

# HONOLULU POLICE DEPARTMENT

## POLICY HUMAN RESOURCES AND TRAINING

September 22, 2015

Policy Number 3.21

### CIVIL SERVICE GRIEVANCE PROCEDURES

#### POLICY

Employees of the Honolulu Police Department covered by Chapter 76 of the Hawaii Revised Statutes shall be guided by this directive when addressing civil service grievance procedures.

#### PROCEDURE

#### PARTICULARS

- I. The various collective bargaining agreements spell out the procedures by which bargaining unit employees may grieve matters covered by the agreements.
- II. The Civil Service Commission's internal complaint procedures provide a uniform appeal process for all civil service employees excluded from collective bargaining.
- III. Bargaining unit employees may use the civil service procedures to grieve matters that are not covered by their bargaining agreements but are covered by the civil service rules.

September 22, 2015

Policy Number 3.21  
Page 2

IV. Employees filing internal complaints may obtain the Civil Service Commission appeal form from the Department of Human Resources.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002