HONOLULU POLICE DEPARTMENT

POLICY

ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

January 1, 2003

Policy Number 2.38

UNIFORMS, EQUIPMENT, AND FIREARMS

I. POLICY

Police officers and civilian employees are responsible for the care and custody of uniforms, equipment, and firearms issued to them by the department. The qualification testing and carrying of firearms and the replacement of uniforms and equipment shall be carried out in accordance with this directive.

II. DEFINITIONS

Allotted items: Items that are initially issued to the individual employee. On a limited basis, these items may be replaced annually. The city pays a set amount (usually 75 percent of the total cost) while the individual pays for the balance (e.g., uniforms).

Distributed items: Allotted items that are distributed by the department through the Finance Division (e.g., jackets).

Issued firearm: Any firearm that has been authorized by the Chief of Police to be used in police service and is issued to police officers by the Finance Division.

Issued items: Items that are dispensed at no cost to the employee by the department through the Finance Division. Items meeting the exact specifications of these issued items are the only ones that can be worn as a part of the standard uniform. Substitutions are those that are specifically allowed and so defined in this directive.
Nonissued items: Items that shall be purchased by the individual employee. This category includes shoes, socks, and other items that are specifically required or are allowed to be worn with the uniform. These items shall conform to the policies and specifications stated in this directive.

Supplemental firearm: A privately owned firearm authorized by the Chief of Police for police use.

III. GENERAL UNIFORM POLICY

A. Only garments, accessories, and equipment meeting departmental specifications shall be allowed. There shall be no substitutions unless the substitute item meets the departmental specification or is specifically authorized in this directive.

B. Departmental specifications for garments, accessories, and equipment that are issued by the department shall be maintained as a part of the Finance Division's manual of operations, unless specifically stated otherwise.

IV. STANDARD POLICE UNIFORM

A. Allotted Items

1. Shirt
2. Trousers

B. Issued Items

1. Service Stars
   a. Wearing the service stars is mandatory.
   b. Each star represents five years of continuous service with the department.
   c. The stars shall be centered in a row above the right breast pocket of the shirt.
d. Personnel with 35 years of service may indicate years of service with two rows of stars, one row of three stars atop one row of four stars. Both rows shall be squared and centered above the right breast pocket of the shirt.

e. Personnel with 40 years of service may indicate years of service with two rows of four stars each. Both rows shall be squared and centered above the right breast pocket of the shirt.

2. Hat

   a. For policy governing wear, refer to the bargaining unit contract.

   b. The cap shield shall be in place at all times.

   c. Gold Braid on Visor

      (1) Lieutenants have one row.

      (2) Captains and above have two rows.

3. Gloves

   Gloves shall be worn/carried at all ceremonies, inspections, traffic assignments, and special assignments and when so directed.

4. Metal Accessories and Rank Insignia

   As listed in this directive.

5. Uniform Belt and All Leather Accessories

   As listed in this directive.

6. Body Armor

   All body armor shall comply with the specifications approved by the department.
C. **Nonissued Items**

1. **Shoes**
   
a. Standard shoes (refer to specifications in attachment 1) shall be worn at all times.

b. Exception: Optional shoes (refer to specifications in attachment 1) may be worn only for patrol, receiving desk, and special field duties such as traffic control, crowd control, security, etc.

c. Optional shoes shall not be worn during ceremonies or Chief's inspections.

2. **Socks/Hosiery**

   The portion that is visible above the shoe shall be black or navy blue.

D. **Metal Accessories and Rank Insignia**

1. **Policy**

   a. No one shall own or carry a badge or cap shield or duplicate badge or duplicate cap shield that was not officially issued to the specific officer by the Honolulu Police Department.

   b. Items for sergeants/detectives and above shall be gold-filled or gold-plated.

   c. Items for ranks below sergeant/detective shall be silver or chromium or rhodium-plated.

   d. All items shall be issued by the Finance Division unless specifically stated otherwise.
2. **Badge**

   a. The design shall be the one that is approved by and on file at the Office of the Chief.

   b. Each badge shall bear the badge number and rank of the wearer.

3. **Cap Shield**

   a. The design shall be the one that is approved and on file at the Office of the Chief.

   b. It shall bear the same number as the wearer's badge.

   c. It shall be worn on the crown of the issued hat at all times.

4. **Buckle on Uniform Belt**

5. **Rank Insignia**

   a. Sergeant's stripes shall be worn on each sleeve by sergeants.

   b. Corporal's stripes shall be worn on each sleeve by PO-9 officers.

   c. **"Kukui Nut"**

      (1) **Placement on Each Epaulet**

      The outer edge that is closest to the shoulder shall be one inch from the sleeve seam, with the staffs of the taboo sticks facing forward.

      (2) **Rank Designations**

      (a) Lieutenants: one kukui nut on each epaulet.
(b) Captains: two kukui nuts on each epaulet.

(c) Majors: three kukui nuts on each epaulet.

d. **Stars**

(1) **Placement on Each Epaulet**

At the vertical center with the outer point one-half inch from the sleeve seam, with the horizontal arms parallel to the epaulet edge.

(2) **Rank Designations**

(a) Assistant chiefs: two stars on each epaulet.

(b) Deputy chiefs: three stars on each epaulet.

(c) Chief of Police: four stars on each epaulet.

E. **Award Medals/Insignia/Pins**

1. **Policy**

   a. Only the award medals, insignia, and pins listed below may be worn on the uniform.

   b. Bestowing elements shall issue approved medals, insignia, and pins, unless departmental policy dictates otherwise, and shall maintain current specifications in their manuals of operations.

   c. Approved medals, insignia, and pins shall be worn centered, starting 1/4 inch above the right breast pocket (lower edge of the pin to the top seam of the pocket) or 1/4 inch above the service stars, if applicable (lower edge of pin to upper point of stars).
2. Valor/Merit Medals and Cloth Insignia

Refer to Policy 3.30, AWARD SYSTEM.

3. Field Training Officer (FTO) Pin

This pin may be worn only during the officer's assignment to the program.

4. Special Weapon and Tactics (SWAT) Pin

This pin may be worn only by an officer who has successfully completed the SWAT course and only while assigned to the Specialized Services Division.

5. Drug Abuse Resistance Education (D.A.R.E.) Pin

This pin may be worn only during the officer's assignment to the program.

6. Automated Fingerprint Identification System (AFIS) Pin

Only one AFIS pin may be worn, and no pin shall be worn more than 12 months after it is received by the officer.

7. Drug Recognition Expert (DRE) Pin

This pin may be worn only by officers who are currently certified by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police as drug recognition experts.
F. **Leather Accessories**

All leather accessories shall be of plain, smooth, black leather and shall have a glossy or matte finish.

Leather accessories on the uniform belt shall be worn in the order specified by the Training Division.

1. Uniform belt
2. Holster
3. Ammunition carrier
4. Handcuff pouch
5. Chemical agent carrier
6. Holster for metal baton

G. **Equipment**

1. **26-inch Metal Expandable Baton**
   a. A baton shall be issued only after the officer has successfully completed training in its use.
   b. Only these batons are allowed for police use. All others impact weapons, e.g., blackjacks, are prohibited.

2. **Flashlight**
   a. The issued flashlight shall be used for inspections and ceremonies.
   b. Optional flashlight and carrier (refer to attachment 1).

(1) Officers may purchase the optional flashlight and leather carrier.
(2) This flashlight shall not be used for ceremonies and Chief's inspections.

3. Chemical agent

4. Pistol

5. Pager and Cellular Telephone

The following shall apply if a pager or cellular telephone is worn:

a. A pager or cellular telephone shall be worn in a pocket or on the uniform belt;

b. A pager or cellular telephone shall not be worn on the epaulet of any uniform; and

c. A pager or cellular telephone shall not be worn in a way that interferes with the use of any police equipment or poses a safety hazard.

H. Other Clothing Accessories Issued by the Finance Division

Traffic vest

I. Allotted Clothing Accessory Items Distributed by the Finance Division

Jacket and rain trousers

1. These shall be the only rainwear worn with the standard police uniform.

2. They may be worn by plainclothes officers.

3. The badge, HPD patch, and rank insignia (if applicable) shall be worn. The badge shall be worn on the badge tab of the jacket.
V. STANDARD UNIFORM FOR SOLO MOTORCYCLE OFFICERS

A. Allotted Items
   1. Shirt
   2. Breeches
   3. Leather jacket
   4. Rain suit
   5. Training utility uniform

B. Issued Items
   1. Boots
   2. Motorcycle helmet

C. Badge, HPD shoulder patch, rank insignia (if applicable) and appropriate leather accessories and equipment shall be worn.

D. Body armor

VI. STANDARD UNIFORM FOR POLICE HELICOPTER CREW

Issued items are listed below.

A. Flight Suit
   1. Badge, HPD shoulder patch, rank insignia (if applicable), and appropriate leather accessories and equipment shall be worn.

   2. Police aircrew wing
      a. The aircrew wing shall be worn one-half inch below and centered with the badge.
      b. Officer in charge: gold-plated.
      c. Flight crew: rhodium-plated.
B. Headgear
   1. During flight—white gentex flight protective helmet with headphones and dynamic boom microphone.
   2. When not in flight—navy blue baseball-type cap with badge emblem on center front.

C. Safety boots

D. Body armor

VII. STANDARD UNIFORM FOR POLICE MATRONS

A. Allotted Items
   1. Blouse
   2. Trousers
   3. Coat

B. Nonissued Item

Footwear (refer to attachment 1).

VIII. STANDARD UNIFORM FOR POLICE CHAPLAINS

A. Policy
   1. On-duty chaplains shall wear the standard uniform for police chaplains, a regulation badge with "CHAPLAIN" inscribed on the center panel, and a departmental identification card.
   2. Police chaplains shall not carry any firearm, baton, chemical agent, or handcuffs.

B. Allotted Items
   1. Trousers or skirt
   2. Shirt
C. **Nonissued Item**

Standard shoes (refer to attachment 1).

IX. **ALTERNATIVE UNIFORMS**

A. **Utility Uniform**

1. **Patrol**

   a. The utility uniform may be worn in place of the standard uniform during emergency situations, prolonged periods of inclement weather, fatigue duty, training activities, roadblocks, receiving desk duties, or other unusual situations when authorized by division-level commanders or designees (refer to divisional manual of operations for chain of authority). The utility uniform shall be worn with the top (coat) tucked in the pants.

   b. Badge, HPD patch, rank insignia (if applicable), name, and appropriate equipment shall be worn on the utility uniform.

2. **Non-Patrol**

   a. Commanders shall be responsible for authorizing the use of utility uniforms and establishing guidelines for the wearing of these uniforms in their divisional manuals of operations. Divisional authorization shall not take precedence over directives that mandate the wearing of the standard police uniform for certain assignments (e.g., public speaking engagements).

   Except for officers in the Specialized Services Division, utility uniforms shall be worn with the top (coat) tucked in the pants.
3. **Headgear for Utility Uniform**

Headgear is optional unless otherwise required (e.g., while riding on a Cushman, GO-4, or motorcycle, or during a riot or similar hazardous/emergency situation).

a. Helmet (as required)

b. Navy blue baseball-type cap

   (1) This is a nonissued item.

   (2) [Redacted]

   (3) Restriction: this cap shall not be worn with the standard police uniform.

4. **Footwear**

   Optional shoes (refer to attachment 1).

5. **Body Armor**

B. **Training Division Instructors**

   Training Division instructors may wear the following:

1. The department-issued instructor polo shirt (navy blue or red) with "Ke Kula Maka'i Police Training Academy STAFF" and the academy's logo embroidered on the left chest area. Range personnel shall wear the red shirt.

2. Either the full utility uniform or the utility uniform trousers with the instructor polo shirt.
C. Police Activities League (PAL) Officers

1. Policy

Officers in the program may wear the PAL uniform during PAL activities.

2. Allotted Items

   a. Shorts
   b. Shirt
   c. Trousers
   d. Jacket

3. Nonissued Items

   a. Shoes: white athletic walking shoes with laces
   b. Socks: white athletic socks

D. Specialized Services Division Task Group Officers

   Issued items (refer to Attachment 2).

E. Crowd Control Team (Back-up Riot Squad)

   Issued items (refer to Attachment 2).

F. Bicycle Patrol Officers

   1. Issued items (refer to Attachment 2).

   2. The bicycle patrol uniform may be worn only for bicycle patrol duty.

   3. This uniform shall not be worn for court appearances, at the Legislature or City Council, or as further described in Section V A, Policy 3.22, DRESS AND GROOMING STANDARDS.
G. Navy Blue "HPD" T-shirt

The only authorized T-shirt shall be that which is acquired and issued by the department.

1. Commanders shall be responsible for authorizing the use of the T-shirt and establishing guidelines in their manuals of operations to this effect. Divisional authorization does not supersede any mandatory wearing of standard police uniforms established in directives.

2. The T-shirt may be worn by patrol officers to perform certain assignments.

3. Officers may wear the T-shirt only with prior approval from their commander. A commander's approval shall specify who can use the shirt, for what assignment it shall be worn, and the duration of the approval.
X. UNIFORMS FOR CIVILIAN PERSONNEL

A. Evidence Specialist Tunic
   This is optional and for on-duty use only.

B. Vehicle Maintenance Shirt
   The regulation shirt shall be worn while the employee is on duty; see section IV C 2, Policy, DRESS AND GROOMING STANDARDS, for specific limits/options on wear.

C. Outreach Worker Shirt and Jacket
   This is optional and for on-duty use only.

XI. CARE AND CUSTODY OF WEAPONS AND EQUIPMENT

A. All Officers

   1.

   10-25-2010
2. All officers shall exercise extreme care and caution in storing weapons and other equipment to ensure that none are lost, stolen, or misused (e.g., items stolen from a home or a car or a firearm used by a child or other unauthorized person).

3. When in court, officers shall observe the rules of the particular court relative to securing firearms.

4. 

5. 

6. 

B. On-Duty Officers

1. On-duty officers shall carry all equipment required of their positions.

2. The pistol shall be in a holster and carried in such a way that it can be readily withdrawn from the holster.

C. Off-Duty Officers

1. 

2. 

3. 

4. 

5. 

6. 


2. An officer shall not carry the issued pistol while engaged in outside employment--see Policy 3.19, OUTSIDE EMPLOYMENT.

XII. BODY ARMOR

A. Policy

1. Officers assigned to enforcement and/or field patrol duties shall wear body armor while engaged in those duties.

   The wearing of body armor is mandatory for all special duty/voluntary police service assignments.

2. Officers regularly assigned to administrative and/or investigative duties shall wear body armor when engaged in duties that could expose them to injury from any kind of weapon.

3. Exceptions to this policy shall be determined by the Chief of Police.

B. Maintenance of Body Armor

1. Each officer shall clean, store, and maintain his or her body armor in compliance with the requirements or suggestions of the manufacturer of that particular brand of body armor, if applicable.
2. Each officer shall regularly inspect the ballistic panels and cover of the body armor for signs of damage and to ensure general cleanliness.

XIII. FIREARMS

A. Policy

All firearms used for police service shall comply with the individual manufacturer's factory armorer school specifications at all times.

Officers shall receive copies of and instructions in Policy 1.04, USE OF FORCE, before being authorized to carry a lethal or less-lethal weapon. Officers' receipt of the copies and instruction shall be documented.

B. Uniformed Duty

An officer wearing any standard police uniform shall wear the issued firearm as a part of the uniform (refer to Attachment 2).

C. Other City-Owned Firearms

D. Firearms for Off-Duty and Plainclothes Officers

Off-duty and plainclothes officers may carry any 40 caliber semiautomatic pistol, 9mm semiautomatic pistol, or Smith and Wesson revolver that is chambered for the .38 Special caliber. All firearms must meet the specifications in Attachment 4.

E. Supplemental Rifles/Shotguns

Refer to Attachment 5 for the makes and models permitted for police service.
F. Less-Lethal Weapons

Refer to Policy 1.04, USE OF FORCE.

G. Grandfathered Firearms

Grandfathered firearms include the following:

1. Plated revolvers that were in police service prior to July 1979;

2. Aluminum-framed (airweight) revolvers that were in police service prior to January 14, 1988; and

3. Specific supplemental firearms that were in police service prior to July 1979.

H. Prohibited Firearms and Parts

1. Any firearm that is not authorized for police use by the Chief of Police cannot be carried by on-duty or off-duty police officers. These include:

   a. Any firearm prohibited by law (refer to exception in Section 134-9, Hawaii Revised Statutes);

   b. Any fully automatic firearm, unless it is one issued by the department;

   c. Aluminum-framed (airweight) revolvers, with the exception of those that were grandfathered into service;

   d. Plated revolvers, with the exception of those that were grandfathered into service;

   e. Smith and Wesson, 9mm, Model 39;

   f. Smith and Wesson, 9mm, Model 59;

   g. All target models, including those chambered for .38 Special and 9mm;
h. All models with frame-mounted, de-cocking levers (except those specifically listed in attachment 4);

i. Any pistol from the Smith and Wesson Performance Center; and

j. Any pistol that does not meet factory armorer school specifications.

2. **Prohibited Trigger Shoes, Stops, and Hammers**

   Trigger shoes, trigger stops, Smith and Wesson trigger models 5112 and 5088, and other triggers and hammers that the department has determined to be unsafe are prohibited.

3. Stocks that are prohibited include:
   a. Stocks with thumb rests; and
   b. Non-factory replacement stocks on pistols.

I. **Alteration and Repair**

1. No alteration or repair shall be made to any issued firearm which can affect its operation or change its appearance in any way.

2. The frame and/or slide shall not be polished.

3. Pistol stocks shall not be altered.

4. Only Smith and Wesson and Sig Sauer parts shall be used to replace corresponding damaged parts.
XIV. SUPPLEMENTAL FIREARMS FOR USE IN POLICE SERVICE

A. Approval Policy

An officer must qualify with each supplemental weapon, prior to using it for police service by fulfilling all requirements and obtaining all approval signatures required on the Request for Use of Supplemental Firearm(s), HPD-473A form.

B. Record in Training Division

The completed request for use of supplemental firearm(s) form shall be filed and maintained at the Training Division.

C. Obtaining Verification of Employment

1. Officers may request a verification of employment only for the purchase of authorized supplemental weapons by submitting a to/from report to their commanders with the following information.

   a. Make, model, and brief description of the firearm being purchased.

   b. Name, address, telephone number, and contact person of the firearm distributor that is requesting the verification.

   c. A statement that the firearm is being purchased for supplemental use at the officer's expense.

2.
XV.  FIREARM QUALIFICATION

A.  Policy

1. Issued firearm, AR-15 rifle, and Remington 870 shotgun: All officers must pass the qualification tests for all three firearms at least annually. For example, an officer who qualifies on January 1, 2003, must re-qualify by January 31, 2004. Likewise, an officer who qualifies on January 15, 2003, must re-qualify by February 14, 2004.
   a. Officers who anticipate not being available (e.g., vacation, first watch, or military leave) for their scheduled qualification date should make arrangements to qualify within the month immediately before that date.
   b. Officers not available because of an unanticipated absence (e.g., sick leave, emergency leave,) shall qualify within 20 working days of their return.

2. Supplemental firearm: Officers must pass the initial qualification test for all supplemental firearms they intend to use for police service and qualify at least annually with these weapons to keep them in service. For example, an officer who qualifies on January 1, 2003, must re-qualify by January 31, 2004. Likewise, an officer who qualifies on January 15, 2003, must re-qualify by February 14, 2004.

3. Specific groups, such as the Specialized Services Division, Criminal Intelligence Unit, and crime reduction units, may perform annual qualification testing for all weapons used for police service as a unit.

4. Division commanders shall ensure that each officer in his or her command submits to annual qualification testing.
5. Each officer shall carry the current Firearms Qualification Card, HPD-473 form, on his or her person while on duty.

6. Police arsenals may issue only those firearms that appear on the officer's current firearms qualification card.

7. Except for emergency situations, officers shall carry only authorized (i.e., issued and supplemental weapons) firearms with which they are currently qualified for police service.

B. Qualification Testing for Each Firearm

1. Qualification for each firearm is based on a pass/fail system which shall be monitored by a certified weapons instructor. A passing qualification for each firearm is required for an officer to use it.

2. The prescribed qualification course shall be designed by the firearms training sergeant and approved by the Training Division commander.

3. An officer who passes qualification testing shall be issued a Firearms Qualification Card, HPD-473 form, which shall list the firearm(s) and the qualification scores for each firearm that the officer is qualified to use.

4. Each officer's qualification test score(s) shall be maintained by the Training Division.
5. **Failure to Pass Qualification and Emergency Qualification Testing**

   a. Officers who fail the qualification test for the issued firearm, AR-15 rifle, or Remington 870 shotgun shall be transferred to the Training Division on special assignment as soon as possible. They can remain in the Training Division up to ten working days as scheduled by the Training Division. During this time, officers shall be allowed to qualify at least once a day. Officers who are unable to qualify in the ten days shall return to their previous assignment and be subject to Policy 3.45, FAILURE TO MEET MINIMUM JOB REQUIREMENTS.

   b. An officer who fails the qualification test for his or her issued firearm shall submit the issued firearm to the pistol range before they leave the range on the day of the test.

   c. If an officer fails to qualify with any supplemental firearm, that officer shall be prohibited from carrying the firearm until he or she passes the qualification test.

C. **Emergency Firearms Qualification**

1. Emergency firearms qualification is available to an officer who has not completed annual firearms qualification and whose current qualification will expire before he or she can be scheduled for the prescribed annual firearms qualification course.

2. An officer attending emergency firearms qualification will be tested with the department-issued pistol, an AR-15 rifle, and a Remington 870 shotgun. One supplemental pistol will be allowed.
3. An officer who passes emergency qualification shall be issued a temporary Firearms Qualification Card, HPD-473 form. Emergency firearms qualification is valid for 90 days.

4. An officer who passes emergency firearms qualification shall inform his or her supervisor that the officer must be scheduled to attend annual recall training before the expiration of the emergency qualification.

XVI. FIREARM INSPECTIONS

A. Inspection, Repair, and Disposition

1. All firearms used for police service shall be inspected annually by the department's firearms technician or armorer.

2. Firearm inspections shall be based on standards established by each manufacturer (factory armorer school specifications).

3. Any firearm that does not meet the manufacturer's factory armorer school specifications or is unserviceable shall be removed from police service by the department's firearms technician or armorer.
   a. Department-issued firearms that are unserviceable shall be repaired by the firearms technician or armorer.
   b. If the issued firearm is not repairable, the firearm shall be returned to the Finance Division for disposal.
   c. Officers shall be responsible for repairing their privately owned firearms.
B. Responsibility

1. Officers shall ensure that their firearm(s) are serviceable at all times. Officers shall submit any department-issued weapon that they believe is unsafe either to the Firearms Technician or an officer at the pistol range.

2. Officers who submit their issued pistol without obtaining a temporary replacement shall be assigned to desk duties in plainclothes where firearm use is limited.

3. Commanding officers shall ensure that firearms carried by their personnel are inspected on a regular basis.

XVII. AMMUNITION

A. Policy

1. Ammunition for privately owned firearms shall not be obtained from nor issued to the officer by the department.

2. The department shall issue ammunition to officers who, under the supervision of range personnel, practice with departmental firearms with which they failed to pass qualification tests.

3. Only ammunition listed for the specific firearm may be used for police service (refer to Attachments 4 and 5).

4. Only less-lethal ammunition that is specifically approved for a particular less-lethal weapon shall be used for police service (refer to Policy 1.04, USE OF FORCE).

5. Any ammunition that has not been specified in this directive for police duty cannot be used unless written authorization is granted by the Chief of Police.
6. Ammunition that has been reloaded or altered is prohibited for use in police service.

7. A quality control inspection shall be conducted for each ammunition lot by the sergeant at the range or designee.

B. Ammunition for Training and Qualification Testing Only

The following categories of ammunition may be used only for training and qualification testing and are prohibited for regular police use:

1. Full-jacketed bullets.
2. Non-toxic frangible rounds.

XVIII. RECORD KEEPING

The Finance Division shall be responsible for maintaining an inventory list of all department-issued firearms. The list shall contain a description of the firearm, the type model, serial number, and the officer to whom the firearm is issued.

XIX. ACQUISITION, RETURN AND REPLACEMENT OF UNIFORMS, EQUIPMENT, AND ACCESSORIES

A. Acquisition

1. When acquiring equipment and other articles from the Finance Division, the employee shall endorse the appropriate documents and accept responsibility for properly caring for and preserving all items.

2. Each officer shall obtain the required uniform and accessories within 30 days of appointment to the department.
B. Return

1. Policy

Each employee shall return all equipment as required to the Finance Division before leaving the department.

2. Retirement or Resignation

a. At the officer's option, he or she may turn in the badge to the element commander or any supervisor within the officer's chain of command up to the rank of assistant chief. The officer who receives a retiring or resigning officer's badge shall treat the occasion as a solemn event.

b. The officer receiving the officer's badge shall immediately contact the Property and Supply Section, Finance Division, and notify them of the circumstances. The supervisor shall ensure that the badge is returned to the Property and Supply Section via property receipt within two working days.

3. Termination

a. The terminating employee shall be required to return all items listed on the Outstanding Departmental Equipment, HPD-456 form, to the Finance Division.

b. If any item is not returned:

(1) The terminating employee shall remit the current replacement cost for each item to the Finance Division.
(2) If the employee's account has not been settled, the commander of the employee's last assignment will assist the Finance Division in retrieving the outstanding items and shall submit a numbered police report listing all of the missing items to the Finance Division commander.

(3) The terminating employee's final lump sum payment (for accrued vacation, compensatory time, overtime, etc.) shall be withheld until the account is settled.

4. Death in Service
   a. All of the department-owned property and equipment items assigned to the deceased employee shall be retrieved by his or her command immediately or payment for the items shall be remitted.
   b. The deceased employee's final lump sum payment (for accrued vacation, compensatory time, overtime, etc.) shall be withheld until the account is settled.

C. Missing Items
   If any issued equipment, such as a gun, badge, handcuffs, chemical agent, etc., is missing, the officer shall generate a numbered police report and a Request for Replacement of Issued Item(s) Report, HPD-463 form, within 24 hours of the discovery.

D. Criminal Damage
   1. If any uniform or equipment is damaged through criminal assault, the employee shall notify his or her immediate supervisor as soon as possible.
2. If any other property is damaged, the employee shall notify his or her immediate supervisor or the officer in charge of the scene, who shall ensure that photographs are taken to document the extent of injuries and damage.

3. The supervisor or the officer in charge, after ensuring that all reports accurately detail injuries, damages, and property ownership, shall submit the reports through the proper channels.

E. Replacement Procedure (Criminal and Non-Criminal)

A Request for Replacement of Issued Item(s), HPD-463 form, shall be submitted to the Finance Division commander.

1. If an assessment is to be made, the employee shall be charged for the replacement cost of the item.

2. If no assessment is to be made, the item shall be replaced at no cost to the employee.

XX. UNIFORM ALLOTMENT

A. Initial Allotment

1. Officers are eligible to receive an initial allotment of three complete sets of the standard uniform upon graduation from recruit school.

2. Reserve officers are eligible to receive two complete sets of the standard uniform upon graduation from recruit school.

B. Annual Replacement Policy

1. An employee may purchase up to the maximum units listed in the replacement column in attachment 3 at approximately 25 percent of the total cost of the uniform or as allowed by the terms of each bargaining unit's contract.
2. The department shall pay the dollar amount allowed by the Department of Budget and Fiscal Services (approximately 75 percent of the total cost) for each allotted replacement item.

3. An employee is eligible to purchase the allotted replacement uniform one year from the date that he or she acquired the previous set.

C. Replacement Procedures

1. The employee shall submit a Request to Purchase Uniform, HPD-28 form, in duplicate for the Finance Division's approval before ordering any replacement uniform.

2. The employee shall then take an approved copy of the request to purchase uniform form to the supplier so that the order can be processed.

3. The employee shall be responsible for payment of his or her portion of the purchase.

LOUIS M. KEALOHA
Chief of Police

Attachments

Post on bulletin board for one week

Policy first issued
March 29, 2002
SPECIFICATIONS FOR NONISSUED ITEMS

I. Standard Shoes
   A. Color: Black.
   B. Material: Patent leather or smooth black leather that reflects a high gloss shine.
   C. Sole Material: Rubber, leather, imitation leather or mixed composition. Ribbed soles are prohibited.
   D. Heel height: Male--between 1/2" and 1" high.
      Female--no more than 1-3/4" high.

II. Optional Shoes
   A. Color: Black (including soles and laces).
   B. Material, excluding the sole: Smooth leather or imitation leather.
   C. Style: High or low cut.
      General purpose or cross-training but not those specifically designed for running/jogging.
   D. Prohibited:

III. Optional Flashlight and Carrier
   Color: Black
   Maximum length: 9 inches
   Maximum diameter: 2 inches
ITEMS ISSUED TO POLICE OFFICERS

ALL OFFICERS

1. Standard uniform shirt
2. Standard uniform trousers
3. All weather campus jacket
4. Raincoat
5. Badge
6. Identification card
7. Cap shield
8. Cap/buttons, band, cover
9. Shoulder patch
10. Shoulder insignia (lieutenant and above)
11. Sergeant stripes
12. Waistbelt
13. Handcuffs, keys, and pouch
14. 26" expandable metal baton and holster
15. Handgun and holster
16. Ammunition and pouch
17. Flashlight and batteries
18. Chemical agent and pouch
19. Traffic vest
20. White gloves
21. Safety helmet (Cushman officers)
22. Whistle
23. Strollermeter
24. Fingerprint kit
25. Safety goggles
26. Disposable gloves
27. Dust mask
28. Police box key
29. Bodily fluid disposal kit
30. Entry cardkey
31. Body armor
32. Portable police radio

MOTORIZED OFFICERS

1. Police radio
2. Blue dome light and strap
3. Padlock
4. Electronic siren
5. First aid kit
6. Fire extinguisher
7. Blanket
CROWD CONTROL TEAM (BACK-UP RIOT SQUAD)

1. Riot helmet
2. Training utility uniform
3. Soft cap with HPD insignia
4. Gas mask
5. 36" riot baton with holder
6. Safety boots
7. Bulletproof vest
8. Riot shield
9. Bag
10. Battle dress uniform

TASK FORCE OFFICERS

1. Utility uniform
2. Battle dress uniform
3. Nylon web holster
4. Nylon web ammunition pouch
5. Nylon web handcuff pouch
6. Safety boots

HELICOPTER OFFICERS

1. Flight suit
2. Helmet
3. Air crew wings
4. Safety boots

TRAINING OFFICERS

Training utility uniform

SOLO MOTORCYCLE OFFICERS

1. Shirt
2. Breeches
3. Training utility uniform
4. Motorcycle boots
5. Rain suit
6. Helmet
POLICE ACTIVITIES LEAGUE OFFICERS

1. Polo shirt
2. Shorts
3. Trousers
4. Jacket

NARCOTICS/VICE OFFICERS

Safety boots

BICYCLE PATROL OFFICERS

1. Shirt
2. Embroidered badge
3. Shorts
4. Cycling shoes (officers pay 25 percent of the cost)
5. Helmet
6. Bicycling gloves
7. Rain jacket
8. Blackhawk Velcro inner or similar nylon duty belt
9. Bianchi nylon or similar nylon magazine pouch
10. Bianchi nylon or similar nylon OC spray pouch
11. Bianchi nylon or similar nylon handcuff pouch
12. Bianchi nylon or similar nylon flashlight holder
13. Weapon holster
14. ASP ballistic weave scabbard
15. Bianchi nylon or similar nylon radio holster
# UNIFORMS

## INITIAL AND ANNUAL ALLOTMENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Item</th>
<th>Initial Allotment</th>
<th>Annual Allotment (25% of cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
<td>Shirt</td>
<td>3</td>
<td>3*</td>
</tr>
<tr>
<td></td>
<td>Trousers</td>
<td>3</td>
<td>3*</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Rain trousers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Traffic vest</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Body armor</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Central Receiving Desk Officer</td>
<td>Utility uniform</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Crowd Control Team Officer</td>
<td>Training utility uniform</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility uniform</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>SSD Officer</td>
<td>Training utility uniform</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility uniform</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Police Helicopter Crew</td>
<td>Flight suit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Training Officer</td>
<td>Training utility uniform</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solo Motorcycle Officer</td>
<td>Shirt</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Breeches</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Leather jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rain suit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Training utility uniform</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
## UNIFORMS

### INITIAL AND ANNUAL ALLOTMENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Item</th>
<th>Initial Allotment</th>
<th>Annual Allotment (25% of cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAL Officer</td>
<td>Polo shirt</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Shorts</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Trousers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Matron</td>
<td>Blouse</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Trousers</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Coat</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Police Reserve</td>
<td>Shirt</td>
<td>2</td>
<td>2**</td>
</tr>
<tr>
<td></td>
<td>Trousers</td>
<td>2</td>
<td>2**</td>
</tr>
<tr>
<td></td>
<td>Rain trousers</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Body armor</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Police Chaplain</td>
<td>Trousers/skirt</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Shirt</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Evidence Specialist</td>
<td>Tunic</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>Shirt</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach Worker</td>
<td>Shirt</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**One of the replacements may be a utility uniform top or bottom.**
# ISSUED AND SUPPLEMENTAL HANDGUNS AND AMMUNITION

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>MAKE / MODEL</th>
<th>SPECIFICATIONS</th>
<th>AMMUNITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued Revolver for Uniform or Plainclothes</td>
<td>Smith and Wesson 1. Military and Police Model 10; or 2. Combat Masterpiece Model 67 and Model 15</td>
<td>.38 special caliber revolver Stainless steel or blue finish 4&quot; long barrel</td>
<td>Issued: .38 caliber special cartridge, 158 grain, lead, semi-wadcutter, hollow point (+P)</td>
</tr>
<tr>
<td>Supplemental Revolver for Plainclothes or Off-duty</td>
<td>Smith and Wesson .38 Special Revolver</td>
<td>Stainless steel or blue finish Barrel that is between 2&quot; and 6&quot; long Five- or six-shot Chambered for .38 Special cartridge only</td>
<td>.38 caliber special cartridge, Federal Nyclad, 125 grain, semi-wadcutter, hollow point (+P) .38 caliber special cartridge, Federal Nyclad, 125 grain, semi-wadcutter, hollow point (non +P)</td>
</tr>
<tr>
<td>Grandfathered</td>
<td>Smith and Wesson Airweight revolvers</td>
<td>.38 caliber special cartridge, Federal Nyclad, 125 grain, lead, semi-wadcutter, hollow point (non +P)</td>
<td></td>
</tr>
<tr>
<td>Issued Pistol for Uniform or Plainclothes</td>
<td>Smith and Wesson Model 5906 (HPD Special) 9mm semiautomatic</td>
<td>Stainless steel 4&quot; long barrel</td>
<td>Issued: Winchester 9mm Luger Subsonic, 147 grain, JHP #RA9147HP Federal 9mm Luger (9 x 19mm Parabellum) cartridge, 147 grain, Hydra Shok HP Winchester 9mm Luger Black Talon, 147 grain, SXT #59mm</td>
</tr>
<tr>
<td>APPLICATION</td>
<td>MAKE / MODEL</td>
<td>SPECIFICATIONS</td>
<td>AMMUNITION</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Smith and Wesson 9mm semiautomatic pistol</td>
<td>Stainless steel or blue finish or a combination of both (as offered by the factory). Barrel that is between 3-1/2&quot; and 4&quot; long. Single or double column magazine.</td>
<td>Winchester 9mm Luger Subsonic, 147 grain, JHP #RA9147HP. Federal 9mm Luger (9 x 19mm Parabellum) cartridge, 147 grain, Hydra Shok HP.</td>
<td></td>
</tr>
<tr>
<td>Smith and Wesson 9mm revolver</td>
<td>940 J frame, 2&quot; barrel, stainless steel or blue finish.</td>
<td>CCI speer 9mm Luger, 124 grain, Gold Dot HP.</td>
<td></td>
</tr>
<tr>
<td>Sig Sauer 9mm semiautomatic pistol models</td>
<td>P225, P226, P228, P225DA, P226DA, P228DA, P229, P239</td>
<td>Winchester 9mm Luger Black Talon, 147 grain, SXT #59mm. Federal 9mm Luger, 124 grain, Tactical JHP.</td>
<td></td>
</tr>
<tr>
<td>Glock 9mm semiautomatic pistol models</td>
<td>No compensated or ported barrels Minimum trigger-pull weight of 7 pounds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kahr 9mm semiautomatic pistols, except polycarbonate models</td>
<td>No compensated or ported barrels Minimum trigger-pull weight of 6.5 pounds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith and Wesson .40 caliber semiautomatic pistol</td>
<td>CS40, 4006, 4043, 4046, 410, 4013T SW, 4053T SW</td>
<td>155 grain CCI Speer Gold Dot. 155 grain Federal Hydra-shok. 165 grain CCI Speer Gold Dot.</td>
<td></td>
</tr>
<tr>
<td>Sig Sauer .40 caliber semiautomatic pistols only w/.40 caliber barrels.</td>
<td>SP2340, P226, P229, P239</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glock .40 caliber semiautomatic pistols</td>
<td>No compensated or ported barrels Minimum trigger-pull weight of 7 pounds.</td>
<td>165 grain Federal Tactical.</td>
<td></td>
</tr>
<tr>
<td>Kahr .40 caliber semiautomatic pistols, except polycarbonate models</td>
<td>No compensated or ported barrels Minimum trigger-pull weight of 6.5 pounds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLICATION</td>
<td>MAKE / MODEL</td>
<td>SPECIFICATIONS</td>
<td>AMMUNITION</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>Issued only to Specialized Services Division (except the Parks Detail)</td>
<td>Sig Sauer .40 caliber semiautomatic pistol, model P226</td>
<td>Alloy frame with carbon steel slide, 4&quot; long barrel</td>
<td>Refer to ammunition list for issued .40 caliber pistols.</td>
</tr>
</tbody>
</table>
### SUPPLEMENTAL RIFLES AND SHOTGUNS AND AMMUNITION

<table>
<thead>
<tr>
<th>WEAPON</th>
<th>MAKE</th>
<th>MODEL</th>
<th>CAL/GAUGE</th>
<th>AMMUNITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rifle</td>
<td>Colt</td>
<td>AR</td>
<td>9mm</td>
<td>Refer to ammunition list for supplemental pistols.</td>
</tr>
<tr>
<td></td>
<td>Colt</td>
<td>AR15, M-4</td>
<td>223, 5.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ruger</td>
<td>Mini 14</td>
<td>223</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ruger</td>
<td>77</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remington</td>
<td>700</td>
<td>223 or 30</td>
<td>Any factory-loaded cartridge with a soft-point bullet.</td>
</tr>
<tr>
<td></td>
<td>Remington</td>
<td>40 X</td>
<td>223 or 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remington</td>
<td>788</td>
<td>223 or 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Savage</td>
<td>110</td>
<td>223 or 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Winchester</td>
<td>70</td>
<td>223 or 30</td>
<td></td>
</tr>
<tr>
<td>Shotgun</td>
<td>Remington</td>
<td>670</td>
<td>12</td>
<td>Any factory-loaded 12-gauge ammunition (00 buckshot or rifled slug).</td>
</tr>
<tr>
<td></td>
<td>Benelli</td>
<td>M1 Super 90</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benelli</td>
<td>M3 Super 90</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remington</td>
<td>1187-P</td>
<td>12</td>
<td></td>
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<tr>
<td>Grandfathered Shotgun</td>
<td>Ithica</td>
<td>37</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Winchester</td>
<td>1200</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Standard</td>
<td>pump action</td>
<td>12</td>
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