

# Honolulu Police Department

801 South Beretania Street Honolulu , Hawaii 96813

Phone: (808) 723-3575

Fax: (808) 768-1699

Email: [specialduty@honolulu.gov](mailto:specialduty@honolulu.gov)

Website: [www.honoluluupd.org](http://www.honoluluupd.org)

## NEW REQUEST FOR OFF DUTY / SPECIAL DUTY OFFICER(S)

**FAILURE TO COMPLETE ALL APPLICABLE INFORMATION ON THIS FORM MAY RESULT IN PROCESSING DELAYS  
PLEASE PRINT LEGIBLY**

### SECTION A: Job Information

Company or Individual's Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Job Location/Address:  
(Start of Escort) \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Nature of Event:  Party/Celebration  Construction  Parade  Sports Event  Escort  Community Gathering  
 Concerts  Funeral  Other \_\_\_\_\_

*Events With Alcohol:* Event Is Serving Alcohol Or Is Being Consumed:  Yes  No  
 Liquor Establishment  Yes  No **\*Events With Alcohol Please Add \$10 Per Hour Per Officer**

Officers Job (Check all that apply):  
 Traffic Control  Security/Crowd Control  Escort

Method of Payment:  
 On Site  Invoice

Pay Scale:  
 Standard  Premium (Add \$25.00/Hr)

Additional Notes  
for the Officer(s):

Job Date	Rank	Amt of Officers	Start Time	End Time	Total Hours	HPD Project # (Office Only)	Premium Pay	Equipment
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light
							<input type="checkbox"/>	<input type="radio"/> _____ <input type="radio"/> Blue Light

I understand and agree that I must follow all current Special Duty policies. I understand and agree to pay the officer's fee directly to the officer assigned and any other fees (equipment, mileage, administrative, and workers compensation) associated with my request to The City & County of Honolulu. I understand that officers participate in the Special Duty Program on a voluntary basis and that there is no guarantee that my request will be filled. It is my responsibility to follow up with the Special Duty Section, during normal business hours, to determine if my request is filled. I understand that there is a 2-hour minimum fee for special duty assignments if I do not notify the Special Duty Section of the cancellation of my request in writing 24 hours prior to the start of the assignment. This fee will be assessed for each officer I requested. Your special duty request(s) should be received by HPD at least five working days prior to the event. This allows sufficient time to process your request. Late requests, if accepted, may require premium rates to be paid.

Requestor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B: Job Details

Traffic Control

Start and End Time of Actual Event \_\_\_\_\_

Comments: \_\_\_\_\_

Security / Crowd Control

Start and End Time of Actual Event \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Comments \_\_\_\_\_

Escort

Estimated Distance of Escort: \_\_\_\_\_

Miles

Beginning Location: \_\_\_\_\_

Ending Location: \_\_\_\_\_

## SECTION C: Background Information

Any Past Incidents/Problems: \_\_\_\_\_

Why Do You Require Police Officer(s) At Your Event? \_\_\_\_\_

Will You Also Have Private Security?  Yes  No If Yes, Who: \_\_\_\_\_

Will The Security Be Armed?:  Yes  No

How Will Private Security Be Situated or Utilized? \_\_\_\_\_

## SECTION D: Additional Information

Additional Comments: \_\_\_\_\_

## SECTION E: Billing Information

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Rate Schedule - Effective 3/1/2020		
	Regular	Premium
Police Officer	\$50.00	\$75.00
Solo Motorcycle Officer	\$53.00	\$78.00
Police Sergeant	\$54.00	\$79.00
Solo Motorcycle Sergeant	\$57.00	\$82.00
Police Lieutenant	\$60.00	\$90.00
Police Captain	\$64.00	\$94.00
Police Major	\$70.00	\$100.00

**Events With Alcohol Please Add \$10 Per Hour Per Officer**

### Vehicle Rates

Equipment fees and mileage rates are listed on the current price schedule.

Escorts: Officers are paid mileage (\$0.575/Mile) from the initial job site. Mileage will continue until returning to the initial job site or going home, whichever distance is shorter. Officers working non-escorts jobs are eligible for mileage fees when their required driving exceeds 20 miles driven under the same guidelines.

If a city vehicle is utilized, vehicle rates are payable directly to the City & County of Honolulu.

If a privately owned (subsidized) vehicle is utilized, vehicle rates are payable directly to the officer.

### Administrative Fee

\$14.00 for the first Officer, and \$2.00 for each additional Officer per job, payable directly to the City & County of Honolulu. \$5.00 per officer, payable directly to the City & County of Honolulu. All fees are non refundable.

### Cancellation Fee

Minimum charge of 2 hours per officer assigned is assessed if the job is cancelled with less than 24 hours notice prior to start of job. Please see our cancellation policy for additional information.