

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

October 9, 2015

Policy Number 3.01

PROBATION, PROMOTION, AND TERMINATION

POLICY

Employees of the Honolulu Police Department (HPD) shall be guided by this directive in determining probationary appointments, promotions, and terminations.

PROCEDURE

I. PROBATION

- A. Police recruit officers, helicopter pilots, and police radio dispatchers shall serve an initial probationary period of 12 months from his or her appointment date. All other employees shall be considered probationary for a period of six months.
 1. The Chief of Police may remove, demote, suspend, or request the resignation of any probationer at any time during the probationary period.
 2. During the probationary period, the immediate supervisor shall furnish a Performance Evaluation Reports (PER) e-form to the commander of the Human Resources Division (HRD) regarding the efficiency and progress of the probationer. These reports may be submitted on a quarterly, semiannual, or annual basis or whenever requested by the HRD.
 3. The purposes for submitting reports for each probationer are to evaluate the employee and to improve his or her performance.

11-20-2015

- B. One month prior to the expiration of the initial probationary period, the immediate supervisor shall complete and forward a probationary PER report to the HRD commander, with a copy to the employee's element commander, describing the progress made by the probationer. If the report is satisfactory, the HRD commander or designee shall endorse the probationer's personnel record "probation satisfactory." If the report shows unsatisfactory progress by the probationer, the HRD commander or designee shall forward the report to the Chief of Police with his or her recommendations regarding the probationer's status.

II. PROMOTION

Promotion is the movement of a regular employee to a position at a higher classification and pay range.

- A. Promotions shall be effected primarily on a competitive basis.
- B. The procedures used for processing any promotion shall comply with civil service rules and shall be consistent with the applicable collective bargaining agreement.
- C. Promotional announcements for the ranks of sergeant and lieutenant will state the minimum requirements and permissible substitutions.
- D. Applicants for promotion shall review the applicable announcement and ensure that they meet the minimum requirements needed to participate in the promotional process.

III. TERMINATION OF EMPLOYMENT

A. Voluntary Resignation

- 1. When an employee decides to voluntarily terminate employment, the employee shall report to the HRD.

2. The official resignation, HPD-259 and C&C-45 forms, shall be prepared at the HRD. The HRD commander or a designee shall conduct the preliminary, exit-from-service interview.
3. The resignation must be submitted through channels no less than 14 calendar days prior to the effective termination date. The Chief of Police may, however, waive the requirement for advance notice.
4. An employee desiring to rescind a voluntary resignation must submit a written request to the Chief of Police via normal channels and the HRD commander prior to the effective date.
5. Once a resignation is accepted by the Chief of Police, it may not be withdrawn without the Chief's consent.

B. Dismissal

1. The employee is entitled to a predetermination meeting in accordance with civil service regulations.
2. The employee shall process only the Employee Clearance Slip, HPD-368 form.

C. Termination of Initial Probation

The employee shall process only the Employee Clearance Slip, HPD-368 form.

D. Service Retirement

Separation for retirement shall be processed in the same manner as for voluntary termination of employment. Official service retirement may be awarded only by the Employees' Retirement System.

E. Employee Clearance Form Processing

1. Element commanders shall ensure that prior to the effective date of separation, the:
 - a. Employee personally carries the HPD-368 form to the listed locations to return departmental equipment and supplies and to refund allowances; and
 - b. Completed HPD-368 form is returned to the HRD.
2. The person designated in each area on the administrative clearance form should ensure that the employee has met the area clearance requirements prior to endorsing the form.

F. Issuance of Retiree Identification Cards

1. Employees who meet retirement eligibility and retire in good standing may request the issuance of a departmental retiree identification (ID) card.
2. An employee who retires while the subject of any pending, administrative or criminal investigation shall be deemed to have retired in "other than good standing." The employee shall not be issued a departmental retiree ID card until the investigation is complete and their retirement is reclassified as being in good standing.
3. A former employee whose retirement is subsequently reclassified from "other than good standing" to one in "good standing" may submit a request for the issuance of a retiree ID card to the commander of the HRD.

October 9, 2015

Policy Number 3.01
Page 5

4. Employees who resign or are dismissed are not entitled to a retiree ID card.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002