

POLICE DEPARTMENT  
CITY AND COUNTY OF HONOLULU

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OUR REFERENCE TS-AS

December 30, 2019

**MEMORANDUM**

TO: SPECIAL DUTY VENDORS

FROM: Susan Ballard, Chief of Police  
Honolulu Police Department

SUBJECT: SPECIAL DUTY OFFICERS' RATE INCREASE

This memorandum is to inform all vendors who utilize the Honolulu Police Department's (HPD) Special Duty services that effective, **Sunday, March 1, 2020**, there will be a change in the price schedule when hiring Special Duty officers for job assignments and events.

The price schedule change will indicate a rate increase to the hourly rate for both the regular and premium services. For events and activities that serve alcoholic beverages and/or permits alcohol consumption on the premises, a **\$10.00 per hour rate increase will be added**. Enclosed, is the new Special Duty service price schedule to assist you in planning and budgeting for each vendor request.

Should there be any questions, please contact the Special Duty Section at 723-3575.

Sincerely,

Susan Ballard  
Chief of Police

By   
Thomas Santos, Acting Major  
Major Events Division

Attachment

## ***SPECIAL DUTY RATE SCHEDULE – EFFECTIVE MARCH 1, 2020***

<b>WAGE RATES: (Per Hour) Two Hour Minimum</b>	<b><u>Regular Rate</u></b>	<b><u>Premium Rate</u></b>	<b><u>Events with Alcohol</u></b>
<b>Police Officer</b>	<b>\$50.00</b>	<b>\$75.00</b>	<b>Please add \$10</b>
<b>Solo Motorcycle Officer</b>	<b>\$53.00</b>	<b>\$78.00</b>	<b>per hour per officer</b>
<b>Police Sergeant</b>	<b>\$54.00</b>	<b>\$79.00</b>	
<b>Solo Motorcycle Sergeant</b>	<b>\$57.00</b>	<b>\$82.00</b>	
<b>Police Lieutenant</b>	<b>\$60.00</b>	<b>\$90.00</b>	
<b>Police Captain</b>	<b>\$64.00</b>	<b>\$94.00</b>	
<b>Police Major</b>	<b>\$70.00</b>	<b>\$100.00</b>	

- ***Add \$10.00/hr to Officer Rate if the Event is serving or alcohol is being consumed.***

### **PAYABLE DIRECTLY TO THE OFFICER**

\*Premium rates are the vendors' option to use to encourage staffing of the special duty job.

If your request is submitted less than 48 hours prior to the start of the time of the job, the rate will be set at the premium rate.

For large events involving 10 or more officers or more than 900 attendees, requests shall be submitted at least two (2) weeks in advance of the event. If the respective submission deadline is not met (two weeks prior), the premium rate will be mandatory to submit the order.

EQUIPMENT CHARGES:	Subsidized Vehicle**	\$10.00
	Solo Motorcycle*	\$10.00
	Bicycle*	\$10.00

\*PAYABLE DIRECTLY TO THE CITY & COUNTY OF HONOLULU

\*\* PAYABLE DIRECTLY TO THE OFFICER

**VEHICLE RATES:**      **MILEAGE:**      \$0.575 a mile (based on the current city rate)

When applicable, officers on escorts are paid mileage 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.

City vehicle mileage will be paid from the storage point to the job site and back to the storage point.

If a city vehicle is utilized – Mileage is payable directly to the City and County of Honolulu.

If a privately owned (subsidized) vehicle is utilized – Mileage is payable directly to the officer.

**ADMINISTRATIVE FEE:**      \$14.00 for the first Officer, and \$2.00 for each additional Officer per job\*

**INSURANCE FEE:**      \$5.00 per Officer\*

\*PAYABLE DIRECTLY TO THE CITY & COUNTY OF HONOLULU

**CANCELLATION FEE:**      Minimum charge equivalent to 2 hours is assessed for each officer assigned if the job is cancelled with less than 24 hours notice prior to start of job.