

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

July 14, 2015

Policy Number 3.10

HIGHER EDUCATION REIMBURSEMENT PROGRAM

POLICY

- I. All police department employees are encouraged to pursue higher education and enroll in accredited college courses as a means of developing leadership skills for the Honolulu Police Department (HPD).
- II. If state asset forfeiture funds are available, the police department may provide a predetermined amount of funds per session for tuition and textbook reimbursement for eligible employees participating in this program.
- III. The police department reserves the right to limit reimbursements to employees and/or certain employees as deemed necessary due to the availability of funds or other criteria.

PROCEDURE

I. CRITERIA FOR REIMBURSEMENT

- A. A full-time employee of the HPD who has passed initial probation is eligible for this program.
- B. Courses that are related to the purposes of law enforcement and/or department-related programs shall be considered for reimbursement.
- C. The course shall have been completed with a grade point of 2.0 or higher (on a 4.0 scale) or a grade of pass (on a pass/fail scale).

- D. Subject to the availability of funds, reimbursement to an individual shall be limited to the following:
 - 1. Undergraduate courses: \$600 per session
\$2,400 per fiscal year
 - 2. Graduate courses: \$1,200 per session
\$4,800 per fiscal year
 - 3. Doctorate courses: \$2,400 per session
\$9,600 per fiscal year
- E. Fiscal year eligibility is determined by the course start date. Reimbursement for courses with overlapping dates is not permitted.
- F. Total reimbursements from this source and/or other sources shall not exceed the total tuition and textbook costs during any session.

II. COURSE APPROVAL

- A. Each course must first be approved as qualifying for reimbursement by submitting an e-mail report to the Training Committee chair (Training Division commander).
- B. The report shall include the name of the college, name and identifying number of the course, and a copy of the school's catalog description of the course.
- C. The report shall be submitted so that it is received by the Training Committee chair at least two weeks prior to the start of the course. Late submittals will not be considered.
- D. The Training Committee chair shall inform the employee of the approval/disapproval by e-mail.

III. REIMBURSEMENT PROCESS

- A. Within 30 days of successfully completing the course, an employee seeking reimbursement for an approved course shall submit an "Educational Reimbursement Application" e-form.

The e-form shall be sent, via the employee's chain of command, to the "HPD Finance General" mailbox.

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- B. The following items shall be submitted as attachments to the "Educational Reimbursement Application" e-form:
 - 1. A copy of the final report card for the course;
 - 2. A copy of the course description;
 - 3. A copy of the written approval from the Training Committee chair; and
 - 4. Copies of receipts for the tuition and textbooks.
- C. The Finance Division shall notify the employee when the reimbursement check is available for distribution.
- D. Reimbursements shall be made only for courses that have been approved by the Training Committee.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
January 26, 1994