

POLICE FACILITIES	Procedures Manual Section	GO 522
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1. PURPOSE

The purpose of this policy is to establish guidelines for the use and security of police facilities.

2. PERSONS AFFECTED

All personnel.

3. POLICY

Due to the nature of police business, certain areas of police facilities shall be restricted from entry by unauthorized persons. It is, therefore, the policy of the Hawai'i Police Department that all personnel shall adhere to the following provisions to ensure the safe and efficient operation of the department.

4. RESPONSIBILITIES

4.1. Personnel – All personnel shall ensure that facilities are secured at all times and that access to facilities is restricted to authorized personnel.

4.2. Commanders – Commanders shall ensure that periodic checks of police facilities are conducted during regular and non-business hours.

5. PROCEDURES

5.1. General Provisions

5.1.1. Visitor Passes

a. Persons who have bona fide reasons for being within any police building or whose business requires access to various areas for extended periods making an escort unfeasible may be issued a visitor's pass.

b. The issuance of visitor passes shall be in accordance with General Order 420.

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5.1.2. Use of Police Facilities

- a. Unless specifically authorized by the Police Chief, the use of all police facilities shall be for official police business or related activities.
- b. Privately-owned properties where the property owners have given permission to the Hawai'i Police Department to use for scheduled departmental training shall be considered police facilities for the duration of the scheduled training/function and their use shall be for official police training only unless otherwise authorized by the Police Chief.
- c. The Police Chief or designee may allow the use of meeting or conference rooms within police facilities to be utilized by government agencies for official business or for any public safety oriented activity.

5.2. Public Safety Building

5.2.1. Business Hours

- a. The Public Safety Building shall be open for business during the hours of 0745 to 1630, Monday through Friday, and shall be closed to business on Saturdays, Sundays, and holidays.
- b. The Records and Identification Section shall be open to the public from 0745 to 1530, Monday to Friday, and shall be closed to business on Saturdays, Sundays and holidays.

5.2.2. Securing Entry Doors – On days when the Public Safety Building is open for business, the second floor entry door shall be opened at 0745 hours and locked at 1630 hours. The responsibility for the opening and the securing of this door shall rest with the secretary of the Police Chief.

5.2.3. Restricted Doors

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- a. The exterior doors located on the North and East sides of the building, and the doors near the Chief's garage shall be used by department personnel or authorized personnel only.
- b. Public entry doors are limited to the second floor doors leading from the mall into the License Bureau, Records Bureau or Office of the Police Chief.
- c. All non-public entry doors shall be properly secured at all times. Exterior doors shall not be left propped open and unattended.

5.2.4. Entry During Non-Business Hours

- a. Entry during non-business hours for personnel shall be the same as during business hours.
- b. Non-police personnel shall not be allowed within the building unless escorted by Police Department personnel.

5.2.5. Public Entry During Business Hours – The public shall be allowed free access to the following areas during business hours:

- a. First Floor – The exterior corridor on the Puna/Mauka side.
- b. Second Floor
 - The entry foyer to the Records Section and the Police Chief's Office. The public shall utilize the wall phone adjacent to the Records Section to make contact with the Records Section Staff or other department personnel as listed.
 - The lobby area of Traffic Services and License Bureau. Personnel from Traffic Services and the License Bureau shall assist the public in contacting the office or person sought via phone.

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- c. Personnel from offices so contacted shall escort members of the public to and from offices within the restricted areas and shall issue visitor passes and record such visits in accordance with the provisions set forth in General Order 420. They shall not allow such visitors to roam unescorted.
- d. All other areas of the Public Safety Building shall be restricted from free public access.

5.2.6. Vendors and Delivery Personnel

- a. Vendors shall have limited access and restricted to only those areas where their service is required. Vendors shall be processed and issued a visitor's badge.
- b. Delivery: The receiving party shall receive items being delivered at the nearest entry doorway. The delivery person shall not be allowed to deliver any item(s) within a police facility without an escort. Identification of the delivery person and verification of a delivery to the receiving party shall be made by contacting the receiving person or their office supervisor.

5.2.7. Parking Regulations – Parking at the Public Safety Building is as follows:

- a. Public parking shall be restricted to the parking lot fronting the Public Safety Building along Kapi'olani Street and designated parking stalls fronting the East Hawai'i Detention Center.
- b. All other parking areas are restricted to sworn and civilian personnel parking.

5.3. District Stations

- 5.3.1. Business Hours – District stations shall be open during the hours of 0745 to 1630, Monday through Friday, and shall be closed to business on Saturdays, Sundays and holidays.

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5.3.2. Public Entry

- a. Public access into district stations is limited to the lobby area of each station.
- b. Authorization to enter other areas of district stations may be granted to the public by appropriate department personnel, provided provisions of General Order 420 are adhered to.

5.3.3. Non-Business Hours – During non-business hours, public entry doors into district stations shall be secured.