

I was asked to sent you information as to the cost to run the adult program of the Honolulu Police Department's Citizens Police Academy (CPA) for 11 weeks. Information about the CPA program can be found on our web page: [www.honolulupd.org](http://www.honolulupd.org) .

Salaries (Overtime):	\$8,408.00
Miscellaneous Items:	\$ 551.00
Graduation:	\$ 693.00
Office Space Rental	Varies+
Total	\$9,652.00*

A detailed cost breakdown by salaries, miscellaneous items, and graduation is attached.

+Depending on where the program is to be held in the community, the department may have to rent office space in which we can hold the classroom sessions in.

\*The total does not include the cost to rent office space.

Should you have any questions, please email me or call me at 529-3626.

Lt. Clayton Kau  
Community Affairs Section  
Honolulu Police Department

## PERSONNEL - SALARIES

Subject	Personnel	Overtime Cost (Time and a Half)	Pay	Total
<b>Day 1</b> Welcome Mission and Values of the Dept. Organizational Structure History of the HPD  Time: 1800-2130 (3½ hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>HRD</u> Detective (30.47/hr.)	49.77 41.97 19.37  45.71	174.20 (3½ hours) 146.90 (3½ hours) 67.80 (3½ hours)  91.42 (2 hours)	<b>480.32</b>
<b>Day 2</b> ID Picture Taking What Does It Take to Become a Police Officer? Domestic Violence Peer Support Central Receiving Desk  Time: 1800-2200 (4 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>HRD</u> Detective (30.47/hr.) <u>Peer Support</u> Sergeant (30.47/hr.) MPO II-M (27.98/hr.)	49.77 41.97 19.37  45.71  45.71 41.97	199.08 (4 hours) 167.88 (4 hours) 77.48 (4 hours)  91.42 (2 hours)  91.42 (2 hours) 83.94 (2 hours)	<b>711.22</b>
<b>Day 3</b> Criminal Justice System Class Announcements Communications Division  Time: 1800-2130 (3½ hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>JSD</u> Captain (36.18/hr.)	49.77 41.97 19.37  54.27	174.20 (3½ hours) 146.90 (3½ hours) 67.80 (3½ hours)  108.54 (2 hours)	<b>497.44</b>
<b>Day 4</b> Police Vehicle Operations EVOC Citations Vehicle Stops  Time: 0830-1230 (4 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>Training</u> Sergeant (30.47/hr.) MPO II-M (27.98/hr.)	49.77 41.97 (x 2 officers) [83.94] 19.37  45.71 41.97 (X 3 officers) [125.91]	199.08 (4 hours) 335.76 (4 hours) 77.48 (4 hours)  137.13 (3 hours) 377.73 (3 hours)	<b>1127.18</b>
<b>Day 5</b> Internal Affairs/Police Commission Information Technology Division Mechanics of an Arrest Use of Force  Time: 1800-2100 (3 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>IA</u> Lieutenant (33.18/hr.) <u>ITD</u> Captain (36.18/hr.) <u>Training</u> Sergeant (30.47/hr.) MPO II-M (27.98/hr.)	49.77 41.97 19.37  49.77 54.27  45.71 41.97	149.31 (3 hours) 125.91 (3 hours) 58.11 (3 hours)  99.54 (2 hours) 108.54 (2 hours)  91.42 (2 hours) 83.94 (2 hours)	<b>716.77</b>

Subject	Personnel	Overtime Cost (Time and a Half)	Pay	Total
<b>Day 6</b> Gang Recognition Narcotics/Vice Division Specialized Services Division  Time: 1800-2200 (4 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>IA</u> Lieutenant (33.18/hr.) MPO M (24.77/hr.) <u>SSD</u> Sergeant (30.47/hr.) MPO II-M (27.98/hr.)	49.77 41.97 19.37  49.77 37.16 (X 2 officers) [74.32]  45.71 41.97	199.08 (4 hours) 167.88 (4 hours) 77.48 (4 hours)  99.54 (2 hours) 148.64 (2 hours)  91.42 (2 hours) 83.94 (2 hours)	<b>867.98</b>
<b>Day 7</b> Community Policing Traffic Safety Vehicular Homicide Section Driving Under the Influence Enforcement  Time: 1800-2100 (3 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.)	49.77 41.97 19.37	149.31 (3 hours) 125.91 (3 hours) 58.11 (3 hours)	<b>333.33</b>
<b>Day 8</b> Criminal Investigations Report Writing Evidence Recovery-Fingerprints  Time: 1800-2100 (3 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.)	49.77 41.97 19.37	149.31 (3 hours) 125.91 (3 hours) 58.11 (3 hours)	<b>333.33</b>
<b>Day 9</b> Simulated Crime Investigations  Time: 1800-2100 (3 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) MPO M (26.83) Senior Clerk Typist (12.91/hr.)	49.77 41.97 40.25 (X 3 officers) [120.75] 19.37	149.31 (3 hours) 125.91 (3 hours) 362.25 (3 hours) 58.11 (3 hours)	<b>695.58</b>
<b>Day 10</b> Firearms Training  Time: 1230-1630 (4 hrs.)	<u>CAS</u> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.) <u>Training Division</u> Sergeant (30.47/hr.) MPO II-M (27.98/hr.) Gunsmith (22.31/hr.) Reserve Officers (2)	49.77 41.97 19.37  45.71 41.97 (X2 officers) [ 83.94] 33.47	199.08 (4 hours) 167.88 (4 hours) 77.49 (4 hours)  182.84 (4 hours) 335.76 (4 hours) 133.88 (4 hours)	<b>1096.93</b>

Subject	Personnel	Overtime Cost (Time and a Half)	Pay	Total
<b>Day 11</b> Simulated Court Presentations Time: 1730-2100 (3½ hrs.)	<b>CAS</b> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) MPO M (26.83) Senior Clerk Typist (12.91/hr.)	49.77 41.97 40.25 19.37	174.20 (3½ hours) 146.80 (3½ hours) 140.88 (3½ hours) 67.80 (3½ hours)	<b>529.68</b>
<b>Day 12</b> Ride-Along Time: 1800-1900 (2 hr.)	<b>CAS</b> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) Senior Clerk Typist (12.91/hr.)	49.77 41.97 19.37	99.54 (2 hours) 83.94 (2 hours) 38.74 (2 hours)	<b>222.22</b>
<b>Day 13</b> Citizens Police Academy Graduation Time: 1800-2100 (3 hrs.)	<b>CAS</b> Lieutenant (33.18/hr.) MPO II-M (27.98/hr.) MPO M (26.83/hr.) Senior Clerk Typist (12.91/hr.) Photo Lab Technician (22.36/hr.)	49.77 41.97 40.25 (X 3 officers) [120.75] 19.37 33.54	149.31 (3 hours) 125.91 (3 hours) 362.25 (3 hours) 58.11 (3 hours) 100.62 (3 hours)	<b>796.20</b>

\*Police Officers Salaries: The salary computations were based upon the Salary Schedule for July 1, 2006 for PO 7, 9, 11, and 13 at the L3 Step (19-21 years).

-The Gunsmith's salary was computed based upon the salary level of a SR19-H.

+The Senior Clerk Typist's salary was computed based on the salary level of a SR10-A.

=Photo Lab Technician's salary was computed based on the salary level of a SR17-H.

# GRADUATION

Description	Cost	Cost (Computed based upon a class of 25)	Total	Remarks
Certificates Holder (8 1/2" X 11") Shipping	9.67/holder* 18.10/box  *Purchased through Jostens	290.10 (30/box) 18.10/box	<b>308.20</b> (w/o tax)	
Catered Food		351.15 (w/ tax)	<b>351.15</b> (w/ tax)	A list of food items that are purchased is attached.
Paper Items/Utensils Plates Forks Spoons Knives	13.49 (250 count) 6.79 (500 count) 6.79 (500 count) 6.79 (500 count)		<b>33.86</b> (w/o tax)	

## MISCELLANEOUS ITEMS

Description	Cost (per item)	Cost (Computed based upon a class of 25)	Total
<b><u>Classroom Materials</u></b>			
1- Folders	35.00/box (25 folders/box)	35.00	
2- CPA Decal	200.00 (\$.95 each)	197.09	
3- Legal Tablet	7.08/12 pack	21.24	
4- Pens	4.08/box (20 pens/box)	8.16	
5- Blue card stock paper	10.00/ream	10.00	
			<b>271.49</b> (w/o tax)
<b><u>Photographs (Digital)</u></b>			
Development	.39/photo (5" x 7")*	9.75	
	<b>*Costco</b>		<b>9.75</b> (w/o tax)
<b><u>Identification Cards</u></b>			
Laminate pouches (2 5/8" X 3 5/8")	12.95/box* *100 laminate pouches/box	12.95	
Badge clips (clear vinyl w/ metal clip)	9.95/box* *100 clips/box	9.95	
Film (Polaroid 669)	30.00/box* *20 photos/box	60.00	
			<b>82.90</b> (w/o tax)
<b><u>Refreshments**</u></b>			
Juice (12 cases-Assorted flavors)	8.17/case	98.00 (12 cases)	
Water (10 cases -bottled)	8.10/case	81.00 (10 cases)	
Coffee	8.00 (3 pounds)	8.00 (3 pounds)	
			<b>187.00</b> (w/o tax)
<b>**Purchased at Costco</b>			
<b><u>Office Space*</u></b>			
Off-Site Rental			<b>Varies</b>

\*In the event that government office space is not available, office space will have to be rented.