

## VOLUNTEER SPECIAL ENFORCEMENT OFFICER PROGRAM

There is established within the Honolulu Police Department, and under the supervision of the Chief of Police, a civilian volunteer policing program. This program utilizes civilian volunteers to assist the Honolulu Police Department in the enforcement of certain city and state laws related to disabled parking.

The Chief of Police is authorized to commission volunteers as special enforcement officers to issue citations on public and private property to persons that violate certain city and state laws regarding abandoned, derelict vehicles, disabled parking, and parking violations.

The program is called the Volunteer Special Enforcement Officer Program. These volunteers are commonly referred to as Volunteer Special Enforcement Officers or VSEO.

The initial program was called the "Disabled Parking Enforcement Program". The DPEP was started in November of 1996. Subsequently the program was revised in 2007 and renamed the Volunteer Special Enforcement Officer Program.

### Qualifications:

The VSEO is a civilian volunteer, without salary, who is commissioned by the Chief of Police and designated as a special police officer. The prospective VSEO must be a United States Citizen, be a resident of the City and County of Honolulu, be at least 21 years of age, be a high school graduate or hold an equivalent GED certificate, possess a valid State of Hawaii driver's license, pass a criminal history and background investigation, and complete an oral interview. w/H.R.

Applications are submitted to the Human Resources Division and can take 3 months up to a year to process. New applicants will be contacted upon approval by the Human Resources Division and will be placed in a mandatory training session before being allowed to patrol.

We request that you work at least 20 hours a month in whichever capacity you want as approved by your supervisor.

For those that drive, mileage reimbursement is given at the rate of \_\_\_\_\_ per mile (monthly).

You may have to appear and testify in a court of law as to the citation that was written by yourself.

# WORK REQUIREMENTS FOR VOLUNTEER SPECIAL ENFORCEMENT OFFICER

I understand that in accepting the position as a Volunteer Special Enforcement Officer with the Honolulu Police Department, I must be willing to conform to department standards of conduct, policies, directives, orders and procedures, both on and off duty.

## WORK REQUIREMENTS

1. As a Volunteer Special Enforcement Officer, I am required to work a minimum of twenty (20) hours per month / (5) hours per week, unless authorized to work fewer hours.
2. If, for any reason, I am unable to perform my duties at any time, unable to attend mandatory training classes, or unable to perform a minimum of twenty (20) hours per month, I will notify the Volunteer Special Enforcement Officer (VSEO) Coordinator in writing or email.
3. If I am absent from duty or fail to attend mandatory training classes, without proper authority, I will be suspended from performing my duties. I will not be allowed to resume my duties until such time as the absence is satisfactorily explained to the VSEO Coordinator or the training is completed.
4. All requests for leave of absence, e.g., vacation, illness, etc., will be submitted in writing or via email, to the VSEO Coordinator.
5. Unexcused or unsatisfactorily explained absences, or leaves of absence or non-performance in excess of three months shall be cause for termination of my Special Police Commission and dismissal from the VSEO program.

**I acknowledge that I have received a copy of the following:**

1. Organizational Chart for the Honolulu Police Department.
2. Mission Statement.
3. VSEO Program Policy.
4. Standards of Conduct of the Honolulu Police Department.

The aforementioned items are deemed pertinent as a member of the Honolulu Police Department; however, I am aware that I am bound by all applicable, directives, policies and/or procedures with the respective element/division to which I am assigned.

Signed \_\_\_\_\_

Date/Time \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date/Time \_\_\_\_\_

**VOLUNTEER SPECIAL  
ENFORCEMENT OFFICER**

**ATTACHMENT A**

**VOLUNTEER'S ACKNOWLEDGMENT:  
RESPONSIBILITIES AND GUIDELINES**

1. My Special Police Officer Commission for the Disabled Parking Enforcement Program allows me to issue citations only for violations of city and state disabled parking violation laws and only during on-duty time as acknowledged by the Honolulu Police Department.  
Volunteer's initials \_\_\_\_\_
2. I am prohibited from carrying a firearm.  
Volunteer's initials \_\_\_\_\_
3. I will only work in the police district(s) in which I am assigned.  
Volunteer's initials \_\_\_\_\_
4. I will work a minimum of 20 hours per month and be available to work on Saturdays and /or Sundays.  
Volunteer's initials \_\_\_\_\_
5. I will attempt to work with another volunteer during my shift if at all possible.  
Volunteer's initials \_\_\_\_\_
6. I will avoid confrontations with suspected violators.  
Volunteer's initials \_\_\_\_\_
7. I will use the cellular telephone only for emergency situations which endanger my or another person's safety.  
Volunteer's initials \_\_\_\_\_
8. My Special Police Officer Commission may be refused or revoked if my qualifications or performance is found to be unacceptable to the Chief of Police.  
Volunteer's initials \_\_\_\_\_

I fully understand and accept the above stated responsibilities and guidelines for the disabled parking enforcement program.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

(Rev. 2020)

## WASSP Committee

---

**From:** Gina M. Young  
**Sent:** Friday, July 28, 2023 1:37 PM  
**To:** WASSP Committee  
**Subject:** Fwd: Volunteer disability parking enforcement program question  
**Attachments:** Scanned from a Xerox- Traffic Division.pdf

---

Aloha WASSP committee staff,

Please post in granicus for the July 31st WAASP meeting the informational email below and attached document with the qualifications for the Honolulu Police Department Volunteer Special Enforcement Officers.

Thank you,  
Gina Young, EA  
Councilmember Shane Sinenci

From: Carvalho, Christopher K. <ccarvalho@honolulu.gov>  
**Sent:** Monday, July 24, 2023 10:42 AM  
**To:** Gina M. Young <Gina.Flammer@mauicounty.us>  
**Subject:** RE: Volunteer disability parking enforcement program question

Aloha Gina,

I will not be able to attend this zoom meeting since my computer does not have the required equipment for this...

The Volunteer Special Enforcement Officer unit, or VSEO, has 11 active members. Their sole focus is the enforcement of HRS 291-57 which is the PARKING SPACES RESERVED FOR PERSONS WITH DISABILITIES. Currently the VSEO unit covers District(s) 1, 2,3,4,6, 7, and 8.

The sections of 291-57 are as follows:

(a)(1): NO PLACARD DISPLAYED/ FAILS TO PROPERLY DISPLAY.

(a)(2): EXPIRED- Invalid Placard.

(a)(3): MISUSE.

(a)(4)(A): NO PARKING/ACCESS AISLE

(a)(4)(B): BLOCKING/OBSTRUCTING Ingress/ Egress

291-57(b): FAILS/REFUSES to present ID CARD

In the past the VSEO UNIT would also tag for other Parking/Traffic Infractions. However our command decided for safety reasons (and public complaints) to only enforce disabled parking.

Attached are some of the requirements for our VSEO...just to give you an idea of what the expectations are.

Mahalo,  
Officer Christopher Carvalho