

January 31, 2017
DP013101.NS2**MEMORANDUM****TO:** Principal Investigators & Fiscal/Administrative Staff**FROM:** Nelson Sakamoto
Director of Human Resources**SUBJECT: Master EIC Determination – Non-Employee -- Special Duty Police**

This Master EIC Determination is for short-term/day-to-day use of (off-duty) Special Duty Police Officers for your project. This Determination is applicable to Hawai'i County Police Department, Maui County Police Department, Kauai County Police Department and the Honolulu Police Department to acquire the services of Special Duty Police Officers to perform applicable work assignments (e.g., traffic control, escort duty, etc.). These Special Duty Police Officers are employees of their respective County Police Departments; they are not considered RCUH employees. The Police Department will charge your project with the applicable hourly rate, for any expenses and administrative fees. Each County may differ on its procedures and cost, therefore we recommend you contact the Police Department or view their websites for updated information. Refer to RCUH Policy No. 2.005 and 2.007 relating to handling payments.

To acquire a Special Duty Officer you must contact the applicable office for details (including any lead time to schedule an officer):

Honolulu Police Department – Special Duty OfficerWebsite: <http://www.honoluluupd.org/information/index.php?page=specialduty>Online Request Form: <http://www.honoluluupd.org/contact/index.php?page=contact§name=special>

Phone Number: (808) 723-3575

Hawai'i County Police Department – Special Duty OfficerWebsite: <http://www.hawaiiipolice.com/contact-us/police-department-contacts#>**District: South Hilo, North Hilo, Hamakua, Puna and Kau**Email: roseann.granadosin@hawaiicounty.gov

Phone: (808) 961-2291

District: Kona, South Kohala and North KohalaEmail: shanell.sarsuelo@hawaiicounty.gov

Phone: (808) 961-2322

Maui County Police Department – Special Duty OfficerWebsite: <http://www.co.maui.hi.us/469/Special-Duty-Pay>

Phone Number: See website for phone numbers based on specific Districts.

Kauai County Police Department – Special Duty OfficerEmail: rsakamoto@kauai.gov

Phone: (808) 241-1622 or 241-1621