

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**April 30, 2015**

**Policy Number 2.33**

**FILLING CIVILIAN POSITIONS**

**POLICY**

- I. The filling of a position shall be accomplished in an orderly, efficient, and expeditious manner. It shall be based on a general system of merit, efficiency, and fitness in accordance with the city charter, civil service rules, and applicable state laws.
- II. Consideration will be given to the recommendation of the element commander, provided such recommendation does not abrogate contractual provisions and/or civil service rules and regulations.

**PROCEDURE**

I. **EXCEPTION**

This directive shall not apply to those civilian positions that have been granted "blanket approval to fill" by the mayor, managing director, or director of the Department of Human Resources (DHR).

II. **JUSTIFICATION TO FILL VACANT POSITION**

A. **Responsibilities**

1. Each element commander shall be responsible for justifying a request to fill a vacant position within his or her area of command upon being notified of an impending vacancy.

The justification should be submitted via a To/From report (indicating the position number and class title of the vacancy) to the Human Resources Division (HRD) commander.

2. The HRD shall coordinate and submit the element commander's justification to fill the vacancy to the Department of Budget and Fiscal Services (BFS).

B. Justification Guidelines

The following factors shall be included in the justification to fill the vacant position:

1. What This Position is Expected to Accomplish

Briefly describe the duties and responsibilities of the position.

2. Number of Identical or Similar Positions in This Activity

List the class title and number of positions that perform similar or identical work in this activity. Include temporary positions, if applicable.

3. Workload Data

Provide quantifiable data that shows the amount of work that needs to be done. Indicate the trend of the workload (increasing, decreasing, or stable). Indicate the reasons for the workload problem.

4. Alternatives

Indicate what alternatives have been considered and why they are inappropriate.

5. Impact on Mission Accomplishment

Indicate the impact on the program if this position is not filled.

6. Other Pertinent Factors

Include other information that will support this request.

C. Approval to Fill

The vacant position will not be filled unless approved by the directors of the Department of Budget and Fiscal Services and the DHR.

III. PROCEDURE TO FILL THE POSITION

A. When notified of an impending vacancy, the element commander should consider the following course of action available to fill the position:

1. Transfer: The movement of an employee from an established position in one class to an established position in the same class or another class assigned to the same salary schedule.
2. Selection from civil service eligible list: A certified listing of persons who have qualified for appointment to positions in a particular class.
3. Internal departmental competitive promotion: The promotion of a regular employee, provided the employee meets the minimum requirements and is approved by the DHR in accordance with Civil Service Rule 3-14.
4. Voluntary demotion: A demotion requested by an employee and approved by the director of the DHR and the appointing authorities.
5. Disability demotion: A demotion resulting from an employee's inability to perform the duties of the employee's position due to injury, illness, or disease that was not a result of willful misconduct on the employee's part.

- B. The element commander should consult with the bureau chief and the HRD commander or designee prior to recommending official action to fill the position. The Chief of Police or designee is the final authority for approving departmental personnel actions.
- C. Each element commander should be cognizant of the general policy that an intradepartmental transfer or promotion would be the most desirable procedure because it serves to recognize the performance of the employee and the merit principle.
- D. If promotion is the procedure recommended, the following factors shall be considered:
  - 1. The civil service eligible list;
  - 2. A qualified service-injured person available in the department or on the civil service priority placement list; and
  - 3. An internal, departmental competitive promotion if all of the following conditions have been met:
    - a. There is no civil service intradepartmental promotional list or there are fewer than five available eligibles on the intradepartmental promotional list certifiable to fill the vacancy.
    - b. The HRD has announced and circulated for general dissemination within the department a notice of vacancy and has provided at least ten calendar days for interested and qualified employees to file for the vacant position.
      - (1) The element commander has posted the vacancy notice on the bulletin board or other conspicuous place within the work area.




- (2) The element commander was given a listing of all interested and qualified applicants, provided the applicant with the opportunity for a selection interview, and conducted the interview of all applicants with the assistance of the HRD.
  - c. The element commander should be aware that the director of the DHR may schedule a civil service examination if there are six or more interested and qualified applicants.
  - d. In exceptional cases, as determined by the director of the DHR, a promotion that deviates from the above standards may be justified and permitted only when circumstances clearly indicate that it is for the good of the service.
- E. The HRD will notify the element commander of the approved action and its effective date.
- 1. If the approved action is an intradivisional movement, the element commander will notify the employee.
  - 2. If the approved action is an interdivisional movement, the element commander will be informed. The commander of the area being vacated will notify the employee.

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3. If the approved action is the appointment of a new employee, the HRD will make the notification.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002