:

Assault in the first degree;  
Assault in the second degree;  
Continuous sexual assault of minor (under 14 years);  
Custodial interference in the first degree;  
Extortion in the first degree;  
Extortion in the second degree;  
Extortion in the third degree (if firearm, explosive, or dangerous weapon is used);  
Incest;  
Kidnapping;  
Manslaughter;  
Murder in the first degree;  
Murder in the second degree;  
Promoting child abuse in the first degree;  
Promoting child abuse in the second degree;  
Reckless endangering in the first degree;  
Robbery in the first degree;  
Robbery in the second degree;  
Sexual assault in the first degree;  
Sexual assault in the second degree;  
Sexual assault in the third degree;  
Terroristic threatening in the first degree; and  
Unlawful imprisonment in the first degree.

NOTE: Felony drug and traffic cases (e.g., negligent homicide) are not included.

DPS CONTACT INFORMATION

DPS's Airport Detail

Telephone: 836-6606

Fax: 834-6093

Sheriff Division (Receiving)

Address: 240 Keawe Street  
Honolulu, Hawaii  
96813

Dispatch telephone: 586-1352  
(24 hours)

Records telephone: 587-2653

Warrants telephone: 587-3632  
(24 hours)