

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGMENT, AND ADMINISTRATION

November 6, 2015

Policy Number 2.17

ANNUAL REPORTS

POLICY

It is the policy of this department to meet the city's fiscal year annual report requirement and to produce a departmental annual report highlighting activities in the calendar year.

PROCEDURE

I. **ANNUAL REPORTS**

Each division-level element shall annually prepare and submit two reports: one containing information for the City and County of Honolulu Fiscal Year Annual Report and another with information for the Honolulu Police Department (HPD) Annual Report. Each submitted report shall not exceed three pages of text. Files containing digital photographs depicting the topics covered should also be submitted for consideration.

A. **City and County of Honolulu Fiscal Year Annual Report**

This report covers the fiscal year from July through June.

B. **HPD Annual Report**

This report covers the calendar year from January through December.

11-30-2020

C. Due Dates

Information for the annual reports shall be submitted to the Information Technology Division (ITD) as follows:

8-31-2016

- 1. Information for the City and County of Honolulu Fiscal Year Annual Report is due July 1 for the fiscal year ending the previous month; and
- 2. Information for the HPD Annual Report is due January 10 for the calendar year ending the previous month.

II. GUIDELINES

A. Information on activities of topical importance, problems, implications, measures of effectiveness, and new programs are to be reported. Information submitted by elements shall relate to one or more of the following subjects:

- 1. Law Enforcement
 - a. Methods to discourage violations of the law and to apprehend offenders
 - b. Ability to respond to criminal acts
 - c. Methods to protect persons and property and to preserve order;
- 2. Community Affairs
Methods to increase crime prevention awareness and promote public efforts to combat crime;
- 3. Technology and Equipment
Means to acquire equipment and apply technology to increase departmental efficiency and effectiveness;
- 4. Intergovernmental and Interdepartmental Issues
Methods to promote cooperation on criminal justice issues among the executive, legislative, and judicial arms of government and among city and state departments; and/or

5. Staff and Support Activities

Ways to improve departmental, administrative and technical services.

- B. Current accomplishments and new or major programs (not routine, ongoing activities) shall be emphasized.
- C. Topics should be explained so that readers with little background knowledge will be able to understand the implications and problems.
- D. Statistical data (e.g., offenses reported or arrests made) for both reports shall be provided by the ITD.

9-21-2018



SUSAN BALLARD
Chief of Police

Post on bulletin board for one week

Policy first issued
December 9, 1994