

HONOLULU POLICE DEPARTMENT

POLICY SUPPORT OPERATIONS

March 27, 2019

Policy Number 5.12

HONOLULU POLICE DEPARTMENT INTRANET WEBSITE

POLICY

Employees of the Honolulu Police Department (HPD) shall be guided by this directive in operating and managing the HPD intranet website.

PROCEDURE

I. MANAGEMENT OF THE HPD INTRANET WEBSITE

- A. The Virtual Unit shall be responsible for conducting annual assessments with the elements to ensure the information contained on the HPD intranet website is accurate.
- B. The Information Technology Division (ITD) shall control the administrative access for the HPD intranet website and maintain a list of the designated intranet liaisons.

II. DIVISION-LEVEL RESPONSIBILITIES FOR THE HPD INTRANET WEBSITE

- A. Element computer liaisons shall submit the HPD Security Access Request e-form to the ITD to add or remove designated HPD intranet liaisons.
- B. Division-level commanders shall designate an HPD intranet liaison to ensure that the content of their divisional webpage is accurate and up-to-date.
- C. The HPD intranet liaison shall be the point of contact for the element's webpage and shall ensure that all information (i.e., personnel data, telephone numbers, Manual of Operations [MOP], etc.) is current.

- D. The division-level commander shall review and approve all content on their element's webpage.
- E. Information posted on the element's webpage shall not conflict with departmental directives.

III. DIGITAL NOTEBOOK

- A. The Digital Notebook is a vehicle to share information from the contacts made by officers out in the field.
- B. The Field Information Card, HPD-47 form; Traffic Safety Awareness Contact, HPD-243A form; and any applicable citation information shall be inputted into the Digital Notebook.
- C. Officers may also input information directly into the Digital Notebook without completing the above forms.
- D. Elements shall have a process in place so that information submitted via the HPD-47 form, HPD-243A form, or any applicable citation information shall be inputted into the Digital Notebook.
- E. The Digital Notebook shall be accessible only to authorized HPD personnel. The information contained in the Digital Notebook shall not be shared with outside agencies.

IV. ELECTRONIC SUBPOENA LOG

- A. All division pages on the HPD intranet contain access to the electronic subpoena log.
- B. Policy 7.12, SUBPOENAS FOR AND COURT APPEARANCES BY DEPARTMENTAL PERSONNEL, outlines the process for entering subpoenas for service on HPD employees utilizing the electronic subpoena log.

V. CONSISTENCY STANDARD

The Virtual Unit shall be responsible for ensuring that the layout of the HPD intranet website is consistent with the image set by the Chief of Police. All webpages shall comply with this standard.

VI. HPD INTRANET WEBPAGE SPECIFICS

- A. Elements requesting to include links or additional pages to their webpage shall submit a request via channels to the ITD.
- B. All directives and MOPs posted on the HPD intranet website shall be in a PDF format.
- C. HPD forms may be developed in a fillable PDF format to allow the user to complete and electronically submit the form directly from the HPD intranet.
- D. A retention schedule shall be maintained to comply with current retention procedures.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
August 27, 2014