

HONOLULU POLICE DEPARTMENT

POLICY

LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

December 24, 2019

Policy Number 1.18

GRANT-FUNDED TRAFFIC ENFORCEMENT

POLICY

The Honolulu Police Department (HPD) utilizes financial assistance afforded by grant-funded traffic enforcement monies to enhance traffic safety efforts and ensure that such work is performed and documented in accordance with grant requirements.

PROCEDURE

I. DEFINITIONS

- A. Grant assignment program: A program on the HPD's intranet that is used by officers to sign themselves up to work grant hours and record their grant activity.
- B. Grant hour: An hour worked conducting traffic enforcement in addition to an employee's normal work shift and that is funded by the Hawaii Department of Transportation through a traffic safety grant.
- C. Grant manager: An officer at the rank of sergeant/detective or above who is designated by the Traffic Division commander to coordinate the department's grant-funded activities.

II. RESPONSIBILITIES

A. Field supervisor

On-duty field supervisors for locations where enforcement is taking place shall be responsible for attesting that grant enforcement occurred as documented on the grant reporting forms. This shall include conducting periodic checks of officers working in the field as well as verifying that citations issued were accurately documented on grant reports.

B. Grant manager

The grant manager shall be responsible for conducting periodic audits of grant enforcement activities as directed by the Traffic Division commander. This shall include monitoring officers and enforcement reports for compliance with applicable laws and departmental regulations.

III. ASSIGNMENT OF GRANT HOURS

- A. Officers who have completed their initial probation and are qualified to work special duty jobs are eligible to work grant hours. Officers assigned to the fourth watch who have not completed their probation can work only grant-funded Operating a Vehicle Under the Influence of an Intoxicant (OVUII) roadblocks and shall do so only with prior approval from their assigned supervisors.
- B. Officers who want to work grant hours must have prior permission from their respective supervisors or divisional grant coordinators.
- C. Officers who sign up for grant hours shall indicate the date and time they intend to work and the specific location at which they plan to work. Officers shall not schedule themselves for more than 16 grant hours in a calendar week.

- D. Based on traffic safety needs, the grant manager shall release grant hours to officers via the grant assignment program.
- E. Officers wanting to work grant hours shall access the grant assignment program and request an assignment of hours from a specific grant. Officers must acknowledge a disclaimer screen at the beginning of each session that indicates the officer has read and understands the applicable grant rules.
- F. Officers working OVUII roadblocks shall be signed up to work by the supervisor in charge of the roadblock.
- G. Officers shall not engage in grant hours prior to going back to regular work after being on sick or injured leave. This restriction shall last for 24 hours after the end of the last, missed regular work shift. For the purposes of this directive, a day shall mean the period from midnight to 2359 hours and a week shall mean the period from midnight (Sunday morning) to 2359 hours (Saturday night).

IV. GRANT ENFORCEMENT ACTIVITIES

- A. Officers working grant hours should focus on and strive to achieve the minimum level of grant activity particular to the grant being worked. These levels can be found via the grant assignment program.
- B. Officers who do not meet the activity goals for three consecutive operations may not be eligible to participate in future grant hours. The applicability of any prohibition as well as its length and scope shall be at the discretion of the Traffic Division commander.
- C. Officers must test with dispatch when beginning their grant hours and log out with dispatch when ending those hours.

- D. Officers working grant hours may effect an arrest. The officer shall complete all required reports before returning to the grant activity. The time required to complete these reports shall be recorded as grant hours.
- E. An officer who issues numerous citations in a single grant hour may not count those citations for other grant hours worked. Officers may only claim grant hours for the time that was actually worked.
- F. Certain grant activities may allow for working in teams. For instance, if one officer is in a vantage point spotting seat belt violations, another officer may be issuing citations. In such a case, the amount of grant activity expected from the team shall be equal to the number of team members times the per-hour grant activity for each officer.
- G. Officers shall use their police radios to notify dispatch of all traffic stops as required in Policy 4.62, TRAFFIC STOPS.
- H. Violating any portion of this directive may result in ineligibility for future grant hours and possible disciplinary action.

V. GRANT HOUR REPORTING

- A. Once officers have worked grant hours, they must accurately input their grant activity in the grant assignment program. This will automatically create a Traffic Citation Turned in by Officers, HPD-159 form, as required by Policy 8.11, CITATIONS AND CITATION BOOKS.

- B. Once all grant activity is recorded, officers shall print out the "Summary," "TVB," and "Grant Tag Tally" reports using the grant assignment program. These documents must be signed and approved by a supervisor. Original forms shall be forwarded to the grant manager within two days of the date the grant hours were worked.



SUSAN BALLARD
Chief of Police

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