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

LOUIS M. KEALOH
Chief of Police

Post on bulletin board for one week

Policy first issued
January 13, 1997

Reviewed for Public Release