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KE KE'ENA

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII
DEPARTMENT OF LAW ENFORCEMENT
Ka 'Oihana Ho'okō Kānāwai
715 South King Street
Honolulu, Hawaii 96813

Date: _____

To: Uniformed Members of the Sheriff Division

From: Mark M. Hanohano
Sheriff

Re: Uniform Shoulder Patch Replacement

A one-time lump sum payment of \$120 to remove and replace your existing patches has been approved. The following is effective _____ and should be completed no later than _____.

Distribution:

Twelve (12) patches will be distributed to each deputy in the division. The 12 patches are for the 5 uniforms and 1 jacket (2 patches per uniform/Jacket) that have been issued to each deputy. For those who have purchased additional uniforms, patches will be available for purchase from the vendor: BB Embroidery LTD, 1711 Hoe St, Honolulu, HI. 96819, 808-841-7351, www.bbembroidery.com, bbembroid001@hawaii.rr.com.

Process:

Deputies will make individual arrangements with an established alteration company or tailor who will professionally remove the PSD uniform patches and replace them with the new uniform patch. You may keep the old PSD patches.

Deputies will ensure that all new uniform patches are installed in accordance with the attached instructions. Submit the instructions on the removal and replacement of the uniform patches to your tailor or alteration company.

If you have any questions, please contact _____.

Instructions

Removal and Replacement of Uniform Patches:

All patches must be installed as follows:

1. Existing uniform patches must be removed without damaging the uniform shirt or jacket.
2. The new uniform patch should be aligned in such a manner that they are straight and centered on the sleeve. To help with this alignment, the new uniform patch is slightly larger than the original uniform patch to allow the placement of the new patch right over the marks left from the previous patch which eliminates the need for specific measurements as the larger patches simply go over the marks of the original. This process has worked well for those uniforms that have already been done as placement has been consistent.
3. Patches must be sewn on the uniform, they cannot be ironed or glued on in some way. All stitching will be with black thread with a strong yet straight type of stitch located entirely between the yellow embroidered boarder and the outside edge of the new patch. The stitching should not go outside of or around the outside edge of the patch.