

CUSTOMS AND COURTESIES OF THE SERVICE	Document Number	GO 500
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1. PURPOSE

The purpose of this policy is to recognize the department as a semi-military organization and to adopt the military customs for uniformed police officers.

2. PERSONS AFFECTED

All sworn department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that its sworn personnel adhere to basic military customs and courtesies in their dealings with each other and in public.

4. PROCEDURES

4.1. Semi-Military Nature of the Department - Since its inception, the Police Department has been recognized as a semi-military organization. Its members have always worn uniforms, insignia and chevrons and have always been addressed by their military titles such as "Captain," "Lieutenant," and "Sergeant."

4.1.1. The hand salute shall be given on the following occasions:

- a. Out-of-doors by members in uniform, who are not in formation, whenever the national colors pass by or the national anthem of this or any other nation is played.
- b. Out-of-doors by the officer in charge of any formation when the national colors pass by or the national anthem of this or any other nation is played.

4.1.2. General Rules in Regard to Salutes:

- a. Salute on the first note of the national anthem and hold it until the music ends.
- b. Face the colors when saluting and if the colors are not present, face the music.

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- c. Salute the national colors when they are approximately six paces away and drop the salute when they have passed six paces beyond where you are standing.

4.2. Customs of the Service

- 4.2.1. Members shall address one another by their rank and last name such as “Captain Boyd” or “Sergeant Jones.”
- 4.2.2. Police hats are considered part of the official uniform and must be worn when directing traffic and for ceremonial, foot patrol and security details, drills, inspections and off-duty assignments. The wearing of the hat is optional in all other situations except that each employee shall have his hat readily available while on duty.
- 4.2.3. Commanding officer shall not address any group in formation while smoking, chewing tobacco, or gum, or while they have their hands in their pockets.
- 4.2.4. Members shall not smoke or chew tobacco or gum while walking the beat or while talking to or interviewing persons on official business or otherwise conducting official business with the public.