

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

March 27, 2019

Policy Number 3.37

ANNUAL RECALL TRAINING

POLICY

All police personnel shall complete recall training at least once every calendar year.

Annual recall training shall include, but is not limited to, instruction in mandated subjects, such as firearms; use of force (including deadly force and vascular neck restraints); hazardous materials (including hazard plans); legal updates; and fitness training.

PROCEDURE

I. RESPONSIBILITIES

- A. Annual recall training sessions for officers shall be scheduled and coordinated by the Training Division.
- B. Each division-level commander shall ensure that his or her personnel complete annual recall training.
- C. Each officer is responsible for completing annual recall training sessions as required.

II. ASSIGNMENT OF PERSONNEL

- A. The Training Division shall notify each division-level commander of the date and time of the training session(s) and the number of spaces allotted.
- B. Each division-level commander shall submit a roster to the Training Division no later than a week prior to the scheduled training and shall advise the Training Division of any subsequent changes.

- C. Attendance shall be scheduled so that no overtime is earned; officers shall return to their duty stations and serve the balance of their tours of duty, before or after the training sessions.
- D. The entire annual recall curriculum must be attended. Officers who fail to complete the training shall have their names submitted to their commanders at the end of the calendar year.

III. FIT FOR LIFE

- A. All police officers who have been cleared for full duty shall participate in the Fit for Life training annually.
- B. Health status and the capability to perform physical activities essential to job tasks shall be assessed by the Health Services Division, Honolulu Emergency Services Department.

IV. ATTIRE

Appropriate street clothing shall be worn in compliance with Policy 3.22, DRESS AND GROOMING STANDARDS. Exceptions to the dress policy will be stated in the training session announcement.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
December 21, 2000