

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

March 25, 2015

Policy Number 2.26

ALLOCATION AND DISTRIBUTION OF PERSONNEL

POLICY

The department's continuous effort to optimize overall efficiency holds individual elements responsible for assessing workload and personnel allocation annually.

PROCEDURE

I. GENERAL

- A. The allocation and distribution of personnel within the Honolulu Police Department (HPD) shall comply with all existing collective bargaining agreements.
- B. The department shall conduct annual workload assessments to maintain a balanced deployment of personnel throughout the department.
- C. Civilian employees should be utilized, when practicable, in positions that do not require a police officer and/or may be more efficiently performed by a civilian employee.
- D. Element commanders shall be responsible for evaluating available data and making the appropriate allocation and distribution of personnel within their elements.
- E. The Chief of Police has the final decision for all allocations and distributions of personnel within the department.
- F. The information in the Police Employee Deployment System (PEDS) file shall be used only for official police business. Its security shall be maintained at all times.

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II. ASSESSING THE ALLOCATION OF PERSONNEL

A. All element commanders shall:

- 1. Review the PEDS report on a monthly basis and make necessary amendments to the report, which shall be submitted to their bureau chief.
- 2. Conduct an annual workload assessment and submit it to the Chief of Police by January 31 each year. It shall include, but is not limited to, the following items:
 - a. Programs and projects;
 - b. Job duties of each employee; and
 - c. Time lost through days off, holidays, and other leaves of absence.

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- 3. Patrol commanders shall use the HPD Workload Template from the intranet under HPD FORMS as a part of their annual assessment submittals. The template shall contain all information that is applicable to the district and help support any reallocation of or additional personnel.

B. After approval, the PEDS report and the documented workload assessment shall be forwarded to the Human Resources Division (HRD), which is responsible for initiating any necessary personnel changes.

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III. PEDS

- A. The PEDS file contains current employee information. Online access is available through the HPD intranet.
- B. The HRD commander shall be responsible for the security of all information maintained in and disseminated from the PEDS file.
- C. Data entry to the PEDS file may be performed only through the computer terminals in the HRD from:
 - 1. The creation sheet that is completed by each employee, including reserve officers, on the first day of employment;

- 2. The change of status form that is submitted to the HRD within the time frame determined by the HRD commander; and
- 3. Personnel orders, which are generated by the HRD.
- D. The format and distribution of any PEDS reports shall be determined by the HRD commander.
- E. Any request for PEDS-generated reports shall be evaluated on the confidentiality of the information.

IV. REPORTING

- A. Element commanders shall submit a monthly PEDS report to the HRD.
- B. If changes to the allocation or distribution of personnel are necessary, element commanders shall inform their bureau chiefs.

Susan Ballard
 SUSAN BALLARD
 Chief of Police

Post on bulletin board for one week

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