

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

October 15, 2015

Policy Number 2.45

POLICE PATCH PROGRAM

POLICY

The Community Affairs Division (CAD) is responsible for processing and coordinating the sale, exchange, and issuance of police shoulder patches.

PROCEDURE

I. BACKGROUND

The program is designed to make the Honolulu Police Department (HPD) shoulder patches available to outside law enforcement agencies that collect patches and to visiting law enforcement officers who wish to possess one as a souvenir.

II. DISTRIBUTION AND CONTROL

- A. Distribution and accounting systems will be maintained and controlled by the CAD. The program is under the direct control of the division commander or a designee.
- B. Requests for police shoulder patches may be referred to the CAD.
- C. Requests to sell, trade, or distribute police shoulder patches to civilians must be submitted in writing and approved by the requestor's bureau or deputy chief.

III. PROCEDURES

- A. The CAD shall obtain from the Property and Supply Section, Finance Division, a sufficient number of police shoulder patches for sale and exchange each month.

- B. Visiting law enforcement officers may purchase shoulder patches at cost or trade them on a one-for-one basis. Patches will be accepted in trade provided that the CAD does not already have the patch on display in the museum collection. The CAD will be given the cost figure by the Finance Division at the time of replenishment.
- C. Proceeds from sales shall be transferred weekly from the CAD to the Finance Division for deposit into the City and County of Honolulu General Fund. Payments can be made in the form of cash or a U.S. postal or international money order payable to the City and County of Honolulu. Foreign money will not be accepted.

IV. COMPLIMENTARY POLICE SHOULDER PATCHES

- A. Upon request, complimentary HPD shoulder patches will be issued to police and civilian personnel for the purpose of presentation as souvenirs at official police functions.
- B. Requests for complimentary shoulder patches shall be submitted in writing with a brief explanation and justifiable number of shoulder patches and be approved by the requestor's bureau or deputy chief.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
March 29, 2002