

RETIREMENT BADGES – ISSUE AND RECALL	Document Number	GO 414
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1. PURPOSE

This directive describes the use of and eligibility for the optional purchase of a Hawai'i Police Department retirement badge with holder or the employee's service badge that is to be embedded in Lucite.

2. PERSONS AFFECTED

All sworn police personnel.

3. DEFINITIONS

3.1. Retirement Badge: Specially designed, smaller, flat badge, similar to actual duty badge inscribed with "Retired" on the face.

3.2. Service Badge: The official badge(s) carried by a law enforcement officer. Purchased service badges shall be embedded in Lucite.

4. PROCEDURES

4.1. ELIGIBILITY FOR RETIREMENT BADGE

4.1.1. The Police Chief, upon review of a submitted Retirement Badge Request form, may authorize a Hawai'i Police Department employee to purchase a retirement badge, if the employee:

- a. Retires after completing twenty-five (25) or more years of active service; or
- b. Receives an early or disability retirement after active service under honorable conditions subject to the approval of the Police Chief based on the written request and justification provided by the employee; provided that the employee meets Hawai'i County eligibility requirements for a retirement award.

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4.2. ELIGIBILITY FOR BADGE EMBEDDED IN LUCITE

4.2.1. The Police Chief, upon review of a submitted Retirement Badge Request form, may authorize a Hawai'i Police Department employee to purchase a service badge to be embedded in Lucite, if the employee:

- a. Retires after completing twenty-five (25) or more years of active service; or
- b. Receives an early or disability retirement after active service under honorable conditions subject to the approval of the Police Chief based on the written request and justification provided by the member; provided that the member meets the Hawai'i County eligibility requirements for a retirement award; or
- c. Is deemed by the Police Chief to have shown exemplary record of conduct, service to the community and devotion to duty during his/her employment as a police officer.

4.2.2. An immediate family member of a deceased employee who meets the criteria established in Section 4.2.1 may request a service badge, if none was issued to the employee prior to his/her death.

4.3. DENIAL OF REQUEST FOR RETIREMENT BADGE

4.3.1. The Police Chief shall be the final approving authority for any request for issuance of a retirement badge. Denial of a request may be due to, but is not limited to, the following conditions:

- a. The separated employee's employment records while serving as a police officer for the Hawai'i Police Department, reveal "reprehensible conduct" of major incident(s) under the Hawai'i Police Department's General Orders 300 (Rules of Conduct); or
- b. The separated employee's psychiatric condition is so impaired that issuance of an official police badge could be detrimental to public safety.

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4.4. QUALIFICATIONS FOR BADGE RECALL

4.4.1. The Police Chief shall have the authority to recall any embedded badge whenever a separated employee returns to active duty as a regular police officer.

4.4.2. The Police Chief shall also have the authority to recall the retirement badge or embedded badge when it has been determined that the separated employee has abused the privilege of possessing a retirement badge in any of the following ways:

- a. Using it or attempting to use it for a purpose other than intended.
- b. Allowing its use by another or exhibiting conduct which brings disrepute to the Hawai'i Police Department and the County of Hawai'i through the commission of a crime.
- c. Other conduct which would be unbecoming to a regularly employed Hawai'i Police Department Officer.

4.4.3. In the event the badge is recalled, the department shall not incur the cost of the badge.

4.5. LOST OR STOLEN BADGES

4.5.1. The holder must report the loss of a retirement badge to the Captain of the Administrative Services Division.

4.6. REQUESTING RETIREMENT/SERVICE BADGE

4.6.1. Employees or family of deceased employees seeking retirement and/or service badges shall complete the appropriate form (HAWAI'I POLICE DEPARTMENT RETIREMENT BADGE REQUEST FORM) and submit it to the Administrative Services Captain, who will be the liaison for the Department. The Administrative Services Captain shall be responsible for the processing of the Retirement Badge Request including the approval process, securing quotations through Finance, and corresponding with the requestor.

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4.6.2. Employees or family of deceased employees seeking retirement and/or service badges shall be responsible for all costs associated with the item being requested.

5. RESPONSIBILITIES

5.1. The Captain of the Administrative Services Division or their designee shall receive and inspect retirement badges prior to being issued to the separated employee. Embedded service badges will be shipped directly to the employee/the family of deceased employees after completion of work.

5.2. The Captain of the Administrative Services Division shall, at all times, keep and maintain a record of all badges issued by the Police Chief. This record shall include the rank and number on the face of the badge as well as the address and name of the person to whom the badge was issued.