

SPECIAL POLICE OFFICERS	Document Number	GO 410
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1. PURPOSE

The purpose of this policy is to establish guidelines for the appointment of special police officers.

2. PERSONS AFFECTED

All appointed Special Police Officers.

3. POLICY

It shall be the policy of the Hawai'i Police Department that certain qualified persons may be appointed by the Police Chief to serve as special police officers.

4. DEFINITIONS

Special Police Officer – Qualified person selected by the Police Chief to perform specific police functions as part of their duties with their employment.

5. RESPONSIBILITIES

- 5.1. Police Chief – Appoints, commissions, and terminates the authority of special police officers as circumstances warrant.
- 5.2. Special Police Officers – Perform specific police functions at the direction of their respective employers and in compliance with this policy.

6. APPOINTMENT

- 6.1. The Police Chief may appoint as special police officers, without pay, such persons of good character as he shall deem to be qualified.
- 6.2. Special police officers may be appointed for private duty, to be paid by their employers, but may be called upon to perform such special duties as the Police Chief shall require.

7. APPLICATION

- 7.1. An applicant for a special police officer's commission shall make application to the office of the Police Chief on forms provided for such purpose.

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7.2. The endorsement of the applicant's employer, or of the person recommending him, shall be required on the application.

8. QUALIFICATIONS

8.1. Qualifications – To qualify for an appointment as a special police officer, an applicant must meet the following minimum requirements:

- 8.1.1. Be at least 18 years of age and performing specific police functions for an employer pursuant to rules of the department or State and County ordinances.
- 8.1.2. Shall be a U.S. citizen and a resident of the State of Hawai'i for
- 8.1.3. more than one year.
- 8.1.4. Be of good character, having not been convicted of a felony, crime of violence or the possession or sale of any illegal drug.

9. COMMISSION AND OATH OF OFFICE

Each person appointed as a special police officer shall be issued a commission of appointment signed by the Police Chief, and shall take the oath of office before entering upon his duties. He shall also be issued a special police badge and an identification card.

10. TERM OF APPOINTMENT

- 10.1. Each special police officer's commission shall be limited to a term of two (2) years from the date of appointment.
- 10.2. At the expiration of such term, or upon the termination of employment, whichever occurs sooner, the commission is automatically rescinded, and the holder thereof shall return his commission, badge and identification card, or he may apply for a renewal thereof if he has not terminated his employment.

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11. REMOVAL OF SPECIAL POLICE OFFICERS

- 11.1. Any special police officer convicted of a felony, crime of violence or the possession or sale of any illegal drug shall forfeit his appointment. The special police officer commission shall be forfeited upon such conviction.
- 11.2. The appointment of any special police officer may be terminated for cause at the discretion of the Police Chief.

12. TRAINING

- 12.1. Persons appointed as special police officers shall be required by the Police Chief to attend training classes or courses of instruction conducted by the police department or other approved agencies.
- 12.2. The failure to attend any class or portion of any class may result in the denial of the application.
- 12.3. Classes shall include instruction on the limitations of the authority granted to special police officer commissions.
- 12.4. The training requirements for special police officers will be determined by the focus of their commissions.
- 12.5. Upon the completion of the classes, applicants must pass a written examination administered by the department.

13. CARRYING FIREARMS

- 13.1. No special police officer shall carry firearms or other weapons unless specifically authorized to do so in writing by the Police Chief.
- 13.2. A permit to carry a firearm may be granted by the Police Chief upon the showing of good cause and provided the nature of duties to be performed by the special police officer and the reasons and circumstances surrounding the request so warrant.
- 13.3. Where a firearm permit is required, special police officers may be examined on their qualifications in the use of firearms or required to participate in firearms training conducted by the department.

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14. POWERS OF SPECIAL POLICE OFFICERS

14.1. Special police officers shall perform the duties of office only within the district and/or at the specific location authorized by the Police Chief.

14.2. They shall have the authority to arrest a person in the act of committing a crime in their presence in accordance with Section 803-3 of the Hawai'i Revised Statutes.

15. RULES GOVERNING SPECIAL POLICE OFFICERS

The Police Chief shall prescribe such rules as may be necessary for the proper conduct, performance of duty and actions of special police officers.