

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

January 1, 2003

Policy Number 2.27

ROTATION

I. POLICY

In general terms, the purposes of rotation are to promote the orderly and systematic movement of personnel, enhance individual growth, and stimulate the development of officers whose experience is broad and general rather than narrow and specialized.

II. DEFINITIONS

Division-level element: An element commanded by a major or anyone of lower rank who reports to an assistant chief or officer of higher rank.

4-11-2007

Non-patrol elements: Elements other than Districts 1 through 8 and the Central Receiving Division (CRD).

Patrol elements: Districts 1 through 8 and the CRD.

III. APPLICATION

The rotation policy applies to officers in the ranks from PO-7 through lieutenant.

IV. ROTATION

A. Rotation shall occur when an officer reaches the time limit allowed for service in one element and the officer shall be reassigned to another.

Exception: If no other officer has requested transfer to said element, it shall be at the commander's discretion for the incumbent officer to remain in the element.

11-9-2012

- B. In most cases, officers may remain in one division-level, non-patrol element no more than five years. Exceptions are spelled out in Section IV C below:
1. The service limit is calculated on the basis of cumulative rather than continuous service. That is, all time spent in an element counts toward the limit. An officer who has reached the service limit and rotates out of an element cannot transfer back into the element except as in Section IV B 2 below.
 2. The service limit is calculated on the basis of rank levels. That is, an officer may have five years in one non-patrol element as a PO-7, another five years as a corporal in the same element, then another five years in the element as a sergeant/detective, and so on.

11-9-2012

- C. The service limit specified above does not apply to four groups of personnel.
1. There is a five-year service limit for officers in the CRD.
 2. There is an eight-year service limit for the following personnel:

11-9-2012

- a. One detective and one corporal (motorized) on the Clandestine Laboratory Response Team, Narcotics/Vice Division (NVD)
- b. Officers in the Marijuana Eradication Team, NVD
- c. Officers assigned to the NVD who are federally cross-deputized members of the Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), or Immigrations and Customs Enforcement (ICE) task force
- d. Five sergeants and six corporals in the following training areas of the Training Division:

11-9-2012

- (1) One sergeant and one corporal in control and arrest tactics
- (2) One sergeant and one corporal in firearms training
- (3) One sergeant and one corporal in the emergency vehicle operations course
- (4) One corporal in physical fitness training
- (5) One sergeant and one corporal in Police Officer Safety Training
- (6) One sergeant and one corporal in the electric gun program

e. One sergeant and two corporals (motorized) on the Drug Abuse Resistance Education Mentor Training Team, Community Affairs Division.

11-9-2012

3. Except for the personnel identified in Sections IV C 4 a, b, and g below, there is a ten-year service limit for the following personnel:
- a. Special Weapons and Tactics-trained personnel in the Specialized Services Division (SSD)
 - b. Collision investigation-trained personnel in the Vehicular Homicide Section of the Traffic Division
 - c. One solo motorcycle master instructor and two solo motorcycle instructors in the Traffic Safety Section of the Traffic Division

4. There is no service limit for the following personnel:

11-9-2012

- a. Bomb technicians
- b. Dog handlers
- c. Officers in the patrol elements (except the CRD)
- d. Officers in the Criminal Investigation Division

- 11-9-2012
- e. Officers in the Human Resources Division (HRD)
 - f. Officers in elements that report directly to the Office of the Chief of Police
 - g. Tactical training officers (no more than four) in the SSD
- D. Officers in non-patrol assignments will be rotated to patrol elements for a minimum of two years before transferring to a non-patrol element.
- E. Whenever possible, vacancies in non-patrol elements will be filled by transferring officers from patrol elements.
- F. Bureau chiefs and division-level commanders shall ensure that personnel are rotated in a timely manner and that the impact of rotation is not unduly burdensome in any one year.
1. For example, an element with a three-year limit should normally lose no more than about one third of its personnel to rotation in one year; an element with a five-year limit should lose no more than about one fifth; and so on.
 2. Division-level commanders must pay particular attention to the rotation of personnel with special skills and training because their numbers are limited. Specifically, the commander must ensure that such personnel are not all lost at one time and that none are retained beyond the service limit for the element. Careful scheduling of personnel movements over two or three years may be required in order to avoid problems of this sort in any one year.
- G. The department shall execute all personnel movements in an orderly, efficient, and expeditious manner. Prior to the effective date of transfer, the individual shall be equipped for the new assignment and may, if necessary, be given an orientation.
- H. Exceptions may be authorized by the Chief of Police.

V. PROCEDURES

A. Rotational Reports

10-7-2011

1. The HRD shall establish a uniform format for reports used to monitor rotations. The reports shall be prepared by the commanders of all division-level elements with officers subject to rotation.
2. Each element's report shall identify all officers with four or more years of cumulative service in the element and show the length of service.
 - a. Each report shall summarize the element's rotational activities during the preceding year and its projected activities during the coming year.
 - b. Each commander shall submit this report to the Human Resources Officer on or before the last day of January each year.

B. Rotational Preferences

10-20-2009

1. Officers who are subject to rotation may submit a Transfer Request e-form to indicate their assignment preferences. The preferences must be among patrol assignments. However, the submission of a preference does not guarantee that assignment.
2. Officers should check the "rotational preference" block of the Transfer Request e-form to indicate that it is being submitted for rotational preference rather than to request an immediate transfer.

C. Actions

When applicable, the employee shall:

1. Contact the new element commander for information about the new assignment and work schedule.
2. Report to the appropriate commander or designee to return/obtain squad room locker keys.

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3. Return equipment not required for the new assignment to the Property and Supply Section of the Finance Division within three days after the transfer.
4. If the action involves a change in subsidized vehicle status:
 - a. Follow the procedures in the directives covering police vehicles and specifications for police subsidized vehicles to put a vehicle into service or remove one from service.
 - b. Make the necessary changes in insurance coverage with his or her insurance company.
5. Return any Alapai parking stickers to the parking coordinator's office, if applicable.

5-3-2011

LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
December 4, 1995