

# Honolulu Police Department

801 South Beretania Street Honolulu, Hawaii 96813

Phone: (808) 723-3575  
 Email: [specialduty@honolulu.gov](mailto:specialduty@honolulu.gov)  
 Website: [www.honolulupd.org](http://www.honolulupd.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

Account Name: \_\_\_\_\_

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

Job Address: \_\_\_\_\_

(Start of Escort) \_\_\_\_\_

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

Nature of Event:  Party/Celebration  Construction  Parade  Sports Event  Escort  Community Gathering  
 Concerts  Funeral  Church Service  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):	Method of Payment:	Pay Scale For The Entire Request Form:
<input type="checkbox"/> Traffic Control <input type="checkbox"/> Security/Crowd Control <input type="checkbox"/> Escort	On Site      Invoice	Standard      Premium (See Page 2 For Rates)

Additional Notes for the Officer(s): \_\_\_\_\_

### SECTION B: Job Details

Job Date	Rank *(See Page 2 for Officer Ranks)	Amt of Officers	Start Time	End Time	Hours	HPD Job #	Prem Pay	Equipment (Select only one option)
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle
							<input type="checkbox"/>	None      Blue Light Bicycle      Motorcycle

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. Late requests, if accepted, may require premium rates to be paid.

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

## SECTION C: Job Duty 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 D: 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 E: Account Billing Information

***\*\*Billing Mailing and Email Address must correlate with Account Name/Holder.***

***All HPD invoices will be sent to Billing Email Address.***

***We do not do accept any form of online/electronic payment\*\****

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

Billing Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Requestor Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Rate Schedule - Effective 7/1/2025		
	Regular	Premium
Officer	\$60.00	\$85.00
Motorcycle Officer	\$63.00	\$88.00
<b>*Supervisor Positions*</b>		
Sergeant*	\$64.00	\$89.00
Motorcycle Sergeant*	\$67.00	\$92.00
Lieutenant*	\$70.00	\$100.00
Captain*	\$74.00	\$104.00
Major*	\$80.00	\$110.00
<b><i>Events With Alcohol Please Add \$10 Per Hour Per Officer</i></b>		

### Vehicle Rates

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

**Escorts:** Officers are paid mileage (refer to honolulupd.org to current rates) 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. **After Hours Cancellation:** 1-855-559-3858