

WRITTEN DIRECTIVES	Document Number	GO 100
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1. PURPOSE

The purpose of this policy is to provide for the establishment and authority of the written directives that govern the department and its members. Written directives are issued by the Police Chief or authorized designee.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department to establish and maintain a system of written directives to guide the practices of the members of the department. All written directives reflect the authority of the Police Chief or designee. All general orders, rules of conduct and procedures previously issued by any prior Police Chief or his designate shall remain in effect. The right to modify or rescind any previously issued general orders, rules of conduct and procedures are reserved to the Police Chief or designee.

4. DEFINITIONS

4.1. **General Orders-** General Orders will apply throughout the department and are issued for the purpose of establishing or revising department policy, rules, and practices that govern the police department in its internal and external affairs. General Orders will only be issued at the department level by the Police Chief or designee.

4.1.1. Establish a clear guide to acceptable standards of conduct and professional integrity.

4.1.2. Provides a basis for the orderly and disciplined performance of duty.

4.1.3. Promotes a surer knowledge of what is expected of all members, ranks, and assignments, and thus result in a greater degree of self-assurance in all positions.

4.1.4. As circumstances permit, temporary deviations or adjustments from the General Orders may be authorized to meet unusual or unique situations.

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4.2. **Special Orders**- Special Orders are issued for one or more of the following purposes:

4.2.1. To establish policy or procedures with regard to a specific circumstance which is of a self-canceling nature.

4.2.2. To establish policy or procedures below department level, this applies only to a specific segment or activity of the department.

4.2.3. To explain or emphasize portions of previously issued orders.

4.3. **Personnel Orders** – Personnel Orders shall address administrative matters concerning individual members of the department. These matters include, but are not limited to: New appointments, assignments, transfers, commendations, awards, promotions, restoration to duty, retirements, and resignations.

4.4. **Disciplinary Orders** – Disciplinary Orders address disciplinary matters concerning individual members of the department which include: Written reprimands (when issued by the Disciplinary Board), demotions, suspensions, and dismissals. Disciplinary Orders will also address modifications to disciplinary actions which are ordered by a hearing officer.

4.5. **Administrative Notices** – Administrative Notices shall address administrative matters which do not directly affect department policies and procedures. Administrative Notices are used to disseminate information that is of general interest or concern to department members.

4.6. **Chief’s Memorandum**—Chief’s Memorandums shall establish interim policy between periods of review and revision of the General Orders, Special Orders, and written directives.

5. RESPONSIBILITIES

5.1. Each member of the department is responsible for knowing the contents of all directives in effect.

5.2. Commanders shall ensure that all members within their respective commands read and understand the contents of all written directives.

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- 5.3. For written directives that are not electronic, commanders shall have all members sign an In-Service form acknowledging receipt of all written directives. The In-Service form shall be forwarded to the Administrative Services Division.
- 5.4. The Police Chief shall direct the annual review and necessitate any revision to the General Orders as needed.
6. PROCEDURE
- 6.1. The Police Chief shall maintain control of all directives and will issue identifying numbers as well as maintain a master file of all department level directives. The Administrative Services Division shall review all directives for uniformity, suitability of content, and to ensure they do not contradict with other department directives or applicable law.
- 6.2. When it is necessary to rescind a directive, it shall be of the same class as the directive to be rescinded.
- 6.3. When it is necessary to amend a directive, a new directive will be issued which will automatically rescind the affected directive.
- 6.4. Each element, district, or member receiving a directive will post the directive in its appropriate sequence and will remove and destroy any directive which has been rescinded or amended.
- 6.5. All information contained in the General Order Manual shall be considered confidential and for official departmental use only. Any dissemination of the contents of the General Order Manual outside of the department shall be authorized by the Police Chief or designee.