

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

April 22, 2015

Policy Number 3.40

APPOINTMENT/PROMOTION INTERVIEWS

POLICY

The requirements of this directive shall be followed when interviewing personnel seeking appointment or promotion from an internal departmental competitive examination or from an examination conducted by the Department of Human Resources (DHR).

- I. Except for positions in the unskilled labor classes, the opportunity to be interviewed shall be given to qualified candidates in accordance with civil service rules.
- II. This requirement may be waived when the candidate was given the opportunity to be interviewed by the department for a similar position within the previous 12 months.
- III. All candidates who are interviewed but not selected for a position shall be notified in writing.
- IV. The above requirements are established in accordance with civil service rules relating to selection by the appointing authority.
- V. Nothing in this policy or the attendant procedures shall be construed as final authority for any personnel action or as the basis for abrogation of any contractual rights.

PROCEDURE

I. RESPONSIBILITIES

A. Initial Appointment Interviews

1. Each list of candidates certified by the DHR as eligible for initial appointment shall be processed by the Human Resources Division (HRD).
2. The commander of the element in which the vacancy exists (or a designee) shall have the opportunity to participate in the selection interview.

B. Promotion Interviews

1. Civilian Positions

The interview shall be conducted by the commander of the element in which the vacancy exists (or a designee), with the HRD assisting. When the interview is complete, the HRD shall submit a recommendation via channels to the Chief of Police or designee.

2. Police Positions

The interview shall be conducted by the Promotion Selection Board. The board shall consist of members appointed by the Chief of Police. The HRD shall submit the board's recommendation(s) to the Chief of Police.

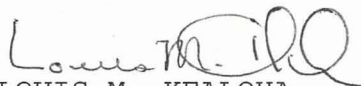
II. PROCEDURES FOR POLICE POSITIONS

- A. The HRD shall provide written notification to each candidate of the date, time, and place of the interview. Interviews will be conducted during normal office hours. No overtime shall be earned or compensatory time granted for a selection interview.

- B. If a candidate does not wish to be considered for the position for which he or she is certified, the candidate should so indicate on the written notification of the interview and return it to the HRD within three days of receipt.

A refusal to be considered for two positions in the same class may be cause for removal from the eligibility list.

- C. Appearance for a selection interview is mandatory.
1. If the candidate fails to appear for a scheduled interview, the opportunity to be interviewed is forfeited, and the candidate will not be considered for the position.
 2. A candidate who wishes to be interviewed but will be unavailable at the scheduled time must notify the HRD no later than the close of business on the day preceding the scheduled interview. The interview will then be rescheduled and conducted within five working days. If the candidate is unable to appear within that period, the opportunity to be interviewed is forfeited, and the candidate will not be considered for the position.
- D. After all interviews have been concluded, the HRD shall send written notification to all candidates regarding their interview results. Candidates who were interviewed but not selected will remain eligible for consideration until the eligibility list expires.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
March 29, 2002