

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 30, 2015

Policy Number 2.42

IDENTIFICATION CARDS

POLICY

A departmental identification card shall be issued to each employee and person authorized by the Chief of Police or designee. The employee/authorized person shall keep the card up to date and wear it in accordance with this policy.

PROCEDURE

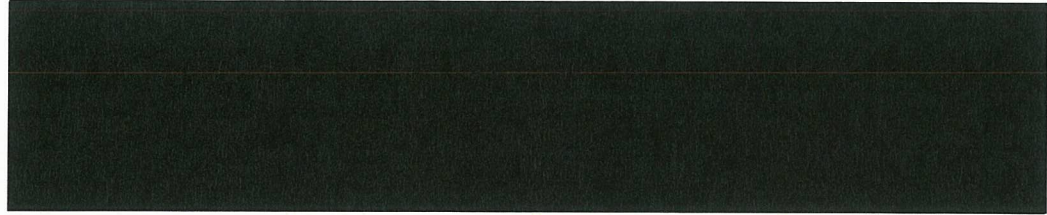
I. ISSUANCE OF CARDS

- A. The Human Resources Division (HRD) shall provide each civilian employee, officer, reserve officer, police recruit, volunteer, contract hire, and any eligible retiree with an identification card and a clip for the card.
- B. An identification card with or without a photograph can be requested for a person who will perform a departmental function but is not listed in section I A above. Such a request shall be initiated by the element commander who will be responsible for that person. The request shall be a To/From memorandum via the chain of command to the HRD. Also, the effective period requested for the identification card(s) shall not exceed six months.

II. WEARING AND PRESENTING THE CARDS

- A. All nonuniformed personnel shall wear their cards in plain view when they are inside a police facility or at a crime scene. For all other circumstances when personnel are asked to produce an identification card to validate their departmental purpose, personnel shall present their issued card to the requestor.

B.



III. UPDATING OF CARDS

Each employee shall replace his or her identification card during the month of its scheduled expiration and as otherwise necessary to keep it current (i.e., for promotion to the rank of sergeant/detective or above; restricted police authority [determined by the Chief of Police]; police recruit to police officer; a change in name, rank, or badge; or when the card expires or is damaged, lost, or stolen).

IV. CREATING AND UPDATING IDENTIFICATION CARDS

- A. The employee/authorized person shall report to the HRD to initiate the process of creating and/or updating an identification card.
- B. Civilian employees shall report to have their photographs taken in the attire appropriate to their assignments.
- C. All police officers, reserve officers, police recruits, and parking enforcement and collections officers shall take their photographs in uniform. Exceptions may be made by the element commanders of the aforementioned officers.

V. REPLACEMENT OF CARDS

- A. An employee reporting a lost or stolen identification card shall submit a "Request for Replacement of Issued Item(s)" e-form to initiate the replacement process.

A copy of the police report shall be submitted as an attachment to the "Request for Replacement of Issued Item(s)" e-form.
- B. A copy of the approved e-form shall be presented to the HRD to receive a replacement identification card.

- C. If replacement of the card is required because of an officer's gross negligence or a civilian employee's negligence or improper use and care of the card, the element commander shall recommend that an assessment be made. The Finance Division commander shall determine if an employee is to be assessed. The employee shall remit the required amount to the Finance Division before being allowed to receive a replacement card.
- D. Each employee/authorized person shall replace his or her identification card when any portion of the card becomes illegible or inaccurate or the photograph becomes obscured.

VI. RETIREE IDENTIFICATION CARDS

- A. Officers and civilian employees who have ten years or more of creditable law enforcement service directly preceding retirement and retire in good standing as defined under Civil Service Rule 11-7 may request the issuance of a departmental retiree identification card upon final clearance by the HRD.
- B. Police reserve officers who have 20 years or more of satisfactory service and resign in good standing as defined under Civil Service Rule 11-7 may request the issuance of a departmental retiree identification card upon final clearance by the HRD.
- C. Employees who retire while being the subject of any pending administrative or criminal investigation or other applicable portion as outlined in Civil Service Rule 11-8 will be considered to have retired "not in good standing." The employee shall not be issued a departmental retiree identification card until such time the investigation is completed or their retirement is reclassified as being in good standing by the Chief of Police.
- D. Former employees whose retirement is subsequently reclassified from other than good standing to one in good standing may submit a request for the issuance of a departmental retiree identification card to the commander of the HRD.
- E. Employees who resign or retire in lieu of pending termination shall not be entitled to a departmental retiree identification card.

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- F. Retiree identification cards are the property of the department and shall be valid for five years from the date of retirement in good standing. They may be renewed within one month from the date of expiration subsequent to review by the HRD commander.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
October 27, 1997