

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

September 10, 2012

Policy Number 2.01

DEPARTMENTAL ORGANIZATION AND CHAIN OF COMMAND

I. POLICY

The organization of the Honolulu Police Department is authorized by the Chief of Police. The chain of command is as specified herein.

II. DEFINITIONS

The following terms are used throughout the directive system in relation to organizational structure and responsibilities:

Bureau: Primary functional element of the department.

Chain of command: A series of positions in order of authority.

District: Primary functional element of a patrol bureau.

Division: Primary functional element of a non-patrol bureau.

Division-level commander: The person in official command of an element that reports to an assistant chief or officer of a higher rank.

Element: A term that refers to an organizational component of the department at any level. This includes, but is not limited to, designations (detail, group, office, section, or unit), which are not specifically defined above.

III. DEPARTMENTAL ORGANIZATION

The organization of the department is depicted on functional and organizational charts. The charts are reviewed and updated as needed by the Human Resources Division and accessible to all personnel.

9-10-2012

- A. The Hawaii Revised Statutes, Revised Ordinances and Charter of the City and County of Honolulu, and departmental directives authorize the function and organization of the Honolulu Police Department.
- B. The departmental organization and functions are depicted in the attachment.

IV. CHAIN OF COMMAND

9-10-2012

A. Sworn Officers

- 1. The following list of police ranks (in descending order) is the chain of command for communicating with superiors and subordinates.
  - a. Chief of Police;
  - b. Deputy Chief of Police;
  - c. Metropolitan Police Assistant Chief;
  - d. Metropolitan Police Major;
  - e. Metropolitan Police Captain;
  - f. Metropolitan Police Lieutenant;
  - g. Metropolitan Police Sergeant/Metropolitan Police Detective;
  - h. Metropolitan Police Corporal;
  - i. Metropolitan Police Officer; and
  - j. Metropolitan Police Recruit.
- 2. Within each grade, officers shall be ranked in the following order:
  - a. Date of appointment to that grade;
  - b. Date of appointment to the department;

9-10-2012

9-10-2012

- c. Civil service entrance examination score or Training Division's academic test score average (whichever was applicable at the time of hire).

NOTE: With the exception of crime scene situations (see Policy 4.29, CRIME SCENE: INVESTIGATIVE RESPONSIBILITIES AND PROCEDURES), the highest ranking officer shall be in command.

B. Civilians

Civilian personnel shall follow the chain of command for formal communication with superiors and subordinates in accordance with the organizational chart or their position descriptions.

C. General Information

1. The chain of command should be used to ensure that information and instructions progress properly through command levels and appropriate authorizations are obtained.
2. Each level of responsibility will be accompanied by commensurate authority.
3. Supervisory personnel shall be accountable for the activities of employees under their supervision.
4. In special situations and for specific periods of time, the Chief of Police may designate any officer to take command of an element, without regard to the rank structure or seniority. The designated officer shall exercise the authority and perform the duties of, but shall not interfere unnecessarily with or countermand any orders issued by, the officer who is normally in charge.
5. If a supervisor is not present, the senior ranking police officer shall be in command. In the event that no police officer is present, the senior ranking civilian shall be in charge.

9-10-2012

D. Delegated Authority

1. A supervisor may delegate authority to a subordinate. Orders given by such proxy shall bear the authority of the supervisor.

2. Each employee shall be accountable for the use of delegated authority.

9-10-2012

3. In the absence of the Chief of Police, the senior Deputy Chief of Police will assume the duties of the Chief of Police. When both Deputy Chiefs of Police are absent without a designated acting Chief of Police, the line of succession to be the acting Chief of Police will fall to the senior Metropolitan Police Assistant Chief and so on according to seniority.

E. Unity of Command

- 1. Each organizational component is under the direct command of only one supervisor.
- 2. Each employee is accountable to only one supervisor at any given time.

9-10-2012

F. Span of Control

The following considerations for establishing span of control for any level of supervision can enhance direction, coordination, and control of employees:

- 1. Complexity of the supervisor's duties and nature of other tasks;
- 2. Complexity of the subordinate's duties;
- 3. Number and effectiveness of control measures;
- 4. Stability of operations; or
- 5. Capabilities of the supervisors and their employees.

9-10-2012

V. ASSIGNMENTS

All personnel in the department shall constitute one entity; within the purview of applicable collective bargaining agreements, the following shall apply:

- A. At any time, personnel may be placed on day or night duty for any length of time.
- B. Personnel may be assigned or transferred to any division or district.

9-10-2012

VI. POSITION DESCRIPTIONS/RESPONSIBILITIES

- A. Official job descriptions for all positions are on file in the Human Resources Division. The descriptions are available to all employees.
- B. Personnel are responsible for carrying out all duties listed in the current position description and those otherwise assigned by competent authority.

9-10-2012

LOUIS M. KEALOHA  
Chief of Police

Attachment

Post on bulletin  
board for one week

Policy first issued  
October 14, 1996

DEPARTMENTAL ORGANIZATION AND FUNCTIONS

















