

POLICE VEHICLES AND EQUIPMENT	Document Number	GO 802
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1. PURPOSE

The purpose of this policy is to establish the guidelines governing the use of police subsidized vehicles and related equipment.

2. PERSONS AFFECTED

2.1. All sworn personnel

2.2. Police Chaplains

2.3. Radio Shop Personnel

3. POLICY

It shall be the policy of the Hawai‘i Police Department that members authorized to operate a police subsidized vehicle shall acquire, equip, and maintain their vehicle as prescribed in this General Order. Any Reserve Police Officer or Police Chaplain with department equipment affixed in their personal vehicle shall comply with all applicable sections of this policy.

4. DEFINITIONS

4.1. Police Subsidized Vehicle – A privately owned or leased motor vehicle that is utilized as a police vehicle for official business.

4.2. Automobile Allowance – A fee paid to members required to provide a police subsidized vehicle for official use.

5. RESPONSIBILITIES

5.1. Police Chief

5.1.1. The Police Chief has the authority to prescribe the specifications of subsidized automobiles suitable for police purposes.

5.1.2. The Police Chief has the authority to direct assignments between those positions that require a police subsidized vehicle, or between those positions that require a police subsidized vehicle at a different compensation level.

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5.2. Commanding Officer

- 5.2.1. The commanding officer is responsible for monitoring the care and maintenance of subsidized police vehicles and associated equipment of personnel under their command.
- 5.2.2. The commanding officer is responsible for removing from active service any vehicle and/or equipment deemed unsafe or unsuitable for police duty, as well as vehicles not meeting the specifications of this General Order.
- 5.2.3. The commanding officer is responsible for conducting any necessary inquiries regarding loss, theft, or damages involving police vehicles or equipment. This shall include completing or ensuring completion of the *Hawai'i County Vehicle/Equipment Property Damage Report* whenever a police subsidized vehicle is damaged.

5.3. On-duty Patrol Supervisor

- 5.3.1. The on-duty patrol supervisor shall submit a memorandum to the Chief's Office documenting their response/inquiry for any loss, theft, or damages involving police vehicles and/or equipment occurring within their district.

5.4. Members

- 5.4.1. Members are responsible for the regular care and maintenance of police vehicles and equipment assigned to them.
- 5.4.2. Members are responsible for reporting and documenting any incidents of loss, theft, or damage to police subsidized vehicles or equipment to their immediate supervisor prior to the end of the shift or as soon as practicable. This shall include submitting a memorandum to the Chief's Office regarding the circumstances in connection with the incident.
- 5.4.3. If the member is off-duty when the incident occurs, they shall immediately notify the appropriate on-duty district supervisor and the on-duty supervisor or district/division commander for which they are assigned to. Unless emergent circumstances dictate otherwise, the involved subsidized vehicle shall remain at the scene

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for investigative purposes. A memorandum to the Chief's Office regarding the circumstances of the incident shall be submitted as soon as practicable.

5.5. Investigating Officers

5.5.1. Investigating officers shall prepare all applicable reports/narratives relating to the loss, theft, or damage to police vehicles and/or equipment.

6. PROCEDURES

6.1. Automobile Allowance – Members authorized to use their own automobiles in police service shall be granted a cash automobile allowance as prescribed subject to the following conditions:

6.1.1. Automobile allowance shall be cancelled:

- a. When a member is under suspension;
- b. When on sick or injury leave in excess of six (6) months;
- c. During all leaves of absence without pay.

6.1.2. Automobile allowance shall be continued during any authorized leaves of absence with pay, including industrial injury leaves, not exceeding a continuous period of six (6) months.

6.1.3. Automobile allowance may be cancelled at the discretion of the Police Chief.

6.2. Insurance and Exemption

6.2.1. Members granted an automobile allowance shall be entitled to public liability and property damage insurance to include no-fault insurance.

- a. Insurance entitled by members shall be cancelled upon cancellation of the automobile allowance.

6.2.2. Comprehensive and collision insurance for a subsidized vehicle shall be the responsibility of the employee.

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- 6.2.3. Exemption from the vehicle weight tax may be granted members upon application and with the approval of the Police Chief.
- 6.3. Specifications for Subsidized Police Vehicles – Excluding replacements or temporary substitute vehicles which are covered by General Order 809, automobiles to be used in police service shall be subject to the recommendation of the respective District/Division Commander and the approval of the Bureau Assistant Chief or designee, and shall conform to the following specifications:

[REDACTED]

[REDACTED]

[REDACTED]

- 6.3.2. Two extensions, each for a period of one (1) year, may be granted as outlined in General Order 814, Police Subsidized Vehicle Extension Request Procedures.
- 6.3.3. A *Subsidized Vehicle Extension Request* form in accordance with General Order 814 shall also be submitted;
- 6.3.4. They must be clean and in good mechanical and serviceable condition;
- 6.3.5. They must be registered solely to the member, or jointly with some other member of his family, except for lease vehicles. In such cases, a copy of the lease contract showing the officer as the lessee shall be provided;
- 6.3.6. An *Authorized Police Vehicle Approval Request* form shall be completed and submitted to the Administrative Services Division along with photos of the prospective police subsidized vehicle.
- 6.3.7. Once approved by the Bureau Assistant Chief, a copy of the vehicle registration shall be submitted to the Administrative Services Division.
- a. If applicable, a copy of the permanent vehicle registration shall be submitted in place of the temporary registration to the Administrative Services Division within thirty (30)

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days of the initial vehicle approval.

[REDACTED]

[REDACTED]

[REDACTED]

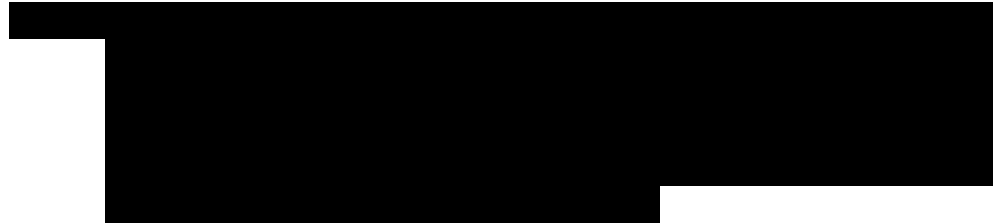
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- 6.3.10. Window Tint – Subsidized vehicles may have tinted windows; however, all applicable laws regarding window tint shall be adhered to.
- 6.3.11. Racing-Associated Body Paint/Trim – Standard factory-installed racing-associated and/or quasi racing-associated body paint/trim, including race-like stripes/pin-stripping, and spoilers, may be permitted with prior approval of the Police Chief or designee.
- 6.3.12. Tires/Wheels – Replacement tires/wheels shall meet manufacturer’s specifications for the make, model, and year of the vehicle.
- 6.3.13. Headlamps – Headlamp bulbs shall conform to the original manufacturer specifications.
- 6.3.14. Exhaust System – Exhaust systems shall conform to the original manufacturer specifications, and be in compliance with all applicable laws to include, but not limited to, excessive or unusual noise.
- 6.3.15. Tail Pipe Tips – Tail pipe tips not provided by the manufacturer as standard equipment shall be prohibited.
- 6.3.16. Suspension – Vehicle suspension lift/lower kits shall be prohibited.

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6.3.17. Prohibited Vehicles – Vehicles commonly referred to as “luxury vehicles,” to include, but not limited to the following makes, shall be prohibited for use: Lincoln, Cadillac, Lexus, Acura, Infiniti, etc.



6.3.19. The Police Chief or designee may remove from service any Subsidized Police Vehicle for the following reason(s):

- a. Does not comply with applicable safety standards, laws, regulations, ordinances, and departmental directives, or
- b. To order repairs for other conditions that may impede its proper operation or functioning.

6.4. Number and Special Number License Plates

6.4.1. All subsidized vehicles used in police service shall have *number license plates* in accordance with Section 249.9 of the Hawai‘i Revised Statutes.

6.4.2. Approved subsidized vehicles are only authorized to have *special number license plates; military service*, pursuant to and described under Section 249-9.2, Hawai‘i Revised Statutes.

6.4.3. Personalized number license plates, as described under Section 249-9.1, Hawai‘i Revised Statutes, are strictly prohibited on police subsidized vehicles.

6.4.4. License plates replaced in accordance with Section 6.4.2. require the submittal of the corresponding vehicle registration to the Administrative Services Division within thirty (30) days of the replacement.

6.5. Required Equipment

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6.5.1. All subsidized vehicles used in police service, whether by officer or employee, shall be equipped with at least four sets of safety seat belts.

- a. Other vehicles used temporarily in police service shall be equipped with one set of safety seat belts for each occupant of the vehicle.
- b. For the purposes of this section, the term occupant shall include driver and passenger.

6.5.2. Safety seat belts shall be securely fastened and used by members and occupants whenever they are driving or riding in any vehicle while on duty. The proper restraining devices/equipment shall be used, to include child restraint seats. Exceptions may be made under exigent circumstances.

6.6. Use of Automobiles

6.6.1. Members receiving automobile allowances shall have available at all times approved automobiles in good mechanical and serviceable condition.

6.6.2. Members shall not use another vehicle in police service except as provided by General Order 809.

6.7. Personal Equipment

6.7.1. Any personal property or equipment stored in a subsidized vehicle shall be kept in a neat and presentable condition and not interfere with or damage any governmental equipment installed therein.

6.7.2. Except for decals describing the make of the vehicle and dealership from which it was purchased, any other form of commercial advertising, political campaigning, or slogans on subsidized vehicles, whether permanent or temporary, is prohibited.

6.8. Installation of Equipment

6.8.1. All approved subsidized vehicles shall have their police radio antennas mounted at the discretion of the radio shop personnel to ensure optimum transmission/reception.

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6.8.2. Personally-owned equipment may be installed with the approval of the Police Chief or designee.

- a. Personnel shall utilize the *Installation of Personally-Owned Equipment by Hawai'i Police Department Radio Shop Personnel Release and Indemnification* form to request installation.
- b. The form shall be forwarded via proper channels to the Police Chief or designee for review and consideration.
- c. Approved requests will be forwarded to the Radio Shop via Administrative Services Bureau to schedule an appointment for installation. Requests that are not approved will be returned to the requestor via proper channels.

6.9. Modification of Equipment

6.9.1. Members shall not remove, add, alter, modify, change, exchange, convert, substitute, replace, transform, or supplant any equipment which may adversely affect the safety or reliability of the vehicle or department-issued equipment.

6.9.2. Lost, stolen, or damaged equipment shall be replaced at the member's expense pursuant to the collective bargaining agreement.

6.10. Removal of Subsidized Vehicle from Service

6.10.1. Prior to removing a police subsidized vehicle from service, members shall submit a memorandum to the Police Chief via proper channels. The memorandum shall include the following:

- a. The date the subsidized vehicle will be taken out of service and if applicable, the date in which a new subsidized vehicle will be available for service; and
- b. The date available for police radio/equipment removal by the Radio Shop. Exceptions may apply if the vehicle is sold to another sworn member and is approved for use as a police subsidized vehicle.

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6.10.2. Members are advised that any remaining balance of registration fees owed to the Department of Finance, due to a police subsidized vehicle being taken out of service is the responsibility of the member.

6.11. Subsidized Police Vehicle/Department Equipment to Remain on Island

6.11.1. Subsidized police vehicles and all department equipment affixed therein shall not be transported to another jurisdiction (off-island) without prior written authorization of the Police Chief. This shall include but is not limited to personnel on:

- a. Vacation Leave
- b. Family Leave
- c. Leave with pay
- d. Leave without pay

6.11.2. Reserve Police Officers' personally owned vehicles with department equipment affixed therein shall not be transported to another jurisdiction (off-island) without prior written authorization of the Police Chief.

6.11.3. Police Chaplains or any other individual's personally owned vehicle with department equipment affixed therein shall not be transported to another jurisdiction (off-island) without prior written authorization of the Police Chief.