

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

September 21, 2015

Policy Number 3.39

APPLICATION, SELECTION, AND CURRICULUM FOR THE FBI NATIONAL ACADEMY

POLICY

It is the policy of the Honolulu Police Department to select the best candidate among all applicants to attend the Federal Bureau of Investigation (FBI) National Academy in Quantico, Virginia. Guidelines for application, selection, and curriculum shall be based on the following procedures.

PROCEDURE

I. APPLICATION

Police officers interested in attending the FBI National Academy shall submit the FBI National Academy Application, HPD-158 form, to the Chief of Police between August 1 and 31 for the following calendar year. Applicants must be at least 25 years of age. Selection shall be primarily from the ranks of captain and lieutenant.

II. SELECTION PROCESS

A. Initial Selection


1. The Administrative Review Board (ARB) shall meet annually in September to evaluate the applications to the FBI National Academy.
2. The ARB shall give preference to applicants with college degrees.
3. The ARB shall submit the list of applicant names in a recommended priority order to the Chief of Police with any comments and recommendations.

B. Final Selection

1. The Chief of Police will make the final selection regarding the list of nominees.
2. Upon approval by the Chief of Police, the list of nominees shall be submitted in priority order to the local office of the FBI for processing.
3. The FBI National Academy will confirm the names of those officers selected to attend the academy.

III. RECONSIDERATION

An applicant who was not selected to attend the FBI National Academy may resubmit an application for the following year.


LOUIS M. KEALOHA
Chief of Police

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board for one week

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March 12, 1997