

Honolulu Police Department

801 South Beretania Street Honolulu , Hawaii 96813

Phone: (808) 723-3575

Fax: (808) 768-1699

Email: specialduty@honolulu.gov

Website: 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**

Company or Individual's Name: _____

SECTION A: Job Information

Name of Event: _____

Job Location/Address:
(Start of Escort) _____

On-Site Contact Person: _____ Cell Phone: _____ Fax #: _____

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

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

Method of Payment:
 On Site Invoice

Pay Scale
 Add \$4.00/Hr for Premium
 Standard Premium

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: _____

Office Use Only

Approved Denied Date: _____ Comments: _____

SECTION B: Job Details

Traffic Control

Start and End Time of Actual Event _____

Comments:

Security / Crowd Control

Start and End Time of Actual Event _____

Liquor Establishment Yes No Will Liquor/Alcohol Be Sold/Served? Yes No 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, How Will They 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 1/1/2013		
	Regular Rate	Premium Rate
Police Officer	\$36.00	\$40.00
Solo Motorcycle Officer	\$39.00	\$43.00
Police Sergeant	\$40.00	\$44.00
Solo Motorcycle Sergeant	\$43.00	\$47.00
Police Lieutenant	\$42.00	\$46.00
Police Captain	\$44.00	\$48.00
Police Major	\$47.00	\$51.00

Vehicle Rates

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

Escorts: Officers 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.

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 is the job if cancelled with less than 24 hours notice prior to start of job. Please see our cancellation policy for additional information.