

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

**August 30, 2019**

**Policy Number 2.03**

**ADMINISTRATIVE INVOLVEMENT**

**POLICY**

Police executives (captains and above) shall interact with all departmental elements and various community organizations in order to better meet the objectives of the department's mission.

**PROCEDURE**

I. **DEPARTMENTAL INTERACTION**

A. **Daily Operations**

Police executives, whether on or off duty and while in the operation of their police subsidized vehicles, shall be required to have all emergency-issued equipment (siren, blue light, etc.) available for immediate use. Whenever possible, in order to take necessary action when circumstances arise, they shall:

1. Respond to police calls and be properly equipped to provide appropriate assistance in emergency situations;
2. If applicable, observe the operations of their own personnel in the field so they are aware of current problems that affect their elements. Periodically inspect all facilities, elements, and police-related locales within their venue;
3. While observing these field operations, always be mindful of how their elements' functions might be better applied to address these problems;
4. Ensure that the Standards of Conduct are being followed;

5. Encourage the field officers to talk about their problems and complaints;
6. Be a source of morale for the field officers by interacting with them, explaining departmental policy, and allowing them to voice their opinions; and
7. Respond to hospitals in cases where employees or officers are taken when injured.

B. National Disasters or Other Cases of Notoriety

Police executives are required to provide a subsidized, emergency vehicle for expedient response to disaster scenes or stations. In times of emergency, disaster, or trauma, police executives will coordinate different departmental elements and relations with other departments and agencies.

C. Other Functions

Police executives are encouraged to attend all police-related functions that include (but are not limited to):

1. Police recruit graduations;
2. Awards ceremonies;
3. Retirement functions;
4. The Chief's annual inspections of each element;
5. Activities of police support organizations;
6. Funerals of employees or their families; and
7. Training sessions at designated sites.

II. COMMUNITY INTERACTION

A. Police executives are encouraged to attend community meetings in their own neighborhoods and in the districts of their assignments. These meetings include (but are not limited to):

1. Neighborhood board meetings;
2. The Mayor's town meetings;

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3. Community association meetings;
  4. Public hearings held at the neighborhood level;  
and
  5. Community policing meetings.
- B. Police executives are encouraged to join community groups and become actively involved with them.



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
January 16, 1997