# HONOLULU POLICE DEPARTMENT

## POLICY
## LAW ENFORCEMENT OPERATIONS

| July 2, 2015 | Policy Number 4.13 |
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## POLICE VEHICLES

### POLICY

Employees of the Honolulu Police Department (HPD) shall operate police vehicles in accordance with this directive.

### PROCEDURE

I. DEFINITIONS

A. Collision: Any impact between a motor vehicle and another vehicle or object that results in injury, death, or property damage.

B. Division-level commander: Refer to Policy 2.01, DEPARTMENTAL ORGANIZATION AND CHAIN OF COMMAND.

C. Motorized: A private vehicle that is in accordance with Policy 4.14, POLICE SUBSIDIZED VEHICLES.

D. Police executive: An officer at the rank of captain or above who is excluded from any collective bargaining unit in accordance with Section 89-6(c), Hawaii Revised Statutes (HRS).

E. Police vehicles: This term includes:

1. All city-owned vehicles used solely for police duties by the police department;

2. All vehicles owned by members of the police department for use of which the prescribed car allowance is granted (subsidized vehicles); and

3. All vehicles owned by civilian employees of the police department for use of which the prescribed mileage allowance is granted.

II. POLICY ON NONMOTORIZED, MOTORIZED, AND POLICE EXECUTIVE POSITIONS

A. An officer who accepts an assignment or transfer from a nonmotorized position to a motorized position or police executive position shall purchase a vehicle (if he or she does not already own one) that meets the standards of the department.

B. An officer who accepts an assignment or transfer from a nonmotorized position to a motorized position or police executive position for which automobile allowance is prescribed shall be responsible for the maintenance of the subsidized vehicle. The SUBSIDIZED VEHICLE (NEW/EXTENSION/REPLACEMENT) e-form shall be completed at the time the officer accepts the assignment or transfers to motorized status.

C. An officer who is unable to maintain a police subsidized vehicle shall be subject to reassignment or transfer to a nonmotorized position.

III. INSTALLATION, TRANSFER, OR REMOVAL OF RADIO EQUIPMENT--SUBSIDIZED VEHICLES

A. Authorization must be obtained from the Finance Division before any radio equipment is installed in or transferred from a subsidized vehicle.

B. Information relating to the vehicle (such as the year, make, serial number, license number, weight, date first sold, and the registered owner) shall be submitted to the Finance Division on a completed SUBSIDIZED VEHICLE (NEW/EXTENSION/REPLACEMENT) e-form. Proof of registration shall be presented at the time the request for the installation of radio equipment is submitted.

C. The officer requesting the installation or transfer of equipment must attest on the e-form that the vehicle meets the specifications governing subsidized vehicles.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

D. The officer shall call the Telecommunications Systems Section (TSS) to schedule an appointment for the installation, transfer, or removal of the siren; blue light; and radio.

E. The TSS shall determine the type and location of radio to be installed in each vehicle. No alterations, change in location, changes in radio program, or repairs to any radio, blue light, or siren equipment shall be made without the prior approval of the TSS. Examples of prohibited changes and repairs are: splicing into cables, rerouting wires, tying in additional devices (e.g., lights and switches) to original wiring, and reprogramming equipment (light patterns and radios). No employee shall permit others to violate these prohibitions on his or her behalf.

F. [redacted]

3. [redacted]

G. The radio unit may, at the discretion of the element commander, be removed from the subsidized vehicle of an officer who has been on authorized leave for more than 30 days. The radio unit must be removed upon expiration of the six-month allowance for authorized leave.

H. Division-level commanders shall ensure that all police equipment, including the wiring for the radio, is removed immediately when a vehicle is no longer an authorized subsidized vehicle.

IV. REQUIRED EQUIPMENT

A. Each subsidized vehicle shall carry the following standardized equipment:

1. Radio receiving and transmitting set;

2. Siren;

3. Stroller meter;

4. First aid kit;

5. Fire extinguisher;

6. Fingerprint kit;

7. Emergency highway flares;

8. Blanket;

9. Blue rooftop light and blue light rooftop adapter band (as prescribed by the Chief of Police). These are not required for officers with plainclothes assignments; and

10. Portable, visor-mounted blue light. This is required only for officers with plainclothes assignments and officers at the rank of captain and above.

    Officers at the rank of captain and above are not required to carry the blue rooftop light, blue light rooftop adapter band, stroller meter, fingerprint kit, and blanket in their subsidized vehicles.

B. Installation of Rooftop Blue Light and Adapter Band

1. [redacted]

2. The TSS is responsible for installing all electrical wiring necessary for operation of the blue rooftop light on the adapter band.

3. [redacted]

C. Officers and employees are responsible for the use, replenishment, and security of all required equipment.

V. SPEEDOMETER CALIBRATION

A. The automotive equipment superintendent shall have the speedometer calibration of all city-owned, marked vehicles (that are used to pace vehicles) checked at least once every 12 months. The superintendent shall forward the certificate of inspection for each vehicle to the appropriate division commander and retain a copy for the Vehicle Maintenance Section's (VMS) files.

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B. Each officer below the rank of captain with a subsidized police vehicle shall have the speedometer calibration checked within 30 days of the vehicle's entry into police service. Officers required to have a speedometer calibration check shall keep a current copy of the certificate in their subsidized vehicles at all times.

C. Officers below the rank of lieutenant who are assigned to a patrol district or the Traffic Division shall have their speedometer calibration checked at least once every 12 months. If the calibration has not been checked within the 12 months prior to the officer's transfer to the district patrol command or the Traffic Division, the officer shall have the calibration checked within 30 days after the transfer.

D. All officers below the rank of captain with subsidized vehicles shall ensure that their speedometers are accurate within a range of plus or minus five miles per hour and that certificates of inspection are in their possession. An officer who has reason to question the accuracy of his or her speedometer may have it checked after obtaining the approval of the Finance Division commander. Similarly, a supervisor may require an officer to have his or her speedometer checked after obtaining the approval of the Finance Division commander.

E. Speedometer calibration checks of subsidized vehicles are paid for by the department; resetting the calibration of an inaccurate speedometer in a subsidized vehicle is paid for by the officer.

## VI. FUEL, OIL, AND MILEAGE

### A. Fuel and Oil Subsidy

#### 1. Motorized Officers

Gasoline shall be allowed at the rate established in the Unit 12 bargaining agreement for work-related driving as specified in section VI D 1 below.

a. An officer who overdraws the prescribed allotment for the month will be allowed to make up for the overdrawn gasoline in the succeeding month. If the overdrawn gasoline is not made up by the end of the succeeding month, the officer shall be required to pay the cost of the overdrawn gasoline balance and may be subject to disciplinary action. (There is one exception--see section VI F 2 c below).

Each division-level commander shall receive a copy of the overdrawn gasoline charges for the month report from the Finance Division listing all officers who have payments due. Each commander shall ensure that these officers pay the Finance Division by the deadline on the report and return a copy of the receipt for the payment to the commander.

b. Gasoline shall be put directly into the tank of the motorized vehicle for which it is drawn. Officers shall not put gasoline into a separate container (e.g., gasoline can) or a vehicle that is not motorized or otherwise granted specific approval.

c. With two exceptions, officers shall not draw gasoline after the fifth day of any continuous period of nonwork days.

("Nonwork days" include all holidays, days off, compensatory days off, suspensions, administrative leaves, funeral leaves, military leaves, sick leaves, vacations, and all other authorized leaves.)

Exceptions:

(1) Personnel on industrial sick/injured leave may draw gasoline for the mileage driven in obtaining medical treatment, as authorized by Policy 3.06, INDUSTRIAL INJURY/ ILLNESS AND WORKERS' COMPENSATION.

(2) In addition, individual exceptions to the general restriction spelled out above may be granted by the Finance Division commander so that officers can draw gasoline for the mileage driven in duty-related activities performed during nonwork periods. Each request for an exception must be approved by the Finance Division commander before the gasoline is drawn.

An officer who draws gasoline without proper authorization shall be required to pay the cost of the gasoline and may be subject to disciplinary action and/or criminal prosecution.

d. Officers may not draw gasoline during any unauthorized leaves.

e. Officers shall draw gasoline only from the pumps at the police facility to which they are assigned. The one exception is when officers are on special assignment for more than two days. In this case, officers may draw gasoline from the pumps of their special assignment facility after the second day and with prior written permission from that facility's commander. Each element commander shall keep a record of special assignment officers who are authorized to use the pumps.

2. Oil for motorized vehicles shall be provided by the department. No more than seven quarts shall be provided for each 1,500 miles.

B. Recording Fuel Withdrawals

1. Elements at the Alapai Headquarters

a. An officer withdrawing gasoline shall use the Automated Fuel Management System.

(1) The officer shall initiate the process by entering the appropriate pump number.

(2) When prompted, the officer shall utilize his or her departmental access card to identify the subsidized vehicle and enter the current mileage from his or her vehicle odometer.

(3) The gasoline pump attendant shall then activate the pump and dispense the gasoline.

(4) The system will produce a receipt with the amount of gasoline drawn.

b. An officer drawing gasoline or oil shall immediately record the amount on his or her Daily Auto Record, HPD-26 form. Gasoline shall be recorded to the nearest tenth of a gallon.

2. Elements Outside of the Alapai Headquarters

a. The desk sergeant is responsible for controlling all gasoline and oil distribution. The sergeant of the Emergency Vehicle Operations Course (EVOC) shall have this responsibility for pumps at the Training Division.

b. Officers shall obtain the key to the gasoline or oil pump, along with the daily gasoline record log, from the desk sergeant or designated personnel.

c. Officers withdrawing gasoline or oil shall complete the daily gasoline record log.

d. An officer drawing gasoline or oil shall immediately record the amount on his or her daily auto record slip.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

C. Drawing Fuel for the First Day of the Month

On the last day of each month, between 2100 and 2400 hours, first watch officers will be allowed to draw gasoline for the first day of the following month.

D. Recording Mileage

1. Motorized officers shall record the mileage, amount of gasoline and oil drawn, and other related information on a daily auto record slip. Officers shall record work-related mileage as follows:

   a. On each workday, (1) record the odometer reading before leaving their place of residence for work; (2) record the odometer reading after returning from work to their place of residence; and (3) record the accumulated mileage. Officers should travel the most direct route to and from work.

   b. Record odometer readings and mileage on the daily auto record slip on the day that the travel occurred.

      The ending mileage on the last working day of the month may be estimated from work to home, traveling the most direct route.

2. Police executive officers shall perform inspectional, enforcement, administrative, and other related responsibilities over all police and community activities while operating their subsidized vehicles on their scheduled work days.

3. Each motorized officer shall submit an Auto Record Summary e-form at the end of each month and no later than the fourth calendar day of the succeeding month.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

a. The daily auto record slip(s) for the month shall be scanned and attached to the e-form as a portable document format (PDF) attachment.

b. The e-form shall be submitted to the officer's supervisor to verify the information and ensure functionality of the PDF. The supervisor shall then approve and close the e-form.

c. If incapacitated, the employee shall arrange with the immediate supervisor or element commander to have the e-form submitted on the employee's behalf.

d. The daily auto record slip(s) should be retained by the officer as documentation for tax purposes.

4. Elements outside of the Alapai headquarters shall submit the following each month:

a. The Monthly Gas Issuance Record, HPD-214 form;

b. The monthly HPD Gasoline, Oil, and Mileage Report, HPD-214A form;

c. The District Master Work Sheet for the Month, HPD-214B form; and

d. The Summary of Gasoline Delivered and Drawn During the Month, HPD-214C form.

5. Each division-level commander will receive a monthly delinquent auto records report from the Finance Division listing all officers whose Auto Record Summary e-forms have not been received. The commanders shall ensure submittal of the delinquent e-forms no later than the date specified in the report.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

6. If an officer rewrites a daily auto record slip, the officer shall resubmit the original along with the amended version using the Auto Record Summary e-form.

E. Verifying Reports

1. Upon receipt of the Auto Record Summary e-forms from the various elements, the Finance Division shall review all records and advise the element commanders of any discrepancies.

2. Police vehicles and mileage records shall be subject to random inspections.

   a. All supervisors shall physically check the accuracy of their immediate subordinates' daily auto record slips against odometer readings no later than the fifteenth calendar day of each month and another randomly selected date later in the month. Supervisors shall certify each inspection by writing the date, odometer reading, and their initials on the bottom of the Daily Auto Record, HPD-26 form.

   b. If supervisors are certifying a copied or amended slip, they shall check the duplicate version against the original slip that is submitted. They shall also transfer all information for any spot-checks made (section VI E 2 a above) to the copied or amended slip.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

F. Mileage Overage or Deficit

When there is a mileage overage or deficit at the end of the month, the following procedures shall apply:

1. Mileage Overage Carried Forward

In general, mileage overage shall be carried forward and applied only to deficits incurred within the month following the month accrued. If no deficit is incurred following the month of accrual, the overage is forfeited.

a. No forfeiture of overage shall occur when the officer is on scheduled vacation during the entire calendar month following the month of the accrued overage. However, the overage must be used during the month the officer returns from vacation and applied only to deficits incurred during that calendar month.

b. Individual exceptions to the forfeiture requirement may be granted by the Finance Division commander for other periods of authorized leave.

No gasoline shall be drawn for mileage overage during any vacation period or any nonwork days immediately preceding or following a vacation period. Mileage overage shall be used only for recorded official mileage.

2. Mileage Deficit

Mileage deficit (shortage) may be made up in the month following the month of the deficit.

a. If an officer is on scheduled vacation the entire month following the month of the deficit, the deficit shall be made up during the month the officer returns from vacation.

b. If the deficit is not made up by the end of the month following the month of the deficit or during the month the officer returns from vacation, the officer shall be required to pay the cost of the deficit.

c. If an employee has a deficit and goes on industrial sick or injured leave, the mileage accrued in trips to the doctor's office or in pursuit of medical treatment may be applied to the deficit. All mileage accrued must be authorized as provided by this directive and Policy 3.06, INDUSTRIAL INJURY/ILLNESS AND WORKERS' COMPENSATION.

G. Fuel and Insurance When on Special Assignment

1. The use of privately owned vehicles, [redacted] must be cleared through the Finance Division before element commanders are authorized to use Special Assignment Fuel Access Cards (SAFAC). Privately owned vehicles shall not be operated for official purposes unless approved and authorized.

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2. The requesting elements' commanders shall contact the Finance Division to obtain an SAFAC and provide pertinent information requested by the division.

3. To issue an SAFAC, the Finance Division shall register the pertinent information into the Fuel Management System.

4. The commanding officer or designee of an element that is assigned an SAFAC shall ensure that:

a. He or she receives a request each time anyone in the element wishes to use an SAFAC;

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b. Each person who uses an SAFAC returns it to the commanding officer or designee immediately after each use;

c. An SAFAC log is maintained and controlled with all of the information filled for each use along with the fuel pump receipt for that use;

d. The applicable information is entered for each oil withdrawal;

e. The blank log sheets obtained from the Finance Division are photocopied to perpetuate the log;

f. He or she validates the log using fuel pump receipts and approves it; and

g. The original and filled log sheets and daily pump receipts for each entire calendar month are sent to the Finance Division by the first week of the following month.

5. Vehicles and mileage records shall be subject to random inspections by the supervisor(s) and/or administrative personnel.

## VII. VEHICLE OPERATIONAL PROCEDURES

### A. On-Duty Operation--City-Owned and Subsidized Vehicles

1. Safety belts shall be worn and securely fastened by the operator and passengers.

2. The vehicle shall be operated in a reasonable and prudent manner.

3. No person shall be permitted to ride or operate the vehicle except for some direct police purpose or with the permission of the Chief of Police or a designee.

4. In any vehicle with an air conditioning unit in operation, the driver's door window shall be open at least one inch from the top.

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5. The use of tobacco products is prohibited in all vehicles owned or leased by the city.

6. Whenever a vehicle is parked and a blue light is used to enhance traffic safety for the officer or vehicle, the officer should also turn on the vehicle's hazard warning lights.

7. Roof-Mounted Blue Light

a. Identification

With two exceptions, the blue rooftop light shall be mounted and illuminated during on-duty hours.

(1) At the discretion of watch commanders, patrol vehicles operating in certain localities under special circumstances need not have the blue identification light illuminated.

(2) [redacted]

b. Emergency Responses

(1) The revolving or flashing blue lights and siren shall be turned on for the following:

(a) While responding to an emergency call as an emergency vehicle; or

(b) While initiating and while engaged in a motor vehicle pursuit.

(2) Emergency vehicles shall be operated in accordance with Section 291C-26, HRS, and Section 15-4.4, ROH.

(3) The field supervisor shall determine how many units should be assigned.

c. Nonemergency Responses

(1) The revolving or flashing blue lights shall be turned on for the following:

(a) While stopped or parked at the scene of any traffic collision; and

(b) During any traffic stop.

(2) No emergency equipment shall be used in responding to routine assignments. Officers shall proceed in a timely fashion and by the most direct route, and they are responsible for abiding by all traffic regulations.

8. Visor-Mounted Blue Light

a. The visor-mounted blue light shall be used only on duty with the siren and only when:

(1) There is cause to believe that a delay in response will likely result in serious bodily injury; or

(2) Police units are mobilized for natural disasters or civil emergencies.

b. The visor-mounted light shall not be used to stop vehicles for situations outside the scope of sections 8 a (1) and (2) above. In such situations, only a marked vehicle or a vehicle illuminating a mounted roof light can make the stop.

c. Refer to Attachment 1 for cautionary statements about the visor-mounted blue light.

d. Officers shall be guided by Sections 291c-26, HRS, and 15-4.4 of the ROH, any time the visor-mounted blue light is used.

B. Off-Duty Operation--Subsidized Vehicles

1. When off duty, officers shall remove their blue rooftop lights and adapter bands and store them for safekeeping. This requirement does not apply when officers are on special duty or any other department-authorized off-duty assignment.

2. Officers operating their vehicles, both off and on duty, shall observe all traffic laws and regulations and ensure that their spouses, sons, daughters, and friends who use their vehicles while off duty also observe correct driving standards in order to avoid embarrassment to the department.

3. Any officer selling, transferring, or otherwise disposing of a tax-exempt vehicle shall communicate with the Finance Division before accomplishing the transaction.

## VIII. TRAFFIC COLLISIONS AND SETTLEMENT OF COLLISION CLAIMS

### A. City-Owned and Privately Owned Vehicles Subsidized for Official Use

#### 1. Officers

a. Whenever a police officer is involved in a major or minor motor vehicle collision, an official report of the investigation shall be completed. In all cases, the Traffic Division shall send a copy of its closing report fixing responsibility for the collision to the officer's bureau chief. For the purposes of fixing responsibility, "at fault" means a specific violation of the traffic code.

b. If the officer is deemed not at fault in the collision, the bureau chief shall have the copy of the closing report from the Traffic Division filed in the officer's divisional personnel folder.

c. If the officer is deemed at fault in the collision and serious injury or death was involved, the following shall apply:

(1) Upon completion of its investigation, the Traffic Division shall forward a copy of its complete report to the Professional Standards Office (PSO);

(2) The PSO shall review the investigation for applicable charges and forward its report to the Administrative Review Board (ARB); and

(3) The ARB shall review the investigation and, when applicable, recommend appropriate action to the Chief of Police.

d. If the officer is deemed at fault in the collision but was off duty and serious injury or death was not involved, the bureau chief shall have the closing report from the Traffic Division filed in the officer's divisional personnel folder.

e. If the officer is deemed at fault in the collision while on duty and serious injury or death was not involved, the following shall apply:

(1) The bureau chief shall send the copy of the Traffic Division's closing report to the officer's division-level commander for investigation;

(2) The commander shall have the officer's supervisor conduct an investigation;

(3) The supervisor shall:

(a) Review the officer's driving record, concentrating on the previous 12 months;

(b) Charge the officer with violation of the appropriate section of the Standards of Conduct;

(c) Conduct the investigation; and

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(d) Take appropriate action.

(4) In taking corrective or disciplinary action for the first, second, or third collision in which the officer is deemed at fault, the supervisor shall include the completion of EVOC training within 60 calendar days after the officer is notified and returns to work. The loss of automobile allowance cannot be a part of the corrective/disciplinary action.

The commander's findings and corrective action(s) shall be recorded on the Bureau Review of MVC, HPD-332A form, and filed in the officer's element personnel folder;

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(5) The fourth collision in which the officer is found at fault shall include the completion of EVOC training within 60 days after the officer is notified and returns to work and the loss of automobile allowance for one year or loss of eligibility for automobile allowance for one year; and

(6) A fifth collision in which the officer is at fault shall be termination.

The EVOC sergeant shall determine the extent of each EVOC training session on a case-by-case basis after reviewing the circumstances of the collision. If an officer has a collision before completing the EVOC training for an earlier incident, the EVOC session(s) for the previous collision(s) may be consolidated into an EVOC training for the most recent incident;

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

The solo motorcycle master instructor shall conduct the EVOC training for solo motorcycle officers and determine the content of each EVOC training session on a case-by-case basis after reviewing the circumstances of the collision;

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(7) If an officer is found in violation of the Extended Action rule because of disciplinary action resulting from collisions, he or she will be charged accordingly and the case will be submitted to the ARB or higher authority for review. In all cases, disciplinary action resulting from collisions shall be considered separately from other disciplinary actions in applying the Extended Action rule;

f. When the investigation is completed, the reports shall be processed in accordance with Policy 5.01, COMPLAINTS AND INTERNAL INVESTIGATIONS.

g. Officers who are disciplined via this process can appeal the disciplinary action through the established grievance procedure.

h. If damage to any city-owned vehicle is incurred as a result of gross negligence on the part of the officer, the officer may be held financially responsible.

2. Other Personnel

Any collision involving a reserve police officer, either on or off duty, shall be handled in the same manner as spelled out in section VIII A 1 above.

3. Civilian Personnel

When a collision involves a civilian employee of the department operating a police vehicle, the investigation and subsequent action shall be in accordance with the appropriate collective bargaining agreement and with section VIII A 1 above, except that section VIII A 1 e (4) on corrective or disciplinary action does not apply--there is no schedule of collision-related corrective or disciplinary action specified for civilian personnel.

4. Collision Reports

The Traffic Division shall keep on file statistical reports on department-related traffic collisions.

B. Personal Settlement of Collision Claims--City-Owned Vehicles

1. The city's fleet insurance carrier has pointed out a problem created by certain employees involved in collisions while using city-owned vehicles. In several cases, these employees have not only admitted liability but have also made payments for damages to private vehicles.

2. This practice places the insurance carrier in an untenable position in negotiating any settlement of a claim resulting from such collisions, since both the admission of liability and the prepayment made by the city employee are prejudicial to the carrier. Further, the city may be held liable for substantial payment for damages if the private party subsequently sues for bodily injury, which may not have been evident at the time of the collision. Under the terms of the insurance contract, the insurance carrier is not liable until the amount of the city's obligation to pay has been determined either by judgment against the city after actual trial or by written agreement of the city. Therefore, personnel shall never attempt to settle any collision claim.

3. Personnel involved in collisions while operating city-owned or subsidized vehicles shall not voluntarily admit liability nor make any payment, assume any obligation, or incur any expense at the time of the collision.

## IX. INSURANCE COVERAGE FOR AUTHORIZED VEHICLES

A. Public liability and property damage insurance shall be provided for the following police vehicles:

1. All city-owned vehicles and privately owned vehicles subsidized for the official performance of duty; and

2. Other vehicles that may be temporarily required for official duty (e.g., loaners and other privately owned vehicles).

B. The use of all noncity-owned vehicles must first be cleared through the Finance Division. Such vehicles may not be operated for official purposes unless approved or authorized.

C. Personnel are cautioned that, in cases where a vehicle is temporarily approved for subsidization, coverage will be extended only to the following:

1. The insured police officer who will operate the vehicle on or off duty; and

2. Authorized members of the insured police officer's immediate family residing in the same household and any other person who has received permission or approval to operate the vehicle.

D. Termination of Insurance Coverage

1. Promotions, demotions, or transfers to positions without automobile allowance will automatically terminate coverage.

2. When coverage is terminated, the officer must provide his or her own insurance. (The state no-fault law requires that all vehicles be insured and that a copy of the auto insurance identification card be carried in the vehicle.)

3. Upon expiration of the six-month automobile allowance for authorized leave, the public liability and property damage insurance will continue for the remainder of the current policy year. The tax-exempt status of the vehicle will remain in effect until the end of the taxable year for that vehicle.

4. When a vehicle has reached the maximum age for subsidized vehicles, the department-provided insurance will be canceled and the tax-exempt status of the vehicle will be revoked.

E. Provisions of Insurance Coverage

1. Pursuant to Section 2-5, ROH, the city provides public liability insurance to cover any loss arising from the operation, maintenance, or use of vehicles owned by the city or owned by employees of the department and regularly used in the performance of their duties.

2. Liability insurance provided by the city offers protection for property damage and bodily injury incurred as a result of a collision while on or off duty. The limits of liability for insurance are described in an annually updated notice.

3. The same coverage and protection are extended to the insured police officer and to any other person who has received the officer's permission to operate the vehicle.

4. In the interest of obtaining the best protection available, personnel are urged to provide themselves with additional coverage. Those interested in obtaining optional coverage with the present departmental insurance carrier should contact the Finance Division for the necessary information. Those interested in other coverage should contact their own insurance agencies.

F. Reimbursement for Damages to Police Subsidized Vehicles

1. The city may reimburse an officer for the expense of repairs to a police subsidized vehicle to the extent that the officer is not compensated by insurance as a result of the deductible provision and in accordance with the collective bargaining agreement.

2. The request for reimbursement shall be submitted in accordance with Policy 2.16, REQUEST FOR REIMBURSEMENT OF DAMAGED, LOST, OR STOLEN ITEMS.

3. No claim shall be filed with the city whenever civil action is pending against another individual.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

X. AUTOMOBILE ALLOWANCE

A. Prescribed Automobile Allowance Positions for Officers

1. The prescribed automobile allowance for motorized positions of officers included in Unit 12 of the Collective Bargaining Act shall be in accordance with Article 18 of the Unit 12 collective bargaining agreement.

2. The automobile allowance for motorized positions of officers excluded from Unit 12 of the Collective Bargaining Act shall be as prescribed by the Chief of Police.

B. Vehicle Status

1. On-Duty Damages

a. An employee whose subsidized automobile needs repair as a result of on-duty damages shall suffer no loss of automobile allowance for a period not to exceed six months.

b. At the discretion of the employer, the officer may be permitted to use a city-owned vehicle for police work until the officer's vehicle is repaired without any loss of automobile allowance.

c. Commanders shall make necessary checks on the progress of repair work on the officer's damaged subsidized vehicle to ensure its return to police service as soon as reasonably possible.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

2. Off-Duty Damages

a. Each officer is responsible for providing an acceptable replacement vehicle whenever the officer's automobile is being repaired as a result of off-duty damages.

b. At the discretion of the employer, the officer may be permitted to use a city-owned vehicle for police work until the officer's vehicle is repaired. The officer's monthly automobile allowance will be adjusted according to the number of days the city-owned vehicle was used for police service.

3. Others

Automobile allowance shall not be authorized during the period when a motorized officer's vehicle is not available for official use.

C. Authorized Leave With Pay, Injury Leave

1. Automobile allowance shall be continued during any authorized leaves of absence with pay. This includes industrial injury leaves not exceeding a continuous period of six months.

2. When an officer's eligibility for automobile allowance expires due to a continuous authorized leave of absence exceeding six months, the officer's element commander shall immediately notify the commander of the Finance Division and the officer in writing.

3. If an officer receives automobile allowance to which the officer is not entitled, the officer shall immediately notify the commander of the Finance Division in writing and attach a refund check (payable to the City and County of Honolulu) for the overpayment amount. Officers should direct questions about refund amounts and related issues to the Finance Division.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

D. Regular Movements

An employee moved on a permanent basis from one element to another shall have the monthly automobile allowance adjusted to the amount allowed for the element to which the employee is transferred on the effective date of such movement.

E. Special and Temporary Assignments

An employee who receives a special assignment or temporary assignment to another element or position shall continue to retain the monthly automobile allowance of the employee's permanent assignment.

F. Interim Changes Caused by Reorganization or Organizational Change

If a reorganization or organizational change in the department results in the shift of an entire element or certain positions from one element to another, the following shall apply:

1. When an element (function, positions, and incumbents) is transferred to or consolidated with another element but retains its original functional identity as an element, it shall also retain its monthly automobile allowance as designated in contract. This provision shall apply whether the receiving element has a higher or lower monthly automobile allowance; or

2. When the identity of the original element is lost through consolidation, the affected incumbents who continue to perform the same work of the positions in the original element shall retain the monthly automobile allowance of the original element while they remain in those positions. This provision shall apply whether the receiving element has a higher or lower monthly automobile allowance.

XI. USE OF TEMPORARY VEHICLE FOR OFFICIAL DUTY

A. When a motorized officer's subsidized vehicle is not available for official use, a temporary vehicle may be used providing it meets the specifications for subsidized vehicles as set forth in departmental directives.

10-5-2015

B. The vehicle must also be properly equipped with a siren and blue light and have the capability to communicate on the police radio network. (Plainclothes officers as well as captains and above are exempt from the requirement for a blue light and siren.)

C. Should an automobile not meet the specifications, a city-owned vehicle shall be used.

D. Requests for Use of a Temporary Vehicle

10-5-2015

1. Officers requesting the use of a temporary vehicle shall submit a SUBSIDIZED VEHICLE (NEW/EXTENSION/REPLACEMENT) e-form to the Finance Division within two working days from the date that his or her subsidized vehicle is not available for use:

   a. Click on the "Temporary Replacement" button;

   b. Complete the appropriate sections (e.g., status of subsidized vehicle, request use of city-owned vehicle, request use of temporary vehicle that is approved, duty status at the time damage was sustained, length of time temporary vehicle will be used, and type and description of vehicle to be used); and

   c. Submit the e-form via proper channels with the commander's findings and recommendations.

2. Whenever a temporary vehicle must be used, the officer concerned shall immediately contact his or her supervisor during normal hours of business or immediately upon the next working day and provide a description of the vehicle to be used.

## XII. VMS OPERATIONS

### A. Responsibilities

1. The operation of the VMS shall be the responsibility of the automotive equipment superintendent.

2. The VMS shall be responsible for the maintenance and preventive maintenance of all police vehicles owned by the city and for the issuance of fuel to police vehicles owned and/or subsidized by the city.

### B. Restrictions and Safety Procedures

1. The areas of the VMS shall not be used to process evidence or store evidence without prior verbal authorization from the automotive equipment superintendent.

2. Police officers shall not congregate in the areas of the VMS. Additionally, they will not park their vehicles in such a manner as to hinder the operation of the section.

3. There shall be positively no smoking within the gasoline pump area at any time. Personnel shall discard or extinguish their cigarettes, cigars, and/or pipes prior to entering the area.

4. Restrictions on Work Done on Privately Owned Vehicles

Employees shall not work on nor shall they permit nonpolice personnel to work on private vehicles on the department's premises except to jump start a battery, change a flat tire, unlock a door, fill a radiator with water, or allow a tow truck to remove a vehicle.

C. Vehicular Repairs

1. The repair of any city-owned vehicle shall be processed with a written work request submitted via channels to the VMS.

2. The work request will normally be prepared at the vehicle operator's, divisional office and not at the VMS. However, when work request forms are not available at these offices due to nonoperation, the vehicle operator may prepare a work request at the VMS.

EXCEPTION: When a vehicle is repaired on the road (trouble call), the VMS mechanic who attends the trouble call will prepare the work request upon returning to the garage, or the officer will prepare the work request if the officer returns with the mechanic.

a. The watch commander of the second watch shall see that the first, second, and fourth copies of the request form are received and signed by VMS personnel.

b. The third copy shall remain in the request form book to be retained at the requesting divisional office.

3. Elements Outside of the Alapai Headquarters

a. City vehicles shall be transferred to the VMS with the required copies of the request forms.

b. A request for service of motor vehicle form book shall be retained by each element.

4. To facilitate any prosecution that may result, city-owned vehicles that suffer criminal property damage or damage due to a motor vehicle collision shall be handled in the following manner:

a. The officer in charge at the crime or collision scene shall ensure (1) that the damage to the vehicle is photographed so that photographs are included in the incident report and (2) that the incident report is prepared as soon as possible;

b. The vehicle operator shall prepare a written work request before the end of the tour of duty in which the damage occurred. The operator shall attach to the request a copy of the incident report, if it has been completed. Otherwise, the operator shall ensure that the request includes the case number, the classification of the incident, and a specific list of the damages received by the city-owned vehicle in the incident; and

c. The VMS shall obtain three written estimates of repair costs from private repair facilities for inclusion in the incident report.

XIII. EMERGENCY ROAD SERVICE FOR A CITY-OWNED VEHICLE

A. In the event of a mechanical failure while in the field, the operator of the vehicle shall notify the Communications Division of the breakdown by radio or by telephone. Whenever practicable, the VMS shall be contacted directly.

B. The Communications Division shall relay the information of the breakdown to the supervisor in charge of the VMS. If the garage is closed, the mechanic on standby duty shall be notified.

C. Nature of Breakdown

In order to expedite emergency service repairs, the cause or nature of the mechanical breakdown should be relayed by the operator of the vehicle. For example:

1. Flat tires (for motorcycles, indicate whether it is the front or rear tire);

2. Broken motorcycle drive train, clutch, or control cables;

3. Brake system (hydraulic fluid leak, master or wheel cylinder failure, frozen brakes, etc.);

4. Power steering failure;

5. Radiator malfunctions (damaged water hose, defective water pump, leaking radiator, etc.); or

6. Engine failure (engine will not start or dies out after starting; dead battery or problem with the electrical system, carburetor, fuel line or fuel pump; out of gasoline; etc.).

XIV. PROCEDURES FOR HANDLING CITY-OWNED VEHICLES INVOLVED IN MOTOR VEHICLE COLLISIONS

A. Definition

For this article, the term "city-owned vehicle" shall apply to all city-owned vehicles used by the department except motorcycles, Cushmans, GO-4s, and all-terrain vehicles (ATVs).

B. Procedures

1. All city-owned vehicles involved in traffic collisions and rendered inoperable shall be towed to the police garage by the contracted tow wagon for the district in which the collision occurred.

2. The investigating officer at the scene shall determine whether the vehicle is inoperable.

3. The concerned division commander or a designee shall ensure that both the automotive equipment superintendent and radio engineer are notified at the earliest possible time to facilitate the removal of the police equipment. The TSS shall be responsible for the removal of all necessary radio equipment. The VMS shall be responsible for the removal of all other police equipment (e.g., light, sound system, and siren).

4. The driver of the city-owned vehicle shall be responsible for removing all unsecured police equipment within the damaged vehicle. However, in the event of injury to the driver, the investigating officer at the scene shall be responsible.

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

XV. USE OF MOTORCYCLES AND ASSIGNMENT OF ESCORTS

A. Motorcycle officers of the Traffic Division may use their assigned motorcycles for the following purposes:

1. Travel between their officially recorded place of residence and authorized assignment or official duty by the most direct route available;

2. Performance of authorized off-duty employment that may require the use of the motorcycle (e.g., escort duty);

Note: See Policy 6.09, POLICE ESCORT, for on-duty and special duty escort assignments and procedures; and

3. Travel to and from authorized police functions, the route taken from point of origin to destination being the most direct route available.

B. The motorcycle shall not be used as a mode of transportation for personal business (e.g., visiting acquaintances, going to special functions, or any off-duty assignment that does not require the use of a police motorcycle).

C. The motorcycle shall, whenever stored at the place of residence, be in a secure area and sheltered from the weather. All precautions shall be taken to prevent or minimize the opportunity for theft or damage to the equipment. Maximum security for the motorcycle shall be maintained at all times. In cases of prolonged absence from the residence, the motorcycle shall be stored at the police garage.

D. The authorized police uniform shall be worn by the officer while operating the motorcycle on public highways.

PUBLIC VERSION
Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

## XVI. REIMBURSEMENT TO CIVILIAN EMPLOYEES AUTHORIZED TO USE PRIVATELY OWNED VEHICLES FOR OFFICIAL BUSINESS

### A. Policy

1. Civilian employees of the department who are authorized to use privately owned vehicles on official business shall conform to a mileage allowance system, which allows reimbursement only for travel actually accomplished in the performance of public duties.

2. The Chief of Police must authorize mileage reimbursement for the employee. Also, the employee must provide his or her own automobile.

3. Any employee whose position or class requires him or her to drive in the performance of duty is subject to the applicable provisions of this directive and all other applicable directives.

4. To be eligible for reimbursement, the employee shall obtain and continue in force insurance coverage that at least meets the requirements of state law on a conventional automobile in good operating condition. More than one qualifying vehicle may be used by the employee who is authorized to receive mileage allowance.

5. Reimbursement to an employee for the use of a privately owned vehicle shall be in conformance with established rates.

6. Travel accomplished on official business shall be by the most direct route feasible.

7. No reimbursement shall be made for travel to and from an employee's residence and regular and permanent place of employment. Mileage attributable to travel on official business shall be computed from the time the employee arrives at the regular and permanent place of employment to the time the employee leaves that place of employment at the end of the work day. (See section XVI A 9 below for exceptions.)

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Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

8. No reimbursement shall be made for travel to and from an employee's residence and the regular and permanent place of employment for overtime work. (See section XVI A 9 below for exceptions.)

9. The following are exceptions to policies set forth in the two preceding sections:

   a. When an employee is authorized to report directly to a job site or is authorized to leave directly for home from a job site other than the regular and permanent place of employment, mileage shall be allowed only for the lesser distance between the employee's home and the job site or between the regular and permanent place of employment and the job site;

   b. When an employee is required to report for emergency work during off-duty hours, mileage shall be allowed only for the lesser distance between the employee's home and the job site or between the place of origin and the job site; and

   c. When an employee is specifically authorized to attend hearings or meetings after the normal working hours, mileage shall be allowed only for the lesser distance between the employee's home and the place of hearing or meeting or between the place of origin and the place of hearing or meeting.

B. Procedures

1. Each civilian employee authorized to use a privately owned vehicle on official business shall keep a daily record of the mileage on the MILEAGE AND PARKING CHARGES STATEMENT, DF-36 city e-form.

The following information shall be entered on the e-form:

a. Employee's telephone number, home address, city, and zip code;

b. Vehicle type (e.g., car or motorcycle);

c. Vehicle's license number, year, make, model, and insurance information and expiration date. If the employee uses an alternate vehicle, that vehicle's information shall also be included;

d. Employee's regular and/or permanent place of employment; and

e. Employee's point of travel, which shall be clearly indicated in the columns provided. Include whether the employee used their primary vehicle or alternate vehicle. A row indicates a day in the report month (i.e., five rows indicates five days of mileage claims). All travel for emergency work, after-hour hearings, and after-hour meetings shall also be indicated. If parking charges were paid by the employee, that amount shall be included.

2. Each civilian employee who uses their privately owned vehicle for business purposes shall ensure the following:

a. The odometer on each employee's vehicle shall be maintained in good working order at all times;

b. On the last working day and at the end of the employee's tour of duty each month, the employee shall submit the mileage statement e-form to their section supervisor;

c. Any employee who may be on vacation or leave of absence on the last day of the month, other than sick leave, shall turn in the mileage statement e-form on the last working day prior to such vacation or leave; and

d. In the event an employee is sick or injured on the last day of the month, the section supervisor shall be responsible for obtaining that employee's mileage statement.

3. It shall be the duty of each element commander or designee to conduct periodic inspections of mileage statements and vehicles of subordinate civilian employees.

4. It shall be the responsibility of each commander to review all claims for reimbursement and, upon approval, forward all mileage statement e-forms to the Finance Division no later than the third day of the following month.

5. Refer to the Department of Budget and Fiscal Services' Policies and Procedures Manual, City and County of Honolulu.

## XVII. REMOVAL OF POLICE EQUIPMENT FROM SUBSIDIZED VEHICLES

A. Whenever a subsidized vehicle is damaged to the point of being unusable for further police service or is permanently removed from service for other reasons, all police equipment shall be removed at the earliest opportunity.

B. The officer authorized to use the vehicle for police service shall immediately notify the division commander or a designee of the need to remove the police equipment from the vehicle. If injury or other cause prevents the officer from providing this notification, it shall be provided by the officer in charge at the scene.

C. The division commander or designee shall ensure that the radio engineer is notified at the earliest possible time to remove the necessary equipment from the vehicle. Verbal notification shall be followed by written confirmation in all cases. The TSS shall remove all police radio equipment, sirens, and sound systems.

D. The officer authorized to use the vehicle for police service shall remove all other police equipment (blue light, Cheetah bar, first aid kit, and so forth) and any personal equipment or weapons. If injury or other cause prevents the officer from removing this equipment, it shall be removed by the officer in charge at the scene.

## XVIII. VEHICLE COMMITTEE

The Vehicle Committee's mission is to ensure that the department provides all employees with the best possible transportation for their jobs, taking into account safety, operational requirements, cost, image, employee satisfaction, and any special conditions. The committee shall review and examine all changes in appearance, equipment, standards, policy, and any other issue related to police vehicles.

### A. Committee Membership

1. Management Analyst 6, Office of the Chief, chair.

2. The executive officer or higher of the Finance Division; Traffic Division; ITD; TSS; VMS; and a division from each of the Central Patrol, Regional Patrol, and Investigative Bureaus (bureau representatives to be appointed).

3. The Training Division's EVOC sergeant.

4. A secretary and a research analyst from the ITD shall be attached to the committee as support personnel.

   The analyst and secretary are not voting members of the committee.

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5. Six voting members shall constitute a quorum for a committee meeting.

B. Proposing Changes

1. To initiate any change or new idea that is within the purview of the Vehicle Committee as described in section XVIII above, a proposal shall be submitted via the chain of command to the committee's chair. The submittal should include:

   a. A detailed statement of the proposal, including the personnel/element(s) to which the proposal will apply;

   b. A justification for the proposal;

   c. Estimated costs, particularly if equipment is being proposed, and source of funding for the proposal; and

   d. The name of the person making the proposal.

2. The chair shall determine if a proposal should be presented to the committee for review and examination.

C. Meetings and Decisions

1. Meetings shall be held as needed and at dates and times determined by the chair.

2. A majority vote shall determine approval or disapproval of a proposal.

3. The department shall consider decisions from the committee and proceed as the department deems appropriate.

XIX. SPECIAL PURPOSE VEHICLES

A. Special purpose vehicles are marked vehicles used by the department [redacted] This definition includes, but is not limited to, ATVs, boats, bomb disposal vehicles, mobile command vehicles, motorcycles, personnel and prisoner transport vehicles, trailers, etc. [redacted]

B. Currently authorized special purpose vehicles are listed in Attachment 2.

C. Any element wishing to put a new special purpose vehicle into service shall submit an amendment to Attachment 2 that covers all of the following:

1. A statement of the objectives of the vehicle's operation, including authorized users, conditions, instructions, and limitations of usage;

2. Qualifications and training for personnel assigned to operate the vehicle;

3. Designation of the person or position responsible for the condition and maintenance of the vehicle; and

4. A list of equipment, if any, to be kept on file with the element.

D. Element manuals of operations shall further describe specific uses for special purpose vehicles.

4-5-2021

Susan Ballard

SUSAN BALLARD
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
May 9, 2002

PUBLIC VERSION
Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

## VISOR-MOUNTED BLUE LIGHT UNIT: CAUTIONARY STATEMENTS

The cautionary statements listed below regarding the departmental visor-mounted blue light unit are based on warnings issued by the unit's manufacturer. These warnings are included with the written directions for mounting the unit. The box for each unit contains a sheet with these directions that officers should read before operating the unit.

1. The visor-mounted blue light unit should not be turned on until the lights are facing out of the vehicle.

2. Operating the unit at night or when a vehicle is in a dark area (e.g., tunnel or parking structure) may produce a reflected light within the vehicle. Therefore, caution should be exercised when using the unit under these conditions.

3. The unit is designed to be mounted on a vehicle's sun visor. Using the passenger-side visor is advisable. The unit would be less obtrusive and the flash of the lights would be farther away from the driver than if it were mounted on the driver-side visor.

# SPECIAL PURPOSE VEHICLES

Provisions for the operation of special purpose vehicles are listed in this attachment. Divisional manuals of operations shall further describe specific uses for the special purpose vehicles.

## All-Terrain Vehicle (ATV) Trailers

A. ATV trailers are assigned to the patrol districts that use ATVs. The commander or designee of the district to which the ATV trailer is assigned shall establish authorized users, conditions, instructions, and limitations on the use of the trailer.

B. Prior to pulling an ATV trailer with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The commander or designee of the district to which the ATV trailer is assigned is responsible for the upkeep, condition, and maintenance of the ATV trailer and shall report any discrepancies to the Vehicle Maintenance Section.

D. If there is any equipment to be kept with the ATV trailer, the commander or designee of the district to which the ATV trailer is assigned shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

PUBLIC VERSION
Security p ocedures and information redacted pursuant to HRS Section 92F-13(3).

All-Terrain Vehicles (ATVs)

A. ATVs are used by personnel in the patrol districts to allow officers to gain access to parks, mountainous areas, commercial agricultural areas, beach parks, and other areas that are inaccessible by other two- or four-wheel-drive vehicles. The commander or designee of the district to which the ATV is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the ATV.

B. Prior to operating an ATV, officers shall complete the Emergency Vehicle Operations Course given by the Training Division and the ATV rider course given by an instructor certified by the ATV Safety Institute. Officers who operate an ATV shall also have a valid Class 3 driver's license.

C. The commander or designee of the district to which the ATV is assigned is responsible for the upkeep, condition, and maintenance of the ATV and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept with the ATV, the district commander or designee shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Bicycle/Moped Trailers

A. Bicycle/moped trailers are assigned to the patrol districts to assist officers when there is a need to transport bicycles or mopeds. The commander or designee of the district to which the bicycle/moped trailer is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the trailer.

B. Prior to pulling a bicycle/moped trailer with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The commander or designee of the district to which the bicycle/moped trailer is assigned is responsible for the upkeep, condition, and maintenance of the trailer and shall report any discrepancies to the Vehicle Maintenance Section.

D. If there is any equipment to be kept with the bicycle/moped trailer, the commander or designee of the district to which the trailer is assigned shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Cargo Vans

A. Cargo vans are used by various elements to transport personnel and/or equipment. The commander or designee of the element to which the cargo van is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the van.

B. Prior to operating a cargo van, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The commander or designee of the element to which the cargo van is assigned is responsible for the upkeep, condition, and maintenance of the van and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the cargo van, the commander or designee of the element shall ensure that a list of the equipment is on file with the element and that the equipment is properly maintained.

Crisis Negotiations Team (CNT) Van

A. The CNT van is used primarily by the CNT [redacted] The Criminal Investigation Division (CID) commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the CNT van.

B. Prior to operating the CNT van, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Officers who operate the CNT van shall also have a valid Class 3 driver's license.

C. The CID commander or designee is responsible for the upkeep, condition, and maintenance of the CNT van and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the CNT van, the CID commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

District 5 Community Kau Kau Wagon

A. The District 5 community kau kau wagon is available to the personnel of the department [redacted] The District 5 commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the community kau kau wagon.

B. Prior to pulling the community kau kau wagon with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The District 5 commander or designee is responsible for the upkeep, condition, and maintenance of the community kau kau wagon and shall report any discrepancies to the Vehicle Maintenance Section.

D. If there is any equipment to be kept with the community kau kau wagon, the District 5 commander or designee shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Human Resources Division (HRD) Career Center Van

A. The HRD Career Center van is used by personnel from the HRD to transport personnel and equipment. The HRD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the Career Center van.

B. Prior to operating the Career Center van, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Officers shall also have a valid Class 3 driver's license.

C. The HRD commander or designee is responsible for the upkeep, condition, and maintenance of the Career Center van and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the Career Center van, the HRD commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Community Affairs Division (CAD) Drug Abuse Resistance Education (DARE) Vehicle

A. The CAD uses vehicles to further the mission of the DARE program. The vehicle may be used to transport personnel and/or equipment. The CAD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the DARE vehicle.

B. Prior to operating the DARE vehicle, personnel shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate the vehicle shall also have a valid Class 3 driver's license.

C. The CAD commander or designee is responsible for the upkeep, condition, and maintenance of the DARE vehicle. Conditions requiring maintenance or repair shall be reported to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the DARE vehicle, the CAD commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Light Trailers

A. The Major Events Division (MED) and the Vehicular Homicide Section (VHS), Traffic Division, use light trailers to facilitate their operations. The commanders or designees of the MED and Traffic Division shall establish authorized users, instructions, conditions, and limitations on the use of the light trailers.

B. Prior to pulling a light trailer with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The commanders or designees of the MED and Traffic Division are responsible for the upkeep, condition, and maintenance of the light trailers and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be carried in a light trailer, the commander or designee of the MED or Traffic Division shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Off-Road Motorcycles

A. Off-road motorcycles are used by District 2 personnel [redacted] The District 2 commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the off-road motorcycles.

B. Prior to operating the off-road motorcycles, officers shall complete the Emergency Vehicle Operations Course given by the Training Division and the off-road motorcycle course given by qualified personnel from District 2. Officers who operate these motorcycles shall also have a valid Class 2 driver's license.

C. The District 2 commander or designee is responsible for the upkeep, condition, and maintenance of the off-road motorcycles and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept with the off-road motorcycles, the District 2 commander or designee shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Parking Enforcement, Collections and Services (PECS) Three-Wheeled Motorcycles

A. The PECS Section, Traffic Division, uses three-wheeled motorcycles to enforce parking laws. The Traffic Division commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the parking enforcement three-wheeled motorcycles.

B. PECS officers must attend the three-wheeled motorcycle familiarization course given by the Training Division prior to operating the PECS three-wheeled motorcycles. PECS officers who operate these motorcycles shall also have a Class 2 or Class 2P motorcycle license.

C. The Traffic Division commander or designee is responsible for the upkeep, condition, and maintenance of parking enforcement three-wheeled motorcycles and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is required to be kept with the parking enforcement three-wheeled motorcycles, the Traffic Division commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Passenger Vans and Minivans

A. Passenger and minivans are used by various elements to transport personnel and/or equipment. The commander or designee of the element to which the passenger and/or minivan is assigned shall establish instructions, conditions, and limitations on the use of the passenger and/or minivan.

B. Prior to operating a passenger or minivan, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The commander or designee of the element to which the passenger or minivan is assigned is responsible for the upkeep, condition, and maintenance of the van and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the passenger or minivan, the commander or designee of the element shall ensure that a list of the equipment is on file with the element and that the equipment is properly maintained.

Police Motorcycles

A. The Traffic Division uses police motorcycles to enforce traffic laws, provide authorized police escorts, and maintain high visibility on highways and roadways. The Traffic Division commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of police vehicles.

B. Officers must complete the Emergency Vehicle Operations Course given by the Training Division and police motorcycle training given by the Traffic Division before being certified to operate this vehicle. Officers who operate these motorcycles shall also have a Class 2 motorcycle license.

C. The Traffic Division commander or designee is responsible for the upkeep, condition, and maintenance of police motorcycles and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept with police motorcycles, the Traffic Division commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Prisoner Transport Vehicles

A. The Central Receiving Division and patrol districts use prisoner transport vehicles to transport multiple prisoners. The commander or designee of the division or district to which the prisoner transport vehicle is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the vehicle.

B. Prior to operating a prisoner transport vehicle, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The commander or designee of the division or district to which the prisoner transport vehicle is assigned is responsible for the upkeep, condition, and maintenance of the vehicle and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the prisoner transport vehicle, the commander or designee of the division or district to which the prisoner transport vehicle is assigned shall ensure that a list of the equipment is on file with the division or district and that the equipment is properly maintained.

Scientific Investigation Section (SIS) Clandestine Lab Response Van

A. The SIS uses a clandestine lab response van to respond to any incidents that involve clandestine laboratories. The SIS director or designee shall establish authorized users, instructions, conditions, and limitations on the use of the clandestine lab response van.

B. Prior to operating the clandestine lab response van, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The SIS director or designee is responsible for the upkeep, condition, and maintenance of the clandestine lab response vehicle and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the clandestine lab response van, the SIS director or designee shall ensure that a list of the equipment is on file with the section and that the equipment is properly maintained.

Specialized Services Division (SSD) Bomb Trailers

A. The SSD bomb trailers shall be used by the Bomb Detail personnel to transport equipment, [redacted] to respond to incidents involving explosive devices. The SSD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the bomb trailers.

B. Only officers assigned to the SSD are authorized to utilize the SSD bomb trailers. Prior to operating the vehicles, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division. Personnel who use these vehicles shall also have a valid Class 3 driver's license.

C. The SSD commander or designee is responsible for the upkeep, condition, and maintenance of the SSD bomb trailers and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is kept within the SSD bomb trailers, the SSD commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Specialized Services Division (SSD) Bomb Truck

A. The SSD bomb truck shall be used by the Bomb Detail personnel to transport personnel and equipment to respond to incidents involving explosive devices. The SSD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the bomb truck.

B. Only officers assigned to the SSD are authorized to operate the SSD bomb truck. Prior to operating the vehicle, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The SSD commander or designee is responsible for the upkeep, condition, and maintenance of the SSD bomb truck and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is kept with the SSD bomb truck, the SSD commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Specialized Services Division (SSD) Command Truck

A. The SSD command truck shall be used by SSD personnel [redacted] The SSD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the command truck.

B. Only officers assigned to the SSD are authorized to operate the command truck. Prior to operating this vehicle, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The SSD commander or designee is responsible for the upkeep, condition, and maintenance of the SSD command truck and shall report any discrepancies to the Vehicle Maintenance Section.

D. The SSD commander or designee shall ensure that a list of equipment for the SSD command truck is on file with the division and that the equipment is properly maintained.

Speed Trailers

A. Speed trailers are assigned to the patrol districts. Speed trailers have a speed measuring device that displays the speed of a vehicle approaching the speed trailer. The commander or designee of the district to which the speed trailer is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the speed trailer.

B. Prior to pulling a speed trailer with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The commander or designee of the district to which the speed trailer is assigned is responsible for the upkeep, condition, and maintenance of the speed trailer and shall report any discrepancies to the Vehicle Maintenance Section.

D. If there is any equipment to be kept with the speed trailer, the commander or designee of the district to which the speed trailer is assigned shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Sport Utility Vehicles (SUVs)

A. The SUVs, both two-wheel drive (2WD) and four-wheel drive (4WD), are used by various elements to transport personnel and/or equipment when the use of this type of vehicle is appropriate. The commander or designee of the element to which the 2WD or 4WD SUV is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the vehicle.

B. Prior to operating this type of vehicle, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license. Prior to operating a 4WD SUV, personnel must successfully complete the 4WD vehicle training given by the Training Division or other qualified personnel.

C. The commander or designee of the element to which the 2WD or 4WD SUV is assigned is responsible for the upkeep, condition, and maintenance of the vehicle. He or she shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the 2WD or 4WD SUV, the commander or designee of the element to which the vehicle is assigned shall ensure that a list of the equipment is on file with the element and that the equipment is properly maintained.

Telecommunications System Section (TSS) Sport Utility Vehicles, Cargo Vans, and Sedans

A. The TSS uses sport utility vehicles, cargo vans, and sedans to transport personnel and equipment as needed to maintain, operate, repair, and test equipment within the purview of the TSS. The radio communications coordinator or designee shall establish authorized users, instructions, conditions, and limitations on the use of these TSS vehicles.

B. Civilian personnel shall complete the driver's training given by the Training Division prior to being allowed to operate these vehicles. Personnel who operate these vehicles shall also have a valid Class 3 driver's license.

C. The radio communications coordinator or designee is responsible for the upkeep, condition, and maintenance of the TSS's vehicles and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the TSS's vehicles, the radio communications coordinator or designee will ensure that a list of the equipment is on file with the section and that the equipment is properly maintained.

Utility Vans

A. Utility vans are used by [redacted] the Training Division to transport personnel and equipment. The commander or designee of the district or division to which the utility van is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the vehicle.

B. Prior to operating a utility van, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The commander or designee of the district or division to which the utility van is assigned is responsible for the upkeep, condition, and maintenance of the utility van and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept in the utility van, the division commander or designee shall ensure that a list of equipment is on file with the district or division and that the equipment is properly maintained.

Vehicle Maintenance Section (VMS) Pickup Truck

A. The VMS uses pickup trucks to transport personnel and/or equipment for the maintenance and upkeep of all police vehicles. The automotive equipment superintendent or designee shall establish authorized users, instructions, conditions, and limitations on the use of the VMS pickup truck.

B. Prior to operating a VMS pickup truck, civilian personnel shall complete the driver's training and officers shall complete the Emergency Vehicle Operations Course, both of which are given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The automotive equipment superintendent or designee is responsible for the upkeep, condition, and maintenance of the VMS pickup truck and shall report any discrepancies.

D. If any equipment is to be kept in the VMS pickup truck, the automotive equipment superintendent or designee shall ensure that a list of the equipment is on file with the section and that the equipment is properly maintained.

Major Events Division (MED) Command Truck

A. The MED command truck shall be used by MED personnel for major incidents or planned events [redacted] as determined by the MED commander or designee. The MED commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the command truck.

B. Only officers assigned to the MED are authorized to operate the command truck. Prior to operating this vehicle, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate this vehicle shall also have a valid Class A or B Commercial Driver's License.

C. The MED commander or designee is responsible for the upkeep, condition, and maintenance of the MED command truck and shall report any discrepancies to the Vehicle Maintenance Section, the Honolulu Fire Department, and/or an authorized vendor for service or repair.

D. The MED commander or designee shall ensure that a list of equipment for the MED command truck is on file with the division and that the equipment is properly maintained.

Major Events Division (MED) Electric Generator Trailer

A. The MED electric generator trailer shall be used to facilitate their operations during incidents requiring a portable electrical power source. The MED commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the MED electric generator trailer.

B. Prior to pulling the MED electric generator trailer with a police vehicle, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The MED commander or designee is responsible for the upkeep, condition, and maintenance of the MED electric generator trailer and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept with the MED electric generator trailer, the MED commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Major Events Division (MED) Dynamic Message Sign Trailer

A. The MED shall use the MED Dynamic Message Sign (DMS) trailer to facilitate operations during incidents requiring portable signage to inform the public of safety information. The MED commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the MED DMS trailer.

B. Prior to pulling the MED DMS trailer, officers shall complete the Emergency Vehicle Operations Course and trailer training, both of which are given by the Training Division.

C. The MED commander or designee is responsible for the upkeep, condition, and maintenance of the MED DMS trailer and shall report any discrepancies to the Vehicle Maintenance Section.

D. If any equipment is to be kept with the MED DMS trailer, the MED commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Major Events Division (MED) Tractor-Trailer

A. The MED tractor-trailer may be used for major incidents or planned events that require operational support (e.g., equipment or supplies). The MED commander or designee shall establish authorized operators, instructions, conditions, and limitations on the use of the MED tractor-trailer.

B. Only officers assigned to the MED and persons authorized by the MED commander are allowed to operate the tractor-trailer. Prior to operating this vehicle, authorized personnel shall complete the Emergency Vehicle Operations Course given the Training Division. Personnel who operate this vehicle shall also have a valid Class A Commercial Driver's License.

C. The MED commander or designee is responsible for the upkeep, condition, and maintenance of the MED tractor-trailer and shall report any discrepancies to the Vehicle Maintenance Section, the Honolulu Fire Department, and/or an authorized vendor for service or repair.

D. The MED commander or designee shall ensure that a list of equipment for the MED tractor-trailer is on file with the division and that the equipment is properly maintained.

E. The MED commander or designee shall ensure that only qualified persons maintain the powered, industrial lift for the MED tractor-trailer. A record of the inspections shall be maintained by the division in accordance with the city's record retention schedule.

Specialized Services Division (SSD) Helicopters

A. The Helicopter Section, SSD, uses helicopters to conduct regular aerial patrol and provide aerial support to units of the department, including (but not limited to) surveillance and [redacted] The SSD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of the helicopters.

B. Pilots assigned to the Helicopter Section of the SSD shall be employees of the department who are qualified and accredited helicopter pilots. The Helicopter Section pilot shall be responsible for the maintenance and in-flight operations of the helicopter and shall have complete authority relative to the competent and safe operations of the aircraft. Observers shall be qualified and commissioned police officers.

C. The SSD commander or designee is responsible for the upkeep, condition, and maintenance of the helicopters and shall report any discrepancies to an authorized vendor for service or repair.

D. If any equipment is to be kept in a departmental helicopter, the SSD commander or designee shall ensure that a list of the equipment is on file with the division and that the equipment is properly maintained.

Mountain Bicycles

A. Mountain bicycles are used by officers in the patrol districts to supplement the regular patrol operations and provide assistance with special events. The commander or designee of the district to which the mountain bicycle is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the mountain bicycles.

B. Prior to operating a mountain bicycle, officers shall complete the mountain bicycle training course given by an instructor certified by a nationally recognized bicycle instruction course (e.g., Law Enforcement Bicycle Association or International Police Mountain Bike Association).

C. The commander or designee of the district to which the mountain bicycle is assigned is responsible for the upkeep, condition, and maintenance of the mountain bicycle and shall report any discrepancies to an authorized vendor for service or repair.

D. If any equipment is to be kept with the mountain bicycle, the district commander or designee shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Patrol Electric Personal Assistive Mobility Device (EPAMD)

A. Patrol EPAMDs (e.g., Segway®) are used by officers in the patrol districts to supplement the regular patrol operations and to provide assistance with special events. The commander or designee of the district to which the patrol EPAMD is assigned shall establish authorized users, instructions, conditions, and limitations on the use of the patrol EPAMD.

B. Prior to operating a patrol EPAMD, officers shall complete the patrol EPAMD training course.

C. The commander or designee of the district to which the patrol EPAMD is assigned is responsible for the upkeep, condition, and maintenance of the patrol EPAMD and shall report any discrepancies to an authorized vendor for service or repair.

D. If any equipment is to be kept with the patrol EPAMD, the district commander or designee shall ensure that a list of the equipment is on file with the district and that the equipment is properly maintained.

Specialized Services Division (SSD) Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE)-Capable Tactical Intervention Vehicle

A. The SSD CBRNE-capable tactical intervention vehicle shall be used by the SSD [redacted] The SSD commander or designee shall establish authorized users, instructions, conditions, and limitations on the use of this vehicle.

B. Only officers assigned to the SSD or Major Events Division are authorized to operate this vehicle. Prior to operating this vehicle, officers shall complete the Emergency Vehicle Operations Course given by the Training Division. Personnel who operate this vehicle shall also have a valid Class 3 driver's license.

C. The SSD commander or designee is responsible for the upkeep, condition, and maintenance of this vehicle and shall report any discrepancies to the Vehicle Maintenance Section.

D. The SSD commander or designee shall ensure that a list of equipment for this vehicle is on file with the division and that the equipment is properly maintained.