

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

June 18, 2015

Policy Number 3.11

BADGE ENCASEMENT

POLICY

Badges of active and retired officers (including reserve police officers, reserve police chaplains, and helicopter pilots) may be encased only under the following conditions:

- I. When an officer is killed in the line of duty, the department shall offer the encasement of the badge.
- II. When an officer's death is not service-connected, the family may request a badge encasement at their own expense.
- III. When an officer retires in good standing with at least ten years of service, the officer may request a badge encasement at his or her own expense.
- IV. When the officer retires with a service-connected disability retirement, the officer may request a badge encasement at his or her own expense.

PROCEDURE

I. A request to encase the badge of anyone else (e.g., police commissioner) must be submitted to the Human Resources Division (HRD) commander, who is the approving authority for badge encasement. Personnel leaving the department must have completed at least a minimum term of service to be eligible for badge encasement, i.e., full term of office for police commissioners. Cases with unusual circumstances may be referred to the Chief of Police for a final determination.

II. Line of Duty Death

- A. The HRD shall retrieve the officer's badge, return it to the Finance Division for disposition, and request a badge encasement from the Finance Division.

- B. The Finance Division shall make arrangements to have the badge encased.
- C. When the encased badge is received from the vendor, the Finance Division shall notify the HRD commander or designee that the badge can be picked up for final disposition.
- D. The HRD commander or designee shall make arrangements for presentation of the badge to the survivors.

III. Nonservice-Connected Death

- A. A request by the family for a badge encasement shall be directed to the HRD commander.
- B. Upon approval by the HRD commander, the Finance Division shall prepare a letter authorizing the family to request a badge encasement and directing the family to make full payment to the vendor. A copy of the letter shall be forwarded to the vendor.
- C. When the encased badge is received from the vendor, the Finance Division shall notify the HRD commander or designee that the badge can be picked up for final disposition.
- D. The HRD commander or designee shall make arrangements for presentation of the badge to the family.

IV. Retirement

12-10-2021

- A. A retiring officer may request a badge encasement via the Badge Encasement Request, HPD-498 form, through the chain of command to the HRD commander. Another employee may also request a badge encasement for the officer.
- B. Upon approval by the HRD commander, the Finance Division shall prepare a letter authorizing the officer or other requestor to have the badge encased and directing him or her to make full payment to the vendor.
- C. A request to encase a badge shall be made to the Property and Supply Section of the Finance Division after the officer retires. The badge shall be available for encasement up to 90 days after the officer retires.

June 18, 2015


Policy Number 3.11
Page 3

- D. The Property and Supply Section is responsible only for providing the badge to the authorized vendor for encasement. The requestor is responsible for all tasks and costs associated with placing the encasement order, picking up the encased badge, and paying the vendor.

V. ENCASEMENT ITEMS

Encasement of the items below shall be for the rank at the time of an officer's end of service with the department:

- A. The uniform badge and cap shield; and
- B. Rank insignias (i.e., kukui nuts and stars) for officers above the rank of sergeant.


RADE K. VANIC
Interim Chief of Police

Post on bulletin
board for one week

Policy first issued
October 15, 1996