

DUTY TO REPORT ALL OFFENSES	Document Number	GO 600
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1. PURPOSE

The purpose of this policy is to establish the guidelines regarding the reporting and investigational responsibilities for all officers.

2. PERSONS AFFECTED

All sworn personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that all officers have a duty to report any incident requiring police attention and shall render assistance as necessary.

4. RESPONSIBILITIES

4.1. All Sworn Officers – Any officer observing any violation of law, accident, traffic casualty, death, or other unusual or suspicious occurrence shall:

4.1.1. In cases of officers on duty, report such incident immediately, unless otherwise instructed;

4.1.2. When not on duty and becomes acquainted with any incident requiring police attention, officers shall report the same as soon as possible to Central Police Dispatch and shall make a written report as required.

4.2. Commanding Officers

4.2.1. In addition to his prescribed duties, the officer in command of the district shall be responsible for the investigation of all major crimes occurring within the district. In South Hilo and Kona, the Captain of Patrol is considered to be in command of the district.

4.2.2. In all instances of death or possible death from violence, poisoning, or suspicious means, the officer in command of the district shall be notified; and he shall assume direction of the investigation thereof if circumstances and the nature of the case so require.

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4.3. Criminal Investigation Division – Whenever required, the Criminal Investigation Division will be responsible for conducting investigations in all County of Hawai‘i jurisdictions.

5. PROCEDURES

5.1. Reporting Information – Regardless of the source or doubtful accuracy of any and all information that may come into the possession of any officer or employee which may pertain to any offense, it shall be reported immediately by such officer or employee in the proper manner so that full use may be made thereof for police purposes.

5.2. Giving Notice of Major Incidents – In all instances of death or possible death from violence, poisoning, or suspicious means, and in all other happenings of a serious nature directly involving a Police Officer, the officer in command at the time shall notify the Police Chief and/or the Deputy Police Chief, the respective Area Major, or the highest ranking officer available thereof as soon as possible.