

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: Hawaii All-Collectors Show

Job Location/Address:
(Start of Escort) 777 Ward Ave

On-Site Contact Person: Wayne Maeda Cell Phone: 808-389-7752 Fax #: _____

Nature of Event: Party/Celebration Construction Parade Sports Event Escort Community Gathering
 Concerts Funeral Other Collectibles Show + Sale

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
July 16 2017	Police officer	1	7am	1pm	6		<input type="checkbox"/>	<input type="checkbox"/> Blue Light
July 16 2017	"	1	7am	1pm	6		<input type="checkbox"/>	<input type="checkbox"/> Blue Light
July 16 2017	"	1	1pm	7pm	6		<input type="checkbox"/>	<input type="checkbox"/> Blue Light
July 16 2017	"	1	1pm	7pm	6		<input type="checkbox"/>	<input type="checkbox"/> Blue Light
							<input type="checkbox"/>	<input type="checkbox"/> Blue Light
							<input type="checkbox"/>	<input type="checkbox"/> Blue Light
							<input type="checkbox"/>	<input type="checkbox"/> 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: [Signature] Print Name: Elena M. Wong Date: 7-6-2017

Office Use Only
 Approved Denied Date: _____ Comments: _____