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CITY AND COUNTY OF HONOLULU

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SERVICES PROVIDED BY THE HONOLULU POLICE DEPARTMENT

OFFICE OF THE CHIEF OF POLICE

(OFFICE HOURS: Daily, Mon. through Fri., 7:45 A.M. to 4:30 P.M.)
(LOCATION : Main Police Headquarters, Bethel and Merchant Streets)

A. FIREWORKS CONTROL - Permit for public display.

1. All persons desiring to discharge, fire or explode fireworks for a public display, including such use in parades, shall apply in writing for a permit to the Office of the Chief of Police at least five days before the proposed date of the display. Applications for this purpose may be obtained from the Office of the Chief of Police.
2. No permit shall be issued unless the applicant can meet certain liability coverage requirements in compliance with the law. All information regarding such requirements may be obtained by calling the Office of the Chief of Police.
3. After being satisfied that the display will be handled by a competent operator and that the display will not be hazardous to property and that it will not endanger any person or persons, the Chief of Police shall issue such a permit.

B. PERMIT TO CARRY CONCEALED WEAPONS

1. In an exceptional case, when the applicant shows good reason to fear injury to his person or property, the Chief of Police may grant a license to a citizen of the United States or a duly accredited official representative of a foreign nation, of the age of twenty (20) years or more, to carry concealed on his person in the county within which the license is granted, a pistol, revolver or ammunition. Unless renewed, the license shall automatically become void at the expiration of one year from the date of issue.
2. A license will not be issued to a person who has been convicted of a felony, or adjudged insane.
3. A fee of \$10 is charged for each such license. For additional information call the Office of the Chief of Police.

PERSONNEL DIVISION

(OFFICE HOURS: Daily, Mon. through Fri., 7:45 A.M. to 4:30 P.M.)
(LOCATION : Traffic Bldg., second floor, Bethel & Merchant Streets)
(Use Merchant Street entrance)

A. OFFICERS AVAILABLE FOR SPECIAL OFF-DUTY SERVICES

1. Anyone desiring the services of police officers for special off-duty services shall direct all such requests to the

Personnel Division of the Honolulu Police Department.

2. During those hours when the Personnel Division is not open, requests shall be directed to the Dispatch Sergeant on duty. (Call 51911).
3. The charge for special off-duty services shall be \$4 per hour for each officer assigned.

TRAFFIC DIVISION

(OFFICE HOURS: Daily, Mon. through Fri., 7:45 A.M. to 4:30 P.M.)
(LOCATION : Traffic Bldg., Bethel and Merchant Streets)

A. OPERATOR'S LICENSE - Required for automobile, motorcycle and scooter.

1. An applicant is given a written examination on the Traffic Code, which consists of fifty (50) multiple choice questions (passing score of eighty (80) is required), a vision test, a color test, a road sign recognition test and a road test to demonstrate his or her ability to exercise ordinary and reasonable control in the operation of a motor vehicle.

NOTE:- Operator's licenses in the Country Districts (Wahiawa, Pearl City and Kaneohe) are given on the following days:

WAHIAWA - Mon., Tues., Wed. and Fri. from 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 4:00 P.M.

PEARL CITY - Every other Tuesday, 9:30 A.M. to 3:00 P.M.

KANEOHE - Every other Thursday, 9:00 A.M. to 2:00 P.M.

2. An applicant possessing a valid license issued in his home state may obtain a Hawaii operator's license without examination.
3. All applicants, 20 years or older, not in the military service of our country, are required to present a tax clearance for a driver's license. This is obtained at the State Tax Office.
4. All applicants under the age of twenty (20) years, must have a parental consent card duly signed and notarized before the issuance of a license. Consent cards may be obtained at the Traffic Division, Examiner of Chauffeurs Office.

B. DUPLICATE LICENSES

1. Upon properly identifying himself, a person may apply for a duplicate license which will be issued for a fee of fifty (50) cents. It is necessary that a thumb print be taken from the applicant at the time.

C. INSTRUCTION PERMITS

1. Obtained at the Examiner of Chauffeurs Bureau, Traffic Division.
2. An applicant is given a written examination on the Traffic Code, which consists of fifty (50) multiple choice questions (passing score of eighty (80) is required), a vision test, a color test, and a road sign recognition test. A card showing the results of these examinations is given to the applicant. A record of failures is maintained.
3. Instruction permits are valid for a period of sixty (60) days from the date of issue.
4. Instruction permits may be renewed for an additional sixty (60) days upon payment of a fee of \$1. No tests are required.

D. CHAUFFEUR'S LICENSE - Required for taxi drivers, school bus operators and some truck drivers. Good for one year from date of issue.

1. Obtained at the Examiner of Chauffeurs Bureau, Traffic Division.
2. An applicant for a chauffeur's license must obtain a character reference card from the Examiner's Bureau and have it signed by three responsible persons.
3. Must apply for a criminal record clearance at the Identification Bureau, Records Division of the Honolulu Police Department. Any such record will be noted on reverse side of the character card.
4. Must obtain two passport-size photos.
5. Must obtain a tax clearance from the State Tax Office.
6. Must have a letter of separation from their previous employer and a letter certifying employment from their new employer.
7. In addition to the above, applicants who are going to operate taxicabs must pass a written test on the City and County Taxi Ordinances, rules and regulations relating to taxis and an oral test on geographical locations.

E. RENEWAL OF CHAUFFEUR'S LICENSE

1. An applicant for a renewal of a chauffeur's license must make application on or before the date of expiration. He is required to have a tax clearance from the State Tax Office. If there are no physical or mental defects, renewal is automatic requiring no examinations.

F. CHAUFFEUR'S BADGE - Required of all persons obtaining a chauffeur's license.

1. There is no fee for the original badge. A fee of fifty cents is required for a duplicate badge.

G. RECONSTRUCTED VEHICLE PERMITS

1. A person desiring this permit must first have his vehicle inspected by the Police Department. Such inspections are made daily at Kamakee and Luahi Streets between the hours of 1:00 P.M. and 3:00 P.M.
2. An automobile safety test form is given to the applicant upon certification as to the safety of the vehicle. The applicant is then required to take the form to the Examiner's Bureau where a reconstructed vehicle permit is issued free of charge.

H. TAXIMETER INSPECTION AND REGISTRATION CERTIFICATES

1. Taximeter inspection and registration certificates are issued by the Examiner's Bureau for a fee of \$1.
2. Before the certificate is issued, however, the taximeter must be inspected by the Taxi Control Bureau, Traffic Division.

I. PASSENGER PERMITS FOR TRANSPORTATION OF EMPLOYEES

1. Before the issuance of this permit, the applicant must have his vehicle inspected by the Taxi Control Bureau, Traffic Division. Upon certification that the vehicle meets all requirements, a permit is issued by the Examiner of Chauffeurs Bureau. These permits are issued for periods of 48 hours or for one year. No fee is charged.

J. U-DRIVE PERMITS

1. A permit will be issued only after inspection has determined that the vehicle is in safe condition and the licensee produces evidence of his financial ability to respond in damages. Permits are issued at the Examiner of Chauffeurs Bureau.

K. TAXI PLATES - Required on all taxicabs.

1. Issued by the Examiner of Chauffeurs Bureau to taxi operators or owners upon application for a fee of fifty (50) cents.

L. SPECIAL PLATES

1. Issued by the Examiner of Chauffeurs Bureau to taxi operators or owners for a fee of thirty (30) cents.

M. SAFETY RESPONSIBILITY

1. Every person involved in an accident wherein property damage exceeds \$100, or when someone is killed or injured, must be cleared by the Safety Responsibility Bureau, Traffic Division,

by showing evidence of financial responsibility, or obtaining releases from liability of all claims.

2. Those who do not or cannot comply with the requirements of the law are given notice that their operator's license will be suspended for one year effective ten (10) days from date of notification. The license may be restored prior to the total suspension period if evidence is filed with the Chief of Police showing release of liability in full or by installment agreement. After one year from date of suspension, the license may be restored by filing an affidavit that no suit is pending for collection of liability claimed in any such accident. Whenever any notice of default in installment agreement is filed, the Chief of Police suspends the license of such person defaulting until amount is paid in full.

N. BAIL FORFEITURES

1. Bail forfeitures to persons cited for traffic ordinance violations may be granted by the Chief of Police.
2. The amount of bail to be forfeited is determined for each offense from a list compiled by the District Magistrates.
3. To qualify for a bail forfeiture, the person cited is required to report to the Traffic Violations Bureau, Traffic Division, for his record clearance. If his record meets the necessary requirements a bail forfeiture is allowed. Payment is made to the cashier in the Traffic Violations Bureau.
4. If a person desires to contest the citation or does not qualify for a bail forfeiture, he must then post bail for court appearance.
5. Bail by mail is permitted for parking violations. The amount of bail permitted is noted on the bottom of the citation. Please address all bail forfeitures by mail to the:

Finance Division
Honolulu Police Department
Bethel and Merchant Streets
Honolulu, Hawaii

O. FUNERAL ESCORT SERVICES

1. The Police Department furnishes free of charge for any funeral, one or more police officers to escort the funeral procession and to regulate traffic in connection with such service.
2. All such requests shall be directed to the Traffic Division of the Honolulu Police Department.

RECORDS DIVISION

(OFFICE HOURS: Daily, Mon. through Fri., 7:45 A.M. to 4:30 P.M.)
(LOCATION : Main Police Headquarters, Bethel & Merchant Streets)

A. CRIMINAL ABSTRACTS

1. A criminal abstract is issued only for purposes of official business. Individuals may be furnished information relating to their criminal record upon personal request to the Identification Bureau, Records Division, Honolulu Police Department.

B. ABSTRACT OF TRAFFIC RECORD

1. A certified abstract of an individual's traffic record shall be furnished to any person upon personal request to the Records Division of the Honolulu Police Department.
2. A fee of fifty (50) cents is charged.

C. CHARACTER CHECKS

1. Character checks relative to the integrity of applicants for employment may be obtained by governmental agencies involved in security or protection of life and property; also, organizations engaged in interstate commerce and transportation of people. Requests may be made personally or by writing to the Records Division of the Honolulu Police Department.

D. CLEARANCES FOR ARMED SERVICES PERSONNEL

1. Applications for record clearances of persons in the armed services may be obtained upon presentation of a form letter to the Identification Bureau of the Honolulu Police Department, from the branch of the armed service concerned, provided that such application is first processed through the Hawaiian Armed Services Police.
2. Information relating to the criminal background of a juvenile (below the age of 18) cannot be revealed because of statutory prohibition.

E. CLEARANCE FOR IMMIGRATION

1. Persons requesting record clearances for immigration purposes shall report to the Identification Bureau of the Records Division to be fingerprinted, or submit their fingerprints with their letter of request to the Identification Bureau of the Honolulu Police Department.

F. CLEARANCE FOR TRAVEL

1. A travel clearance for the purpose of obtaining a visa to

foreign countries is issued by the Identification Bureau of the Honolulu Police Department, after a check of the applicant's fingerprints are made.

2. All such requests shall be made in person at the Identification Bureau.

G. CIVIL PAPERS, SERVING OF

1. Civil papers are served by the Sheriff or High Sheriff, except in the rural areas where such legal instruments, after having been processed through the Warrant Officer of the Honolulu Police Department, are served by police officers for a fee of two dollars (\$2) per service. There will be an additional charge of ten cents a mile for such service to defray transportation costs.

H. FIREARMS REGISTRATION - (Transfers, permit to acquire, possession, etc.)

1. No person shall acquire the ownership of a firearm of any description other than a rifle or shotgun having a barrel length of 18 inches or over, whether usable or unusable, serviceable or unserviceable, modern or antique, registered or unregistered, either by purchase, gift, inheritance, bequest or in any other manner, whether procured in the State or imported by mail, express, freight or otherwise, until he has first procured from the Chief of Police a "permit to acquire." (Make application for permit at the Records Division, Honolulu Police Department.)
2. Permits are issued to citizens of the United States and duly accredited representatives of foreign nations, of the age of twenty (20) years or over.
3. Any person acquiring a firearm must register it within five days of acquisition.
4. No person who has been convicted in this State, or elsewhere, of having committed or attempted to commit a crime of violence, or the illegal use, possession or sale of narcotics, shall own or have in his possession or under his control any firearm or ammunition therefor. Crime of violence means any of the following crimes: murder, manslaughter, rape, kidnapping, robbery, burglary, and those certain crimes set forth in sections 264-4 and 264-5 of the Revised Laws of Hawaii, 1955.
5. No fee is charged for this service.

I. SPECIAL POLICE COMMISSIONS

1. The Chief of Police may appoint as special police officers, to serve without compensation, such persons of good character as he shall deem to be qualified to act as such officers. They may be appointed for private duty, to be paid by their

employers, but may be called upon from time to time to perform such special duties, in case of emergency or pressing need, as the Chief of Police shall require.

2. No special police officer appointed shall carry firearms or other weapons unless specifically authorized by the Chief of Police.
3. Such Special Commission is limited for a period of two (2) years from the date of appointment. Upon expiration, it shall become void unless renewed.
4. Applications for a Special Officer's Commission shall be made at the Records Division of the Honolulu Police Department. (Applications and instruction forms are available at the Records Division.)
5. A \$10 deposit is required upon approval of the application.
6. A Special Officer's badge and commission are given to each approved applicant. The badge and commission must be returned upon the expiration date of the commission, or upon the termination of the individual's duties as a Special Officer. His deposit may be recovered at that time. Deposits shall be declared forfeited thirty (30) days after the expiration date.

J. PERMITS FOR THE PURCHASE OF EXPLOSIVES

1. Permits for the purchase of explosives shall be obtained from the Records Division of the Honolulu Police Department. Applications and instruction forms are available for this purpose. For additional information call the Records Division of the Honolulu Police Department.

K. RETURN OF FINGERPRINTS AND PHOTOGRAPHS UPON PROPER REQUEST

1. All fingerprints and photographs of persons against whom no charges of crime are preferred, or against whom charges of crime are preferred and no convictions secured, are privileged to have such fingerprints and photographs returned to them or destroyed upon written request to the Identification Bureau of the Records Division.
2. If it is determined, from federal records or otherwise, that the person concerned has a record of prior conviction or is a fugitive from justice, such fingerprints and photographs will not be returned.

L. PERMIT FOR SHOOTING GALLERY

1. Application for a permit to establish, keep, conduct or operate a shooting gallery shall be made in writing to the Records Division of the Honolulu Police Department. Application forms are available for this purpose.

2. It must be signed and verified under oath by the applicant, and accompanied by a permit fee of \$5.
3. An applicant shall be twenty (20) years of age or over, and shall have been a resident of the City and County of Honolulu continuously for at least one year immediately preceding the date of application, and shall not have been convicted in this State or elsewhere of having committed or attempted to commit any crime of violence.
4. Every corporation, firm, association or club applying for a permit shall first appoint an agent who shall be given full authority and control of the premises and of all matters relating to the shooting gallery. Such authorization shall be evidenced in writing, duly executed.
5. All permits to operate a shooting gallery shall be subject to all applicable laws and ordinances and to the conditions set forth in Section 13-19.5, Revised Ordinances of Honolulu, 1955.
6. In the event the permit holder discontinues the operation of the shooting gallery, notice of such discontinuance shall be made in writing to the Chief of Police and the permit surrendered to him. No permit shall be transferable, and any permit shall be displayed in a conspicuous place upon the premises for which the permit has been issued.

JUVENILE CRIME PREVENTION DIVISION

(OFFICE HOURS: Daily, Mon. through Fri., 7:45 A.M. to 4:30 P.M.)
(LOCATION : Honolulu Police Dept. Annex, Nimitz Highway and Nuuanu Avenue)

A. MINORS ENGAGED IN STREET TRADE

1. No minor shall carry on any trade or business, or sell or offer for sale any goods, wares or merchandise upon any sidewalk, or public place, without first having obtained a permit which shall be acquired at the Juvenile Crime Prevention Division.
2. All permits to engage in street trades are subject to the following conditions:
 - a. No boy under the age of 10 or girl under the age of 12 years shall be permitted to engage in street trades in public places.
 - b. Permits to minors under the age of 16 are issued only upon presentation of the written consent of a parent or guardian.

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CITY AND COUNTY OF HONOLULU

- c. Permits to wards of the Juvenile Court are issued only with the written permission of the Court.
- d. A permit is not transferable.
- e. Duplicate permits are issued upon presentation of satisfactory proof that the permit was lost.

B. DANCE HOUSES

1. A person desiring to keep or conduct a public dance house is required to make application for a permit in writing to the Juvenile Crime Prevention Division of the Honolulu Police Department. Application must be signed and verified under oath.
2. The application must comply with all requirements of the law. Forms and instructions are available at the Juvenile Crime Prevention Division.
3. Permits may be issued for a day, several days, a month or a year.

C. DANCING SCHOOLS

1. Definition: "Dancing School" is any place where a bona fide teaching of dancing, other than hula or classical dancing, for a valuable consideration is the principal object of the operation of such place.
2. Permits to establish, maintain or conduct a dancing school are issued by the Juvenile Crime Prevention Division. Forms and instructions as to the requirements of law are available to applicants.
3. Payment of the sum of \$25 for each permit to cover costs incident to filing, issuance of permits and inspection, is required.

