	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: March 4, 2019	POLICY NO.: LAW.01.17
	LAW ENFORCEMENT ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): NEW	
SUBJECT: PHOTO IDENTIFICATION CARDS FOR RETIRED LAW ENFORCEMENT OFFICERS		Page 1 of 4	

1.0 PURPOSE

This policy establishes procedures governing the issuance of Department-approved Photo Identification Cards for Retired Law Enforcement Officers.

2.0 SCOPE

This policy applies to all Law Enforcement Officers (LEOs) previously employed and retired in good standing by the Department of Public Safety, as of January 1, 1993.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Law Enforcement Officers Safety Act of 2004 (LEOSA) 18 U.S.C. Section 926C.
- b. Hawaii Revised Statutes (HRS), § 353C-2, Director of Public Safety, Powers and Duties.
- c. Department of the Attorney General, State of Hawaii, Interim Internal Management Regulation, State of Hawaii Firearm Certification for Qualified Retired Law Enforcement Officers, October 28, 2014.
- d. Department of Human Resources Development, State of Hawaii, Policy No. 702.003, Separation from Service, effective October 27, 2003, as revised August 15, 2016.

.2 Definitions

For the purposes of this policy, the following definitions shall apply:

- a. Law Enforcement Officer (LEO): Department law enforcement officers who receive an appointment to which he/she is granted police authority pursuant to HRS Section 353C-4. This includes deputy sheriffs, Sheriff Division investigators, Narcotics Enforcement Division investigators, and Internal Affairs Office investigators.
- b. Retired in Good Standing: A LEO who was: 1) regularly employed as a LEO for an aggregate of at least ten (10) years directly preceding

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retirement; 2) whose resignation or retirement was submitted in accordance with DHRD Policy No. 702.003; and 3) was not subject to a suspension, demotion, or investigation due to alleged impropriety on the LEO's part at the time of the LEO's separation, or retired or resigned as a result of such investigation, as determined by the Director.

- c. Retired Photo Identification (ID) Card: An identification card with the retired LEO's photograph and physical description. The Retired Photo ID Card shall state that the LEO is retired and shall include his/her rank immediately preceding retirement.

.3 Form

- a. PSD 0305 - Request for Photo Identification Card for Retired Law Enforcement Officer Form (attached).

4.0 POLICY

- .1 It is the policy of the Department to issue a Retired Photo ID Card to an LEO who has Retired in Good Standing upon request.
- .2 A Retired Photo ID Card is for identification purposes only and does not authorize any police powers and/or law enforcement authority.
- .3 The Retired Photo ID Card does NOT qualify the holder as a "qualified retired law enforcement officer" under 18 U.S.C. Section 926C.
- .4 The retired LEO is responsible for any misuse of the Retired Photo ID Card. The Department is not liable for any misuse of the Retired Photo ID Card and may revoke it if it is misused.
- .5 Retired Photo ID Cards are the property of the Department and shall be valid for five (5) years from issuance. Retired Photo ID Cards may be renewed within two (2) months from the date of expiration, subject to approval by the Director.

5.0 PROCEDURES

- .1 A retired LEO may request a Department-issued Retired Photo ID Card by submitting form PSD 0305, Request for Photo Identification Card for Retired Law Enforcement Officer to the Director after his/her retirement date.

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- .2 The Department will not issue any Retired Photo ID Card to a retired LEO who was subject to a suspension, demotion, or administrative or criminal investigation due to an alleged impropriety at the time of the LEO's separation, or who retired or resigned in lieu of pending termination.
- .3 A retired LEO shall not be issued a Retired Photo ID Card until such time as the investigation is completed or their retirement is reclassified as being in good standing by the Director. Retired LEOs who are restored to Retired in Good Standing as a result of completed administrative, criminal, or legal proceedings may submit form PSD 0305, Request for Photo ID Card for Retired Law Enforcement Officer to the Director.
- .4 Retired LEOs who retire or resign in lieu of pending termination shall not be entitled to a Retired Photo ID Card.
- .5 The Retired Photo ID Card shall serve as a valid photo ID for a retired LEO seeking to participate in the State of Hawaii Firearm Certification for Qualified Retired Law Enforcement Officers Program, managed by the Department of the Attorney General, State of Hawaii.
- .6 The Department shall process a request for a Retired Photo ID Card within sixty (60) days of receiving form PSD 0305.
- .7 The Department shall comply with any request from the Department of the Attorney General, State of Hawaii, seeking verification that a retired LEO is a "qualified retired law enforcement officer," pursuant to 18 U.S.C. Section 926C.
- .8 PSD 0305, Request for Photo ID Card for Retired Law Enforcement Officer, shall be maintained by the Department's Human Resources Officer in the retired LEO's personnel file for as long as he/she is certified under the State of Hawaii Firearm Certification for Qualified Retired Law Enforcement Officers Program.
- .9 A retired LEO shall notify the Department when he/she is no longer certified under the State of Hawaii Firearm Certification for Qualified Retired Law Enforcement Officers Program.

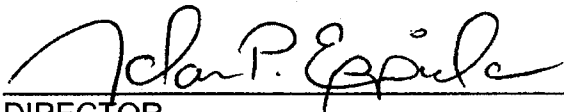
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APPROVAL RECOMMENDED:


 _____ March 4, 2019
 Deputy Director for Law Enforcement Date

APPROVED:


 _____ March 4, 2019
 DIRECTOR Date

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DEPARTMENT OF PUBLIC SAFETY

Request for Photo Identification Card for Retired Law Enforcement Officer

TYPE OR PRINT LEGIBLY - USE CAPITAL LETTERS - USE BLACK or BLUE INK ONLY

LEGAL NAME: (Last, First, Middle)				<input type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL	
RESIDENCE ADDRESS: (Street # and name including apartment / Lot #)			CITY	STATE	ZIP CODE
MAILING ADDRESS: (If different from above)			CITY	STATE	ZIP CODE
SOCIAL SECURITY NO.	CONTACT PHONE NUMBER	EMAIL ADDRESS IF AVAILABLE			
DATE OF BIRTH (MM/DD/YYYY)	EMPLOYEE Identification NO.	DATE OF SEPARATION (MM/DD/YYYY)			
FORMER LAW ENFORCEMENT AGENCY INFORMATION (TO BE COMPLETED BY APPLICANT)					
AGENCY FROM WHICH YOU RETIRED AND DATES OF SERVICE:					
ADDRESS	CITY	STATE	ZIP	PHONE () -	
PREVIOUS AGENCY FROM WHICH YOU RETIRED AND DATES OF SERVICE (If Applicable):					
ADDRESS	CITY	STATE	ZIP	PHONE () -	

I swear and affirm that the information on this application is true and accurate.

Applicant Signature

Date

I certify that the Retired Law Enforcement Officer (LEO) applicant requesting a Retired Photo Identification Card:

- 1) Was regularly employed as law enforcement officer with the Department of Public Safety, State of Hawaii, for an aggregate of at least ten (10) years directly preceding retirement; and
- 2) His/her resignation was submitted in accordance with DHRD Policy No. 702.003; and
- 3) Was not subject to suspension, demotion, or investigation due to alleged impropriety on the LEO's part at the time of the LEO's separation; and
- 4) Did not retire or resign as a result of such investigation.

Human Resources Officer Printed Name

Human Resources Officer Signature

Date

RETIRED LEO PHOTO ID CARD IS:

___ Approved

___ NOT approved

Director's Signature

Date