	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 20 2008	POLICY NO.: ADM.01.09
		SUPERSEDES (Policy No. & Date): ADM.01.09 of 1/5/93	
SUBJECT: SHOULDER PATCHES, REQUESTS FOR		Page 1 of 2	

1.0 PURPOSE

To establish guidelines for responding to requests for Department uniform shoulder patches from individuals who are not employees of the Department.

2.0 REFERENCES

Hawaii Revised Statutes (HRS), §84, State Code of Ethics.

3.0 POLICY

- .1 To ensure the ethics of Department personnel remain unquestioned, uniform shoulder patches shall not be given away as souvenirs to individuals who are not employees of the Department.
- .2 Uniform shoulder patches shall only be given to members of State and Federal Law Enforcement or correctional agencies upon receipt of payment for the cost of the patches and verification of their agency status.

4.0 PROCEDURES

All written requests for shoulder patches from individuals outside of the Department shall be referred to the Director or Deputy Directors. This includes written requests addressed to the Correctional Facilities and Law Enforcement Divisions.

Upon Director's approval, the requestor will be notified that a patch will be provided upon receipt of payment of the patch. The price for patches shall be the current cost to Correctional Industries plus any additional handling or processing costs.

Correctional Industries shall process all requests according to the following provisions:

- .1 Verify the requestor is a member of a State or Federal law enforcement or correctional agency. Verification in this case constitutes the request having been written on letterhead paper of the agency.
- .2 If the request is from an individual outside the Department, notify the requestor in writing of the Department policy with respect to shoulder patches.


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- .3 If the request was not made on agency letterhead paper, notify the requestor in writing of Department policy, the need to verify agency status and cost of the patch.
- .4 The price quoted requestors for patches shall be the current cost to Correctional Industries for the patch plus any additional handling or processing costs.

5.0 SCOPE

This policy applies to all correctional and law enforcement divisions within the Department.

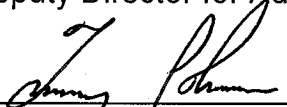
APPROVAL RECOMMENDED:



Deputy Director for Administration

6/6/08

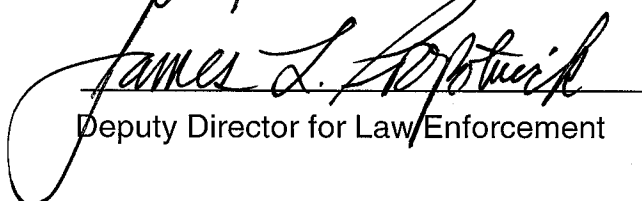
Date



Deputy Director for Corrections

6/18/08

Date

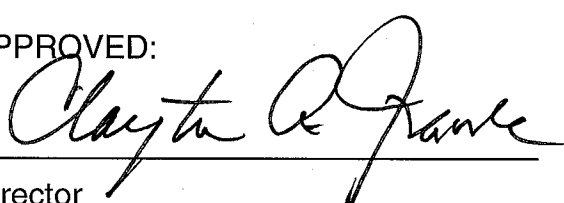


Deputy Director for Law Enforcement

6-19-08

Date

APPROVED:



Director

6/20/08

Date