

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**HUMAN RESOURCES AND TRAINING**

**October 23, 2015**

**Policy Number 3.04**

**HAZARDOUS DUTY PAY**

**POLICY**

Employees of the Honolulu Police Department shall be guided by this directive in determining and claiming hazardous duty pay.

**PROCEDURE**

I. REQUIREMENT

- A. All hazardous duty as defined by collective bargaining contracts and/or approved by the Director of Human Resources shall be reported on the Hazardous Duty Pay, HPD-432 form.
- B. The hazardous duty assignments of helicopter pilots and observers and motorcycle personnel do not need to be reported on the Hazardous Duty Pay, HPD-432 form.

II. PROCEDURES

- A. All information requested on the form must be typed or printed legibly with a black ballpoint pen.
- B. The completed form shall be submitted to the appropriate element commander for approval.

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- C. If approved, the information shall be posted to the appropriate timekeeping record.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
January 13, 1997