

POLICE OFFICER III TEMPORARY REALLOCATION PROGRAM	Document Number	GO 421
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1. PURPOSE

The purpose of this policy is to establish the administration of temporary Police Officer III positions within the specialized units of the Department.

2. PERSONS AFFECTED

All Police Officer II and Police Officer III personnel.

3. POLICY

It is the policy of the Hawai'i Police Department to provide a means by which Police Officers may increase their experiences and expand their knowledge of the various facets of police work, while fulfilling the necessary functions of the department.

4. DEFINITIONS

Temporary Reallocation - A reallocation to the position of Police Officer III is a temporary assignment that is based in part on fair standards of merit and ability, consistent with applicable Civil Service rules and regulations in conjunction with the procedures set forth in this General Order. Assignment to the position of Police Officer III shall not be construed as being a "permanent" assignment.

a. EXEMPTION

Sworn police officers having a POIII status that are assigned to the Criminal Intelligence Unit (CIU) are exempt from; "Section 11; Duration of Assignments; 11.1 and 11.2 a, b, 11.3, and 11.4" within General Order 421.

The Police Chief at his discretion may exempt or revoke the POIII status of CIU Officers and reassign them as needed.

5. OBJECTIVES

5.1. To provide police officers the opportunity to participate in the program by identifying the qualifications necessary for the various Police Officer III positions.

5.2. To identify the selection criterion that will be objective and impartial, ensuring that positions are filled by the best suited personnel.

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5.3. Establish a rotation policy and procedures to ensure that police officers are afforded an opportunity to expand their experience in the various facets of the department.

6. MINIMUM RESPONSIBILITIES

6.1. The minimum qualifications for appointment to these specialized positions are that candidates must:

6.1.1. Have at least two years of uniformed patrol experience with the Hawai'i Police Department, excluding periods of extended illness, worker's compensation, or leave without pay.

6.1.2. Be currently qualified with their duty issued weapon and department shotgun.

6.1.3. Have a current annual physical examination performed by the County Physician on file with the department and must be medically fit to perform all the essential duties required for a Police Officer position. Applicants must also be physically fit to perform the additional duties as described in the position description for specific Police Officer III assignments and may be tested to determine fitness.

6.1.4. Have received an "Exceeds Standards (More Than Satisfactory)" to "Outstanding" overall job performance ratings for the two years preceding their appointment.

6.1.5. Have no administrative record of sick leave abuse within the past two years.

6.1.6. Have no pending administrative actions and no sustained complaints or disciplinary action in their personnel file which had resulted in suspension within the previous three years prior to the application.

6.1.7. Have no sustained complaints concerning truthfulness or falsification of records on file.

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6.2. Grade seniority shall be taken into consideration as part of the selection criteria.

7. SPECIALIZED POSITIONS

7.1. The following are the Divisions governed by the provisions set forth in this General Order and the selection criteria under Section 9.

7.1.1. Police Officer III positions within the Criminal Investigation Division of the department to include the Juvenile Aid Section (HI-PAL), Criminal Investigations Section, and Vice Section.

7.1.2. Police Officer III positions within the Administrative Services Division to include the Community Relations Officer, Safety Officer, and Training Section.

7.1.3. Police Officer III positions within the Operations Bureaus to include the Traffic Enforcement Unit, Community Policing Officers, School Resource Officers, and Field Training Officers.

7.1.4. Police Officer III positions within the Headquarters Bureau to include the Criminal Intelligence Unit.

8. APPLICATION PROCESS

8.1. The Administrative Services Division Personnel Section will notify all members via Recruitment Announcement of Police Officer III positions for which applications are being accepted.

8.2. The announcement shall contain a closing date for the acceptance of applications.

8.3. Personnel interested in applying for a Police Officer III position shall submit a properly completed Civil Service Application packet.

9. SELECTION CRITERIA

9.1. In selecting members for Police Officer III positions meeting the minimum qualifications as outlined in this General Order, any or all of the following may also be taken into consideration:

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- a. Review of past work products, i.e. criminal reports prepared, submittal of unnumbered reports, cultivation of informants, exemplary performance involving arrests, etc.
 - b. Supervisor's recommendations or comments in the form of a memorandum identifying strengths/weaknesses in the following areas:
 - Job Knowledge
 - Leadership
 - Situational Reasoning Ability
 - Interpersonal Skills
 - Motivation
 - Decision Making
 - Dependability
 - c. Information contained within the employee's Personnel File, (i.e. Job Performance Reports, Commendations, Disciplinary Actions, etc.)
 - d. Employee's attendance record.
 - e. Specialized training member has received, i.e. special certifications such as DRE, Rappel, etc.
- 9.2. Grade seniority shall be taken into consideration as part of the selection criteria.
- 9.3. Members may be required to appear before a selection committee for a formal interview to evaluate the level of skills, knowledge, and ability that the applicant possesses for the position. The selection committee shall consist of at least three (3) members, one of which may be a non-department member, such as Department of Education representative(s) in the selection of School Resource Officers.

10. RETENTION QUALIFICATIONS

- 10.1. The retention of all Police Officers in the Specialized Units shall be dependent on the following conditions. Officers shall:
 - 10.1.1. Conduct themselves in a professional manner both on and off duty. Any behavior that discredits the department and/or diminishes the

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effectiveness of the officer's performance in the specialized unit may result in terminating the temporary reallocation.

10.1.2 Maintain an overall rating of "Exceeds Standards" to "Outstanding" on annual Job Performance Reports. Failure to do so shall result in:

- a. The Officer being notified that the above requirement was not met and provided an opportunity to improve their performance to the required standard within a three-month period, during which time an evaluation will be conducted on a monthly basis.
- b. Failure to maintain an overall rating of "Exceeds Standards" to "Outstanding" at the end of the three-month period shall result in the termination of the Temporary Reallocation.

10.1.3. Continue to be medically fit to perform all of the essential duties required for the Police Officer III position.

10.2. Other factors that may impact an individual's continued temporary reallocation include sustained complaints which result in disciplinary actions greater than written reprimands.

11. Duration of Assignments

11.1. The duration of assignments to the specialized units shall be dependent on the affected officer's job performance and meeting the criteria set forth in this General Order. Other factors that affect the duration of assignments may include but are not limited to funding source and/or total years in the program.

11.2. All assignments to Police Officer III positions within the specialized units shall not exceed a total of five years in one position or combination of more than one assignment.

- a. This provision does not apply to those positions that have been excluded through an agreement with the State of Hawai'i Organization of Police Officers (i.e. Office of Professional Standards).

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- b. Temporary assignments such as the Field Training Officer program or similar positions are excluded from this provision.
- 11.3. Officers completing a five-year term of assignment as a Police Officer III must return to a Police Officer II patrol unit and remain for a minimum period of one year prior to being considered for another Police Officer III position.
- 11.4. The Police Chief may authorize an exception to this provision under special circumstances extending the assignment beyond five years on a yearly basis; however, not to exceed a total of eight consecutive years as a Police Officer III.
12. ANNUAL REVIEW
- 12.1. Each command with positions governed by this General Order shall prepare an annual review of each specialized assignment along with a determination of whether the position should be continued. The review shall include:
- a. A listing of the department's specialized assignments.
 - b. A statement of purpose for each listed assignment.
 - c. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.