

IDENTIFICATION CARDS, PERSONNEL PHOTOGRAPHS, VISITOR PASSES	Document Number	GO 420
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1. PURPOSE

The purpose of this policy is to establish procedures for the issuance, proper use, and other requirements for Department identification cards, visitor passes, and personnel photographs.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that all employees and visitors be issued proper identification cards to permit access to facilities and controlled areas as necessary.

4. DEFINITIONS

4.1. Employee – For the purpose of this General Order, employee shall mean officer, civilian, and volunteer.

5. PROCEDURES

5.1. The police identification card shall be worn by all non-uniformed personnel while in a police facility or while at a crime scene. (Exception: members engaged in physical training, members working undercover).

- a. Non-uniformed personnel shall allow the public to view identification cards upon their request.
- b. Uniform officers shall have their police identification cards readily available for viewing by the public upon their request.

5.2. The police identification card shall be worn with the employee's picture in plain view and suspended by a plastic clip provided for that purpose.

- a. The police identification card should be attached to the upper left portion of the body; i.e., the collar, shirt pocket, etc.

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b. Cards may also be worn with a lanyard or similar means.

5.3. The Administrative Services Sergeant or designee shall be responsible for:

- Providing employees and reserve police officers with new or replacement departmental identification cards.
- Maintaining current personnel photographs as part of the personnel records.

5.4. Employees shall be responsible for keeping their departmental identification cards up to date. Whenever it is necessary, the employee shall make an appointment with the Administrative Services Division to update the information and replace their card due to:

- Promotion
- Transfer from uniform to plainclothes or vice versa
- Change in badge, rank, or personnel data
- Damaged card
- Lost or stolen card
- Expired card (ID cards expire 5 years after date issued)

5.5. Replacement Identification Cards

5.5.1. Personnel reporting a lost or stolen card shall submit a memorandum through their chain of command to the Assistant Chief of the Administrative Bureau.

a. If replacement is due to negligence or improper use and care of the card by the employee, he/she shall then be required to remit \$6.00 for the cost of replacement to the Finance Division.

5.6. Updating Personnel Records Photographs

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- 5.6.1. The Administrative Services Sergeant shall be responsible for maintaining a current photo file of all employees as part of the personnel records.
- 5.6.2. Updating Process
  - a. Employees shall update their departmental identification photo during the month in which the identification card expires.
  - b. Administrative Division and the Office of Professional Standards shall each receive a copy of the photograph.
- 5.6.3. Promotions - Promoted officers (sergeant/detective or higher grade) shall update their personnel photo files when their replacement ID cards are being processed.
- 5.6.4. An I.D. card with the word "RETIRED" may be issued to retired sworn personnel.
  - a. The I.D. card shall contain a photograph of the retired person with his or her position designated by the word "Retired" followed by the last rank held by the person prior to retirement.
- 5.7. Attire - Photographs for personnel files shall reflect sworn members in uniform and Non-Sworn in plain clothes appropriate for their assignment.
- 5.8. Security of Photo Files - Only authorized personnel is allowed access to the Administrative Division's photo file which is to be used only for identification purposes.
- 5.9. Visitor's Passes
  - 5.9.1. Visitor's Pass - A white Hawai'i Police Department identification card bearing the title of visitor. Visitors are to proceed only to a specific office or area as may be required, unless escorted into another area by a department employee.

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- 5.9.2. Visitors to the Hawai'i Police Department will be required to have visitor's passes while in any police facility unless accompanied at all times by a Department employee.
- 5.9.3. Persons receiving visitor's passes will not normally require escort.
- 5.9.4. Relatives of department personnel will obtain passes prior to entry unless escorted by a department employee.
- 5.9.5. All service personnel must obtain a pass unless escorted.
- 5.9.6. County maintenance and janitorial personnel (i.e., Public Works) may display their ID cards on their shirts in lieu of wearing a department pass.
- 5.9.7. Visiting law enforcement personnel will be issued a visitor pass unless they are escorted or in uniform.

5.10. Visitor's Pass Log

- 5.10.1 All visitors receiving a visitor pass shall be logged in/out by the employee issuing the pass via an intra-departmental shared electronic folder (Visitor's Pass Log).
- 5.10.2 The Finance Section shall be responsible for issuing visitor passes and keeping the Visitor's Pass Log updated at the South Hilo Police Station.
- 5.10.3 The District Commander or designee for all other districts shall ensure the Visitor's Pass Log is kept current for their respective stations.
- 5.10.4 Each visitor shall be instructed on the restrictions of the pass issued.
- 5.10.5 Department personnel issuing passes shall ensure that the Division/Section requiring the visitor is made aware of their arrival.

5.11. All visitors requiring passes shall:

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- Identify themselves and their destination in the Police Department.
- Surrender identification, i.e., a driver's license, etc.
- Proceed only to the specific area(s) as indicated on the visitor's log, unless escorted by a department member.
- All visitors shall be instructed to return the pass to the issuing section upon completion of their business.