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Requirements and Instructions (LEGACY)



This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.

Related Policies: Article V Requirements and Instructions, sections 501.01 through 543.01, and Chief's Memo.

Applicable HI Statutes:

ARTICLE V
INDIVIDUALS: REQUIREMENTS AND INSTRUCTIONS

- 501.01** LICENSE REQUIREMENTS. It shall be the responsibility of each individual to maintain current license and certificate requirements of his/her position in order to meet the minimum qualifications of his/her position. Failure to meet the required qualifications may jeopardize continued employment. Also, no employee shall be considered for temporary assignment or promotion during the period when license or certificates are not current.
- 501.02** Immediate supervisors shall ascertain that members and employees under their supervision have the required certificates or licenses before special work or temporary assignments are made.
- 502.01** DRIVERS OF APPARATUS. All drivers of County-owned vehicles in excess of 10,000 pounds GVW, must be in possession of a valid State of Hawaii driver's license (Class 3 or higher), a Hawaii County Fire Department (HCFD) Driver's Certificate of Competence to operate HCFD Type 1 motor vehicles, and a current Medical Examiner's Certificate. Training for these licenses shall be coordinated through the Training Division.
- 503.01** FINANCIAL RESPONSIBILITY INSURANCE CERTIFICATE. An employee who is ordered by the court to file an SR-22 as a result of a conviction following an accident while driving a vehicle covered by liability insurance procured by the County, shall first report this fact to his/her supervisor, who will then immediately inform the Fire Chief, through channels, by telephone, followed with a written report. The decision to request the financial responsibility statement will be made by the Fire Chief with the advice of the Corporation Counsel. This decision will be based on an evaluation of the employee's record and whether his/her continued driving is likely to jeopardize the health and safety of his/her fellow employees and the public.
- 503.02** If it is determined by the Fire Chief that it is in the best interest of the County to issue the SR-22, he will ask the Corporation Counsel to request this action from the insurance

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carrier. The surcharge associated with the issue of the SR-22 will be processed under existing finance procedures and paid from departmental funds.

- 503.03** If it is decided not to issue an SR-22 to an employee, the union representing the individual will be consulted by the Fire Chief or his designated representative. Without the SR-22, the individual's license will be suspended by the court and he/she will be unable to drive until the period of suspension expires or the suspension is lifted. The employee will not be permitted the option of paying the surcharge from his/her own funds.
- 503.04** An employee who is ordered by the court to file an SR-22 as a result of a conviction following an accident while driving a non-County vehicle shall first report this fact to his/her supervisor who will then immediately inform the Fire Chief, through channels, by phone, followed with a written report. The employee shall be responsible to file the SR-22 in this case.
- 503.05** Under no circumstances shall an employee whose license has been suspended be permitted to operate a County-owned vehicle until he/she has been properly cleared.
- 503.06** Action taken following suspension of the driver's license of a County employee may be either punitive or nonpunitive.
- 503.07** In the case of nonpunitive action, every effort will be made by the Department to continue the employee's productive employment in a non-driving position up to a level comparable to his/her driver's position. If such employment is not available within the Department, the Department of Civil Service may be requested to look for a suitable position for the employee in another department.
- 503.08** In cases where punitive action is contemplated by the Fire Chief, procedures established by Civil Service Rules and Regulations will be followed. Recommendations stemming from the Vehicle Accident Investigation Committee will be considered in these deliberations; however, Vehicle Accident Investigation Committee recommendations are not intended to limit the Fire Chief in his actions. The Deputy and the Battalion Chiefs shall comprise the Vehicle Accident Investigation Committee.
- 504.01** PHYSICAL EXAMINATIONS. All uniformed members are required to successfully pass an annual physical examination. The Administrative Services Bureau shall prepare the annual schedules and forward same to all fire stations and bureaus. The respective company officers and bureau heads shall be responsible to notify employees under their command of their scheduled dates.
- 504.02** All uniformed members (newly hired and promoted) shall successfully pass a physical examination by the County physician before permanent status is granted. The



Administrative Services Bureau shall schedule and notify the employee of the date for the physical examination no later than one month prior to the ending of the probationary period.

- 504.03** If for reasons beyond his/her control any member is unable to take his/her scheduled annual physical examination, it shall be his/her responsibility to notify the Administrative Services Bureau who shall reschedule the examination. Failure to take and pass the annual physical examination shall be grounds for disciplinary action such as leave without pay, suspension, or dismissal.
- 505.01** INTERFERENCE AT CIVIL SERVICE TESTS. Personnel who are not participants or applicants for examinations or are not detailed to assist in the testing of fire examinations are prohibited from being present at the test location.
- 506.01** P.U.C. CLEARANCE FOR "GROUNDED" VEHICLE OPERATORS. Upon notification by the County physician of a medical condition disqualifying him from operating County vehicles, the employee shall immediately make arrangements to have the condition corrected by his/her own physician. Meanwhile, the employee shall be placed on sick leave or some other appropriate leave until he/she submits his/her physician's assessment of the condition.
- 506.02** Employees "grounded" by temporary conditions shall be assigned work they are qualified to do. If the assignment is accepted, they shall retain their normal pay rate even though the position may be a lower one. If the assignment is refused, the employee shall be placed on leave without pay. If other work is not available, the employee shall remain on leave.
- 506.03** Correction of the medical condition should be certified in writing by the employee's physician. The employee shall immediately arrange, with Department help if necessary, for a P.U.C. recheck examination with the County physician. If cleared for vehicle operation, the employee shall receive immediately a written P.U.C certification or the Department shall be phoned to give the clearance so that the employee may be expeditiously returned to his/her regular duties.
- 506.04** Employees whose medical conditions are determined to be permanent shall be placed in other assignments for which they are qualified in the same manner as in the above paragraph with the same consequence should the assignment be refused. An employee who accepts other work shall be given preference for any vacancy for which he/she is qualified up to a level comparable to his/her former position. If no other work or alternatives are available, he/she shall be retired or separated from service in accordance with Civil Service rules.



- 507.01** REQUIRED USE OF PERSONAL AUTOMOBILES. Employees in the classes/positions who may be required to provide an automobile for use in carrying out their official duties will be compensated for such use in accordance with the collective bargaining agreement or law.
- 507.02** When obtaining an automobile for such use, employees should be guided by the following standards:
- a. The automobile shall conform to and be properly certified for street use as determined by law.
 - b. Although other automobiles may be used, the preferred automobile is a four or six cylinder, sub-compact or compact sedan.
 - c. The automobile shall be clean, presentable, and in good running condition.

****PERSONAL APPEARANCE AND UNIFORM**

521.01 PERSONAL APPEARANCE.

PURPOSE: To establish personal appearance standards for the employees of the Hawaii Fire Department.

POLICY: As representatives of the Department, personnel are expected to present a clean, neat and professional appearance.

MALE STANDARDS - SWORN PERSONNEL

- a. Hair Styles
 1. Hair shall be neat, clean, trimmed and present a well-groomed appearance. The style is unacceptable whenever the hair is within one inch of the eyebrows, covers any portion of the ears or extends below the top of the shirt collar. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. Hair shall be well groomed and tapered in the back; not ragged or unkept. Refer to attached illustration for accepted standards.
 2. Wigs or hairpieces shall not be worn while on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If under these conditions a wig or hairpiece is worn, it shall conform to Department standards for hair grooming.
 3. Sideburns shall not extend below the bottom of the earlobe and shall be trimmed level. The forward and rear edge of the sideburns may be maintained following the natural hairline. Extreme styles such as "mutton chops," thick or bushy sideburns are not permitted.
- b. Facial Hair



1. Fire personnel shall report for duty cleanly shaven. A neatly trimmed mustache may be worn, provided that it does not extend below the axis of the upper and lower lip. Mustaches of the handlebar variety and those with waxed tips are not permitted. Facial hair under the lower lip is not permitted.
2. Beards of any style are prohibited.
3. Fingernails shall not extend beyond the finger tips for safety reasons.

FEMALE STANDARDS - SWORN PERSONNEL

- a. Hair Styles
 1. Hair styles shall present a conservative and well-kept appearance. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. Hair shall be kept short and neatly trimmed and shall not extend beyond the top of the collar of the uniform shirt. No pigtailed, ponytails, chignons (buns), or similar styles shall be permitted. (See diagram).
- b. Lipstick, facial cream and powder is permitted; any other facial makeup is prohibited.
- c. Fingernails shall be well manicured and neat. The length of the fingernails should not extend beyond the fingertips so as not to interfere with the safe handling of tools and equipment. The use of false fingernails is prohibited.

** (January 1996 amendment)

521.02 JEWELRY

- a. To prevent unnecessary injury or dismemberment, members while in uniform (on duty) shall not wear or display floral adornment of any kind; puka shells, medallions, necklaces, gold chains, bracelets, brooches, earrings, or any other items not prescribed as authorized items of the uniform.
- b. Wearing of wrist watches, identification type bracelets are permitted. No other exceptions.

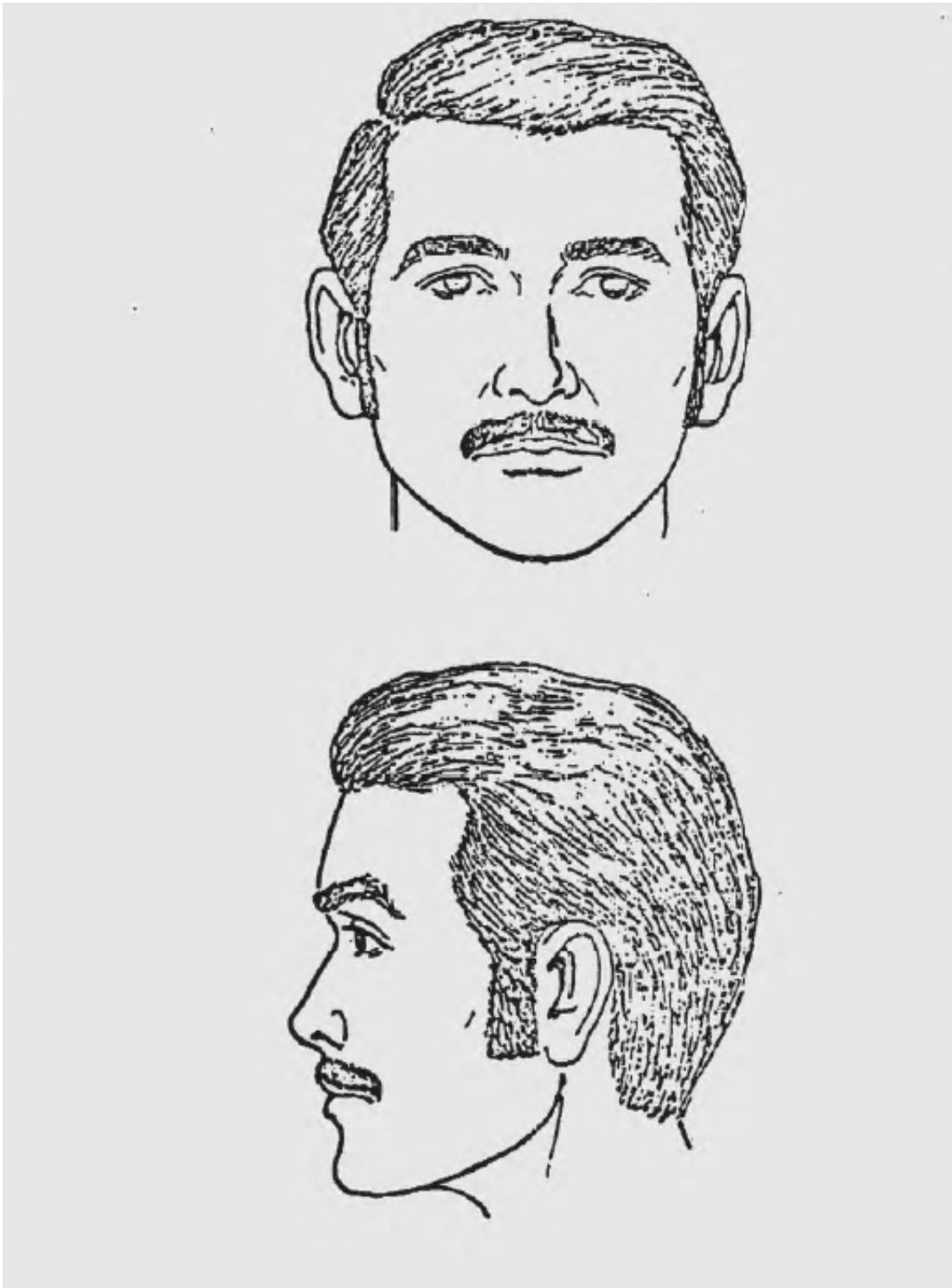
521.03 WEIGHT CONTROL PROGRAM (85-9). In accordance with a mutual agreement between Civil Service and the Hawaii Fire Fighters Association, the following procedures shall govern the HFD weight control program:

- a. Civil Service height and weight scale (See HFD HEIGHT AND WEIGHT CHART, para. 521.03) shall be the primary measurement instrument.
- b. Employees exceeding the 25% scale (height, age, weight) will be advised to engage in a voluntary weight reduction program.
- c. Employees exceeding the 30% scale will be advised to participate in mandatory weight reduction program.
- d. All personnel in weight reduction activities should consult with their personal physician.

** (March 1986 amendment)

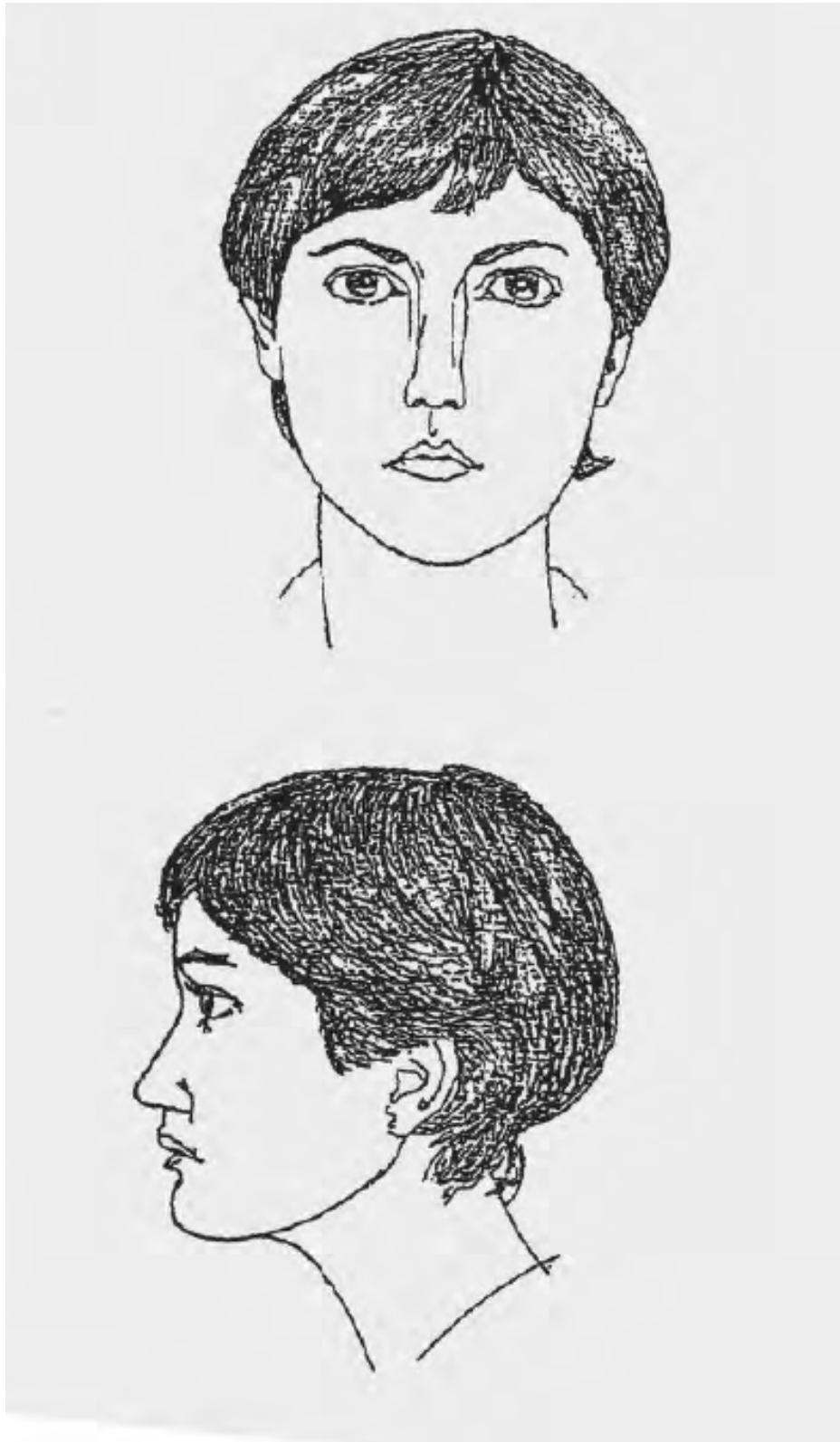
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521.03 Male, Height-Weight-Age Chart

Height	20 - 24				25 - 34				35 - 44				45 - Over							
	-20%	+20%	+30%	+40%	-20%	+20%	+30%	+40%	-20%	+20%	+30%	+40%	-20%	+20%	+30%	+40%				
5'0"	118	94	148	153	165	125	100	156	163	175	130	104	163	169	182	135	108	169	176	189
1"	120	96	150	156	168	127	102	159	165	178	132	106	165	172	185	167	110	171	178	192
2"	123	98	154	160	172	129	103	161	168	181	134	107	168	174	188	139	111	174	181	195
3"	127	102	159	165	178	132	106	165	172	185	137	110	171	178	192	142	114	178	185	199
4"	131	105	164	170	183	135	106	169	176	189	141	113	176	183	197	145	116	181	189	203
5"	135	108	169	176	189	139	111	174	181	195	145	116	181	189	203	149	119	185	194	209
6"	139	111	174	181	195	143	115	179	186	200	149	119	186	194	209	153	122	191	199	214
7"	142	114	178	185	199	147	118	184	191	206	153	122	191	199	214	157	126	196	204	220
8"	146	117	183	190	204	152	122	190	198	213	158	126	198	205	221	162	130	203	211	227
9"	150	120	188	195	210	156	125	195	203	218	163	130	204	212	228	167	134	209	217	234
10"	154	123	193	200	216	160	127	200	208	224	168	134	210	218	235	172	138	215	224	241
11"	158	126	198	205	221	165	132	205	215	231	173	138	216	225	242	178	142	223	231	249
6'0"	163	130	204	212	228	171	137	214	222	239	178	143	224	233	251	194	147	230	239	258
1"	166	134	210	218	235	177	142	221	230	248	185	148	231	241	259	191	153	239	248	267
2"	174	139	216	226	244	183	146	229	238	256	192	154	240	250	269	198	158	248	257	277
3"	179	143	224	233	251	189	151	236	243	265	199	159	249	259	279	205	164	256	267	287
4"	184	147	230	239	258	195	156	244	254	273	205	164	256	267	287	212	170	265	276	297

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521.03a Female, Height-Weight-Age Chart

Height	AGES 20 - 24				AGES 25 - 34				AGES 35 - 44				AGES 45 - Over							
	-204	+254	+304	+354	-304	+354	+384	+404	-304	+354	+384	+404	-304	+354	+384	+404				
4'10"	111	89	139	144	155	115	92	144	150	161	122	98	153	159	171	129	103	151	168	181
11	113	90	141	147	158	117	94	146	152	164	124	99	155	161	174	131	105	164	170	183
5'0"	115	92	144	150	161	119	95	149	155	167	126	101	158	164	176	133	105	166	173	185
1"	117	94	146	152	164	121	97	151	157	169	128	102	160	166	179	135	103	169	178	189
2"	120	96	150	156	198	123	98	154	160	172	131	105	164	170	183	138	110	173	179	193
3"	123	98	154	160	172	126	101	158	164	176	134	107	168	174	188	141	113	176	183	197
4"	126	101	158	164	176	130	104	163	169	182	137	110	171	178	192	144	115	180	187	202
5"	129	103	161	168	181	134	107	168	174	188	141	113	176	183	197	148	118	185	192	207
6"	133	106	166	173	186	138	110	173	179	193	145	116	181	189	203	152	122	190	198	213
7"	137	110	171	178	192	142	114	178	185	199	149	119	186	194	209	157	126	196	204	220
8"	141	113	176	183	197	146	117	183	190	204	153	122	191	199	214	162	130	203	211	227
9"	145	116	181	189	203	150	120	188	195	210	157	126	196	204	220	166	133	208	216	232
10"	149	119	186	194	209	153	122	191	199	214	161	129	201	209	225	170	136	213	221	238
11"	152	122	190	198	213	156	125	195	230	218	164	131	205	213	230	174	139	218	226	244



- 522.01** AUTHORIZED ITEMS OF UNIFORM: The following are the approved items of uniforms for 75% replacement allowance.
- a. Chief Officers (Assistant Chiefs, Battalion Chiefs):
 1. 3 only white short sleeved dress shirts.
 2. 3 only utopia navy trousers.
 - b. Officers (Captains):
 1. 3 only light blue shirts.
 2. 3 only utopia navy trousers.
 - c. Fire Fighting Force (Firefighter, Fire Equipment Operator, Fire Rescue Specialist):
 1. 3 only light blue shirts.
 2. 3 only utopia navy trousers.
 - d. Fire Inspector I, II, & Bureau Heads:
 1. White short-sleeved dress shirts.
 2. Utopia blue trousers.
 - e. Identification Patches:
 1. HFD approved patch.
 2. Rank patch insignia.
 3. EMT Certified Patch.
 4. MICT Certified Patch.
- 522.02** APPROVED POSITION TO SEW ON SHOULDER PATCH:
- a. HFD Rescue (Hawaii County Fire Dept.)
 1. Worn on left sleeve of shirt, one-half inch (1/2") from shoulder seam.
 2. Center on centerfold of sleeve.
 3. Machine stitch.
- 523.01** OFFICIALS AUTHORIZED TO RECOMMEND APPROVAL. The following officials are authorized to recommend approval for uniform allowance payments for employees under their command.
- a. Deputy Fire Chief: For Assistant Chiefs, Battalion Chiefs and Bureau Heads.
 - b. Assistant Chiefs: For all members of the Fire Fighting Force.
 - c. Bureau Heads: For members of their respective Bureau.
- 524.01** REIMBURSEMENT PROCEDURES.
- a. Each employee shall obtain an itemized receipt from the seller. Receipt shall bear the name of seller, date of sale, quantity of items, full description of item, cost and signature of employee and shall be submitted together with one (1) copy of Employee Uniform Allowance Claim to administration after approved by the Assistant Chief.
 - b. Authorized vendor only.
- 525.01** UNIFORM ALLOWANCES. All classes of employees in the Fire Fighting Series are required to obtain and wear approved uniforms. Participation by the County of Hawaii



in the cost of uniforms shall be limited to the allowable amounts and payment procedures as listed below.

525.02 Initial Allowance.

- a. New Employees. The Administration will make arrangements for new employees entering the Fire Fighting Series.
- b. Employees Changing Positions. Employees who change to positions in the Fire Fighting Series that call for items of uniform not authorized in previous positions qualify for full reimbursement of the cost of the additional uniform items.

525.03 Replacement Allowance.

- a. Normal Replacements. One year after July 1, 1969, or the date of appointment that qualifies the employee for an initial allowance, whichever date is later, he/she becomes eligible for normal replacements. Thereafter, in the twelve-month period following each anniversary of this date, the employee may replace authorized items of uniform and receive 75% reimbursement of the purchase cost. Purchase must be from an approved uniform supplier.
- b. Replacement of Damaged or Destroyed Uniforms. When a uniform is damaged or destroyed in the performance of duty, it shall be laundered and turned in to the Storekeeper for condemnation determination. The condemnation slip with a written report on Form HFD 68 acknowledged by the immediate supervisor, shall be forwarded through channels upon replacement of the uniform articles. If there are witnesses, their signatures shall be obtained. The respective designated official shall determine after thorough investigation if the claim is justified.

525.04 Application for Uniform Allowance. For newly appointed Firefighters, the Administrative Services Bureau shall prepare the form and obtain the required signatures. All other employees shall submit to Administrative Services Bureau the Employee Uniform Allowance Claim along with an itemized receipt bearing the name of the seller, date of sale, quantity of items, full description of item, cost, and signature of the employee.

526.01 Use of HFD and Rank Insignias.

- a. Chief Officers - All name, rank, service stars, etc., will be gold embroidered.
- b. Captain, FEO, FF, Dispatcher - Name, rank, service stars, etc., will be navy blue embroidered.

527.01 Wearing of Uniform.

**Uniforms may be worn as long as they are fully serviceable and acceptable in appearance. Faded, frayed, dirty, torn, spotted, stained or mismatched parts of all uniforms will not be permitted.

527.02 Undershirts will be the approved H.F.D. Blue Cotton T-Shirts.



- 528.01** TURNOUT UNIFORM. Issued by Storeroom:
- a. Firejacket.
 - b. Bunkerpants with suspenders.
 - c. Firefighter safety boots.
- 528.02** ARAMID JACKETS AND SAFETY SHOES (85-22). Issuance of Aramid Jackets is based on the priority to "brush fire" prone areas and to "rescue" personnel due to the limited supply. Available Jackets are numbered numerically and once assigned, shall be the responsibility of the member.
- 528.03** Aramid Jackets and safety shoes will be made part of the issued safety equipment, and as such, shall be used for Fire Department duty functions only.
- 528.04** Procedure to follow should these safety issues be damaged or lost:
- a. To and From via Assistant Chief(s) to Deputy Fire Chief.
 - b. Incident number, date and time of occurrence.
 - c. How and why (safety violation - mechanical).
 - d. Supervisor's report for damage/lost claim.
 - e. Name(s) of witnesses to occurrence.
- 528.05** Assistant Chief(s) to investigate and submit report on validity of damage incident.
- **March 1986 - Amendment No. 42
- 529.01** DUTY UNIFORM (80-2).
- a. Trousers.
 1. Shall be 65% dacron polyester, 35% cotton oxford tropical weave or indestructible twill, perma-press, 14 to 14-1/2 ounce weight, dark Navy Blue in color. They shall be straight cut, plain seams without pleats, conventional style with two side and two hip pockets.
 2. The bottom of the trousers shall be not less than 16 inches with 19 inch knee. The maximum dimensions to be 20 inches at the bottom and 25 inches at the knee, same to conform to size of wearer. Zipper, #42 or its equivalent, shall be used for the front fly. No cuffs to be worn on trousers.
 3. The opening of the side pockets shall be approximately 5-1/2 to 6 inches and should be straight, conventional approximately 6 inches. Top and bottom cut of front pocket openings shall be sewn in line with side seam with a 1-1/2 inch strip of similar material sewn parallel to side seam. All pockets and openings shall be bar-tacked to prevent ripping.
 4. There shall be a minimum of seven belt loops, properly spaced approximately 1-3/4 inches in height.



5. Trousers shall be not less 1-1/2 inches and not more than 2-3/4 inches from ground at back.
- b. Shirt.
 1. For fire fighting series, shall be light blue of 65% dacron polyester and 35% combed cotton, open collar, with rank epaulets, sleeve length 1-1/2" above elbow, two breast patch pockets with rank trim and pencil divider in left pocket, no less than five (5) one-half inch (1/2") blue buttons. A badge tab with eyelets centered above the left pocket. Name (Centered) embroidered above right pocket with blue thread.
 2. For Fire Inspectors, white of 65% polyester and 35% combed cotton, open collar, with sleeve length 1-1/2" above the elbow, two breast patch pockets with a pencil divider in the left pocket, no less than five (5) one-half inch (1/2") white buttons. A badge tab with eyelets centered above the left pocket.
- c. Belt. Shall be plain black leather, minimum 1" wide, emblem buckle as adopted by the Hawaii Fire Department.
- d. Shoes. Issued black leather steel toe boots. Shall not be worn off duty.
- e. Socks. Shall be black.

530.01 USE OF UNIFORMS (80-2). Uniforms identify the on-duty members of the Department and have an effect on personnel control during operations. While on-duty, members shall keep themselves properly uniformed at all times. No accessories or wearing apparel shall be worn with the authorized uniform unless permission is granted by the Chief.

530.02 All members shall be responsible for the condition of their own uniforms and personal appearance. The Company Commanders shall be responsible to check at the start of each work shift for the compliance of these standards by members under their jurisdiction. Disagreements as to individual applicability or conformance with these standards of company personnel shall be referred immediately to the respective Assistant Chief for his decision.

530.03 The same applies to staff personnel, except that they shall be referred to the Deputy Fire Chief. Any disagreement with the decision of the Deputy Fire Chief shall be registered with the Fire Chief orally or in writing before the end of the tour of duty in which such infraction of non-conformance occurs. In all cases, the decision of the Fire Chief shall be final.

530.04 Members of the Department assigned to detail duty or special assignment shall comply with the following instructions: While they are on detail assignment, they shall be properly attired in uniform specified for the occasion.

530.05 Uniforms shall conform to Hawaii Fire Department specifications and shall be clean, well-fitting and properly worn. Members' shoes shall be well-shined.

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- 530.06** All members, both newly-appointed and promoted, shall equip themselves with proper uniforms within 60 days after appointment. Members shall not appear at any time in any part of a borrowed uniform.
- 530.07** Wearing of the duty uniform or any part thereof which would identify a person as a member of the Department while off duty is prohibited unless permission has first been obtained from the respective Assistant Chief. Wearing of the duty uniform by members while suspended from duty is strictly prohibited.
- 530.08** Turnouts shall not be worn outside of quarters, except in response to alarms or when permitted on overhaul details. In quarters, turnouts may be worn with the permission of the Company Commander.
- 530.09** Members on duty and participating in athletic games are to wear the duty uniform or appropriate athletic dress. In the latter case the turnout must be at hand for instant use in the event of an alarm. Following strenuous athletic games, members shall be permitted to lounge only in the dormitory for a reasonable cooling off period before showering and donning the duty uniform.
- 530.10** It shall be the first-line supervisor's or Captain's primary responsibility to daily administer the Personal Appearance and Uniform Policy.
- 530.11** Assistant Chiefs/Battalion Chiefs are responsible to ensure compliance of all members under their command. Failure to discharge this responsibility shall be cause for disciplinary action for both the supervisors and the violators.

NOTIFICATIONS REQUIRED

- 541.01** CHANGE OF ADDRESS AND PHONE NUMBER. All Department members shall maintain a current phone number for recall and emergency purposes and their current mailing addresses at the Administrative Services Bureau.
- 541.02** As soon as possible after changes occur, mailing addresses and phone numbers shall be reported. The Administrative Services Bureau will record the information and circulate it to the various bureaus concerned.
- 541.03** The residence phone number of the employee is requested. However, if the employee does not have a residence phone or has an unlisted number which he/she prefers to withhold, the phone number of a next-door-neighbor or a close relative should be kept on file at the Administrative Services Bureau.



- 541.04** Personnel submitting unlisted phone numbers shall so indicate. These numbers shall not be available to anyone except Administrative Services Bureau and Fire Dispatch. Unlisted phone numbers kept at Fire Dispatch shall be in the personal custody of the Battalion Chiefs and shall not be used except for recall or emergency purposes. Anyone found guilty of releasing unlisted phone numbers without the approval of the employee shall be subject to disciplinary action.
- 541.05** Fire Dispatch is not permitted to give information concerning the address, phone number or place of employment of any members except in case of apparent emergency or to members of the Department when the Administrative Services Bureau is closed. Whenever the Administrative Services Bureau is open, Fire Dispatch shall refer all requests for such information to them.
- 542.01** PHOTO IDENTIFICATION CARD. All employees of the Hawaii Fire Department shall be issued identification cards. Issuance of cards shall be at the time a new employee is hired.
- 542.02** Upon loss or damage of a card, or when an employee transfers from the Fire Department or changes his/her name, the employee shall request a new identification card of his/her supervisor. The supervisor shall arrange for an appointment with Administrative Services Bureau for the employee to obtain a new identification card. Upon receipt of the replacement card, either the old card shall be surrendered or loss of the card shall be certified by the employee.
- 542.03** Upon termination of employment, employees shall turn in their identification cards either to the Administrative Services Bureau who shall transmit the cards to the Department of Civil Service, or directly to Civil Service at the time of the exit interview.
- 543.01** TERMINATION OF SERVICES. Any member who terminates his/her services with the Fire Department shall be responsible for the return of all government equipment and supplies assigned to him. His/her separation documents shall not be finalized until the Fire Chief's Office is satisfied that the following provisions listed below are complied with:
- a. Personal equipment and supplies have been turned in to the storeroom, Administrative Services, or the Bureau as appropriate. Missing items must be accounted for or paid for.
 - b. Signing of necessary sick leave or vacation papers, where appropriate.
 - c. Finalization with the Administrative Services Bureau of all disbursement or reimbursement of funds.
 - d. Return of the Hawaii Fire Department identification card. If he/she is retiring, he/she may apply for a "Retired Member" identification card if such is desired, from Administrative Services.

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The employee may arrange with the Civil Service Department for a separation interview.

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