

# HONOLULU POLICE DEPARTMENT

## POLICY HUMAN RESOURCES AND TRAINING

January 1, 2003

Policy Number 3.01

### PROBATION, PROMOTION, TRANSFER, AND TERMINATION

#### I. POLICY

Employees of the Honolulu Police Department (HPD) shall be guided by this directive in determining probationary appointments, promotions, transfers, and terminations.

#### II. PROBATION

8-18-2008

A. A police recruit officer shall serve an initial probationary period of 12 months from his or her appointment date. Matrons, helicopter pilots, and police radio dispatchers shall be considered probationary employees for 12 months after initial appointment. All other employees shall be considered probationary for a period of six months.

1. The Chief of Police may remove, demote, suspend, or request the resignation of any probationer at any time during the probationary period.
2. During the probationary period, the immediate supervisor shall furnish written evaluation reports to the commander of the Human Resources Division (HRD) regarding the efficiency and progress of the probationer. These reports may be submitted on a quarterly, semiannual, or annual basis, or whenever requested by the HRD.
3. The purposes for submitting reports for each probationer are to evaluate the employee and to improve his or her performance.

- B. One month prior to the expiration of the initial probationary period, the immediate supervisor shall forward a report to the HRD commander describing the progress made by the probationer. If the report is satisfactory, the HRD commander or designee shall endorse the probationer's personnel record "probation satisfactory." If the report shows unsatisfactory progress by the probationer, the HRD commander or designee shall forward the report to the Chief of Police with his or her recommendations regarding the probationer's status.

III. PROMOTION

Promotion is the movement of a regular employee to a position at a higher classification and pay range.

- A. Promotions shall be effected primarily on a competitive basis.
- B. The procedures used for processing any promotion shall comply with civil service rules and shall be consistent with the applicable collective bargaining agreement.
- C. Promotional announcements for the ranks of sergeant and lieutenant will state the minimum requirements and permissible substitutions.

IV. TRANSFER

A. Purpose

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

B. Definitions

- 1. 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.
- 2. Patrol elements: Districts 1 through 8 and the Central Receiving Division (CRD).

9-5-2007

3. Non-patrol elements: Elements other than Districts 1 through 8 and the CRD.

C. Transfer Policy

1. A transfer may occur at any time, either at the individual's request or at the direction of the Chief of Police.
2. While officers may request transfers at any time, they shall have 24 months in a patrol element directly preceding their transfer to a non-patrol element. For transfer purposes only, time spent in a district's Burglary/Theft Detail shall be counted as time spent in a patrol element.

Exceptions to this requirement for 24 months in patrol are as follows:

- a. If the transfer list for a non-patrol element does not contain the name of any officer from a patrol element, then an officer from another non-patrol element may transfer to that non-patrol element.
- b. Officers may transfer to the Training Division without spending 24 months in a patrol element directly preceding the transfer.
3. When an individual requests a transfer, consideration shall be given to class title, performance, merit, dependability, and seniority.
4. The Chief of Police may direct the transfer of personnel to other assignments at any time. No officer or employee may consider any assignment a permanent one.

D. Transfer Requests

10-20-2009

1. An employee requesting a transfer shall submit the Transfer Request e-form via the chain of command.

Two assignments may be requested. However, listing two assignments has no preferential value and is not required.

- 10-20-2009
2. The immediate supervisor and the commander of the employee requesting a transfer shall recommend approval or denial on the Transfer Request e-form and forward it electronically to the HRD.
  3. If the element commander denies the transfer request, the Transfer Request e-form shall be electronically forwarded to the element's assistant chief. The employee whose transfer request is denied shall be notified of the denial and the reasons for the denial on the Transfer Request e-form.
  4. The HRD commander or designee shall acknowledge all requests and return an electronic copy of the final decision--denied or pending future consideration--to the originator.
  5. A transfer request is canceled whenever the employee is transferred, promoted, resigns, retires, or no longer meets the requirements of the position for which he or she applied.
- 10-20-2009
6. For resignations or retirements, the transfer request shall be canceled.
  7. If the employee later decides to withdraw the request, the employee shall cancel the e-form.
  8. Any transfer request on file shall be canceled by the employee before a new request is submitted.
  8. Each transfer request is valid for 12 months from the date of its endorsement by the HRD commander or designee.

E. Pre-acceptance Requirements

8-18-2008

1. Specialized elements with pre- and post-acceptance tests, certifications, and/or application requirements for transfer shall:
  - a. Distribute information notices to all elements announcing each pre-acceptance test, certification, and/or application period.
  - b. Provide details regarding pre- and post-acceptance tests, certifications, and/or application requirements to officers upon request. Element pre- and post-acceptance requirements shall be contained in their manuals of operations (MOP).
  - c. Submit to the HRD the names of the officers who pass each test and/or qualify for transfer.
  - d. Confer with the Administrative Review Board prior to any modifications to the element's MOP regarding pre- and post-acceptance transfer requirements for officers.
2. Officers shall retain their pre-acceptance status for 12 months from the date of test completion, application receipt, or training certification.

Exceptions to the above are as follows:

  - a. Officers requesting for transfer to the Specialized Services Division and/or the Homeland Security Division, shall pass the most recent pre-acceptance physical fitness and pulmonary function test.
  - b. Upon receiving Drug Abuse Resistance Education Officers Training certification, PO-9 officers requesting for transfer to the Juvenile Services Division shall retain their pre-acceptance status for 24 months from the date of certification.

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3. Officers who do not satisfy the post-acceptance tests, requirements, and/or certifications to remain in the element shall:
  - a. Be on special assignment to another element and subject to transfer during the next personnel movement;
  - b. If transferred back to their previous element, officers will lose any accumulated seniority; and
  - c. Be ineligible for return to the element for which they did not satisfy the post-acceptance tests, requirements, and/or certifications for 24 months from the date they were transferred out.

F. Approved Transfers

When a transfer is approved, the HRD will notify the element commander, who will notify the affected employee.

G. Transfer Actions

When applicable, the transferred 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.
3. Return equipment not required for the new assignment to the Property and Supply Section, Finance Division, within three days after the transfer.
4. If the transfer involves a change in subsidized vehicle status:

- a. Follow the procedures outlined in the directives covering police vehicles and specifications for police subsidized vehicles to put a vehicle into service or remove one from service; and
- b. Make the necessary changes in insurance coverage with his or her insurance company.

H. Transfer Resulting from Promotion

- 1. When a promotion involves a transfer, the applicable provisions of section IV G above apply.
- 2. An officer who is promoted shall:
  - a. Draw uniform items and equipment designated for the new rank from the Property and Supply Section, Finance Division. Items no longer required must be returned.
  - b. Report to the HRD to have a photograph taken and his or her identification card updated.

All police officers shall have their photographs taken in uniform. Exceptions may be made at the discretion of the officer's element commander.

- c. Follow the procedures outlined in section IV G 4 above when a change in subsidized vehicle status is involved.

I. Disciplinary Transfer

8-18-2008

When disciplinary action involves the transfer of an officer, the officer cannot submit a transfer request for 12 months from the date of the disciplinary transfer.

V. TERMINATION OF EMPLOYMENT

A. Voluntary Resignation

- 1. When an employee decides to voluntarily terminate employment, the employee shall report to the HRD.

9-5-2007

2. The official resignation, HPD-259 form and C&C-45 form, shall be prepared at the HRD. The HRD commander or a designee shall conduct the preliminary exit from service interview.
3. The resignation must be submitted through channels no less than 14 calendar days prior to the effective termination date. The Chief of Police may, however, waive the requirement for advance notice.
4. An employee desiring to rescind a voluntary resignation must submit a written request to the Chief of Police via normal channels and the HRD commander prior to the effective date.
5. Once a resignation is accepted by the Chief of Police, it may not be withdrawn without the Chief's consent.

B. Dismissal

1. The employee is entitled to a predetermination meeting in accordance with civil service regulations.
2. The employee shall process only the Employee Clearance Slip, HPD-368 form.

C. Termination of Initial Probation

The employee shall process only the Employee Clearance Slip, HPD-368 form.

D. Service Retirement

Separation for retirement shall be processed in the same manner as for voluntary termination of employment. Official service retirement may be awarded only by the state Employees' Retirement System.

E. Employee Clearance Form Processing

1. Element commanders shall ensure that prior to the effective date of separation:



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- a. The employee personally carries the HPD-368 form to the listed locations to return departmental equipment and supplies and to refund allowances, and
  - b. The completed form is returned to the HRD.
2. The person designated in each area on the administrative clearance form should ensure that the employee has met the area clearance requirements prior to endorsing the form.

BOISSE P. CORREA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002