

REQUEST TO ACCESS A GOVERNMENT RECORD

DATE: January 11, 2012

TO: Chief Louis M. Kealoha, Honolulu Police Department

FROM: Daniel M. Gluck
Name or Alias
ACLU of Hawaii, P.O. Box 3410, Honolulu, HI 96801
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Contact Information

Although you are not required to provide any personal information, you should provide enough information to allow the agency to contact you about this request. The processing of this request may be stopped if the agency is unable to contact you. Therefore, please provide any information that will allow the agency to contact you (name or alias, telephone or fax number, mailing address, e-mail address, etc.).

I WOULD LIKE THE FOLLOWING GOVERNMENT RECORDS:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the government record you request will prevent delays in locating the record. Attach a second page if needed.

- All current and/or proposed policies, procedures, guidelines, and/or rules regarding any Honolulu Police Department (“HPD”) Facebook page (including, but not limited to, Honolulu Police Department (Official Site) at <http://www.facebook.com/honolulu.police?ref=ts>, Honolulu Police Department (Group) at <http://www.facebook.com/group.php?gid=44254302708>, Honolulu Police Department (Organization) at <http://www.facebook.com/pages/Honolulu-Police-Department/105577412808193>, and Honolulu Police Department (Company) at <http://www.facebook.com/pages/Honolulu-Police-Department/105448582823783>), whether in draft or final form. This includes, but is not limited to, all current or former policies, procedures, guidelines, and/or rules regarding the circumstances under which individuals visiting any HPD Facebook page may be admitted to or prohibited from visiting, commenting on, or otherwise utilizing the site(s). This request also includes (but is not limited to) all current and/or proposed policies, procedures, guidelines, and/or rules as to when and whether public comments on the site may or must be allowed or removed.
- From December 1, 2011 to the present, all records relating to HPD’s Facebook page(s) including, but not limited to, any internal correspondence regarding removal of comments from HPD’s Facebook page(s).

I WOULD LIKE: (please check one or more of the options below)

- To inspect the government record.**
- A copy of the government record:** (Please check one of the options below.) See the back of this page for information about fees that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.
- Pick up at agency (**date and time**): _____
 - Mail
 - Fax (toll free and only if available)
 - Other, if available (please specify): _____
- If the agency maintains the records in a form other than paper, please advise in which format you would prefer to have the record.
- Electronic Audio Other (please specify): However the records are maintained
- Check this box if you are attaching a request for waiver of fees in the public interest (see waiver information on back).

SEE BACK FOR IMPORTANT INFORMATION

FEES FOR PROCESSING RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your record request, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you.** Fees are as follows:

Search for a Record	\$2.50 for 15 minutes
Review and Segregation of a Record	\$5.00 for 15 minutes

WAIVER OF FEES IN THE PUBLIC INTEREST

Up to \$60 of fees for searching for, segregating and reviewing records may be waived when the waiver would serve the public interest as described in section 2-71-32, Hawaii Administrative Rules. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are:

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in *extenuating circumstances* the agency must respond within 20 business days from the date of your request. If you have questions about the response time, you may contact the agency's UIPA contact person. If you are not satisfied with the agency's response, you may call the Office of Information Practices at 808-586-1400.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under §2-71-16, Hawaii Administrative Rules. You may obtain a copy of these rules from the Lieutenant Governor's Office or from the Office of Information Practices. These responsibilities include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees, if assessed.

ACLU of Hawaii Foundation Request to Access Government Records

Request for Waiver of Fees in the Public Interest

January 11, 2012

Pursuant to section 2-71-32 of the Hawaii Administrative Rules, the American Civil Liberties Union of Hawaii Foundation (“ACLU”) hereby requests a waiver of \$60 of the fees that may be assessed under section 2-71-31. The ACLU is a nonprofit, public-interest law firm; our mission is to protect individual freedoms guaranteed under the federal and state constitutions. The ACLU has been engaged in legal action and public education in Hawaii since 1965 on issues affecting constitutional rights.

Public dissemination of the information contained in these documents will contribute significantly to public knowledge and understanding of the Honolulu Police Department’s policies and practices relating to freedom of speech in HPD’s social media forums. These documents are not readily available in the public domain. The ACLU has frequently been at the forefront of monitoring and litigating free speech concerns, has no commercial interest in the documents requested, and intends to publicize this information. As a public-interest organization, the ACLU has both the primary intention and the actual ability to disseminate this information in an appropriate manner: the ACLU has approximately 2,000 members state-wide, and is able to disseminate this information to our members via our newsletter, our Facebook page (which has over 2,200 “friends”), our website (which received over 3,000 hits in October 2011 alone), and our Twitter feed (which has over 600 followers).

Requester respectfully asks that, if the total fees for this request (including copying charges) are anticipated to exceed \$150.00, Respondent notify Requester and obtain express written permission to proceed with the request.