

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.01.09
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.01.09 of June 20, 2008	
<b>SUBJECT:</b> <b>SHOULDER PATCHES, REQUESTS FOR</b>		Page 1 of 2	

## 1.0 PURPOSE

To establish guidelines for responding to requests for Department uniform shoulder patches from individuals who are not employees of the Department.

## 2.0 SCOPE

This policy applies to all correctional divisions within the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

Hawaii Revised Statutes (HRS), §84, State Code of Ethics

## 4.0 POLICY

- .1 To ensure the ethics of Department personnel remain unquestioned, uniform shoulder patches shall not be given away as souvenirs to individuals who are not employees of the Department.
- .2 Uniform shoulder patches shall only be given to members of State and Federal Law Enforcement or correctional agencies upon receipt of payment for the cost of the patches and verification of their agency status.

## 5.0 PROCEDURES

All written requests for shoulder patches from individuals outside of the Department shall be referred to the Director or Deputy Directors. This includes written requests addressed to the Correctional Facilities and Law Enforcement Divisions.

Upon Director's approval, the requester will be notified that a patch will be provided upon receipt of payment of the patch. The price for patches shall be the current cost to Correctional Industries plus any additional handling or processing costs.

Correctional Industries shall process all requests according to the following provisions:

- .1 Verify the requester is a member of a State or Federal law enforcement or correctional agency. Verification in this case constitutes the request having been written on letterhead paper of the agency.

**NOT CONFIDENTIAL**

