

REPORTING-IN TIMES AND MEAL SCHEDULES	Document Number	GO 415
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1. PURPOSE

The purpose of this policy is to establish reporting-in and meal scheduling procedures for on-duty officers of the Hawai'i Police Department.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It is the policy of the department that the location of on-duty officers will be monitored through radio and telephonic contact to ensure the safety of the officers and to facilitate and coordinate the distribution of assignments.

4. PROCEDURES

4.1. Patrol

4.1.1. When officers begin their tour of duty, they shall initiate radio contact with central dispatch through the transmission of a test signal (10-18).

4.1.2. During their tour of duty, officers shall maintain contact with central dispatch by reporting-in to central dispatch via radio, phone or call-box at designated times, unless they are on an assignment (e.g. criminal investigation, miscellaneous public assistance, etc.) in which their whereabouts is already known to dispatch.

a. Motor patrol beats ending in even numbers (e.g. 142, 234) shall report-in to central dispatch every hour, on the hour.

b. Motor patrol beats ending in odd numbers (e.g. 143, 233) shall report-in to central dispatch every hour, on the half-hour.

c. Motorcycle beats shall have the same reporting-in procedures as motor patrol beats.

d. Foot patrol beats shall report-in to central dispatch twice every hour, on the hour and half-hour.

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- e. Field Sergeants shall report-in to central dispatch every hour, at fifteen minutes after the hour.
- f. An officer who is assigned to two or more beats shall take the reporting-in time of the low-numbered beat.
- g. Reporting-in information should include beat numbers and specific location (e.g. “Central from 142, reporting from Haihai Street and Ainaola Drive”)
- h. Officers will be granted a leeway of five minutes on each of the specified reporting-in times.
- i. Dispatchers shall record the reporting-in times of on-duty officers in CAD (Computer Aided Dispatch). When the CAD system is inoperable, dispatchers will record this information manually using HPD/DISP Form 019 (Radio Transmission Record).
- j. Field Sergeants and Watch Commanders shall frequently monitor reporting-in times of their subordinates through central dispatch and shall make inquiries into the failure of any beat officer to report-in as required.
- k. The failure of any beat officer to report-in or who is persistently late in doing so without a reasonable explanation may result in disciplinary action.

4.2. Non-Patrol Units

- 4.2.1. When officers assigned to non-patrol units begin their tour of duty, they should initiate radio contact with their respective offices or central dispatch through the transmission of a test signal (10-18) unless they are on an assignment (e.g. criminal investigation, miscellaneous public assistance, etc.) in which their whereabouts is already known to dispatch.
- 4.2.2. During their tour of duty, officers should attempt to maintain contact with their respective offices or with central dispatch by reporting-in whenever practicable.

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5. MEAL SCHEDULE PROCEDURES

5.1. Patrol

- a. Meal times shall be arranged by commanding officers.
- b. In arranging for meals, particular care shall be exercised so that officers on adjoining and overlapping beats shall not take their meals at the same time.
- c. Officers shall promptly proceed to their meals so they may commence their meal periods at designated times.
- d. When officers are unable to take their meals at designated times, they shall notify central dispatch prior to their designated meal period.

5.2. In all other bureaus, meal times shall be the regular noon period or as otherwise assigned and scheduled by commanding officers.

5.2.1. Meal periods shall not exceed forty-five minutes.

6. RESPONSIBILITY

Supervisors and commanders shall be responsible in ensuring that the provisions of this policy are adhered to by their subordinates.