

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

April 11, 2019

Policy Number 3.02

CANDIDATES FOR MPO-M POSITIONS

POLICY

A list of candidates for Metropolitan Police Officer-Motorized (MPO-M) positions shall be established and maintained.

PROCEDURE

I. RESPONSIBILITIES

A. Human Resources Division (HRD) Commander

The HRD commander:

1. Maintains the departmental listing of MPO-M candidates and updates the list as necessary.
2. Determines the total number of officers to be listed.
3. Notifies eligible officers via e-mail to submit the Motor Recommendation e-form.

The completed e-forms will be used in updating the listing from which selections shall be made.

B. Immediate Supervisor

The immediate supervisor shall meet the criteria for rating as specified in section II E, Policy 3.42, PERFORMANCE EVALUATION, and:

1. Verify the officer's e-form and select "Recommend" or "Not Recommend." If "Not Recommend" is selected, a reason shall be provided in the comment field.
2. Forward the eligible officer's e-form to the division-level commander.

C. Division-Level Commander

The division-level commander:

1. Ensures that the Motor Recommendation e-form is completed and forwarded to the HRD within five working days or notifies the HRD of any delays.
2. Determines whether the information provided supports the recommendation of the immediate supervisor.
3. Completes the e-form by selecting "Recommend" or "Not Recommend." If "Not Recommend" is selected, a reason shall be provided in the comment field.

D. Officer

1. A recommendation by the immediate supervisor does not assure an officer's immediate assignment or transfer to an MPO-M position.
2. If not recommended by the supervisor or division-level commander, the officer may attach personal comments to the Motor Recommendation e-form to support his or her case for selection.

II. ASSIGNMENT OR TRANSFER TO AN MPO-M POSITION

- A. Assignment or transfer to an MPO-M position shall be in compliance with established policy and civil service procedures.

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- B. A transfer request is canceled whenever the employee is transferred or promoted, resigns, retires, or no longer meets the requirements of the position for which he or she applied (see Policy 2.27, PERSONNEL MOVEMENT).



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 8, 1997