### HONOLULU POLICE DEPARTMENT

## POLICY ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 24, 2015

Policy Number 2.28

### TEMPORARY ASSIGNMENTS

### POLICY

Departmental personnel may temporarily be assigned to assume the duties and responsibilities of other personnel without formally changing their current position assignment.

### **PROCEDURE**

### I. AUTHORITY

A. The Rules of the Civil Service Commission, 1978

Rules of the Director, definitions (2-13), Subchapter 3, Chapter 2 reads:

"Temporary Assignment - means the assignment by a competent authority and the assumption, without a formal change in position, of all or a major portion of the significant duties and responsibilities of another position."

B. Collective Bargaining Unit Contract

The applicable provision of the contract shall take precedence.

### II. GUIDELINES

- A. Maintaining Service
  - 1. Prior to requesting temporary assignment, duties of the absent employee should be distributed in the following manner:
    - a. Significant duties and responsibilities of the position should be assigned to a position in the next higher level or to another position at the same level; and

- b. The duties of the absent employee should be divided among others of the same class so that only a small portion of the tasks of the absent employee are assigned to any one person.
- 2. If significant duties and responsibilities cannot be distributed to others, the element commander may, when practical, request personnel for temporary assignment.
- Temporary assignment should not create a succession of in-line movements.

### B. Selecting Employees for Temporary Assignments

- 1. When applicable, selection for temporary assignment shall be in accordance with the collective bargaining unit's contractual agreement.
- 2. The employee should have the necessary skills, knowledge, and ability to perform the work satisfactorily.
- 3. Nonsupervisory personnel may be considered for temporary supervisory assignments only if they have successfully completed department-approved supervisory training classes.
- 4. Consideration shall be based on past performance, attendance, attitude toward the job, and willingness to accept the assignment.
- 5. Whenever a period of job orientation or training may be required, the temporary assignment shall be deferred until the work can be performed at the required level.

### C. Reporting Requirement

1. The element commander shall submit the request on the Temporary Assignment Report e-form to the Human Resources Officer. In circumstances where the Temporary Assignment Report e-form is not appropriate, an HPD-493 form may be used. The Human Resources Officer shall determine whether all conditions are met and if the temporary assignment should be granted.

2. Assignment to a position above division commander shall be submitted by the appropriate bureau chief.

LOUIS M. KEALOHA Chief of Police

Attachment

Post on bulletin board for one week

Policy first issued June 6, 2001

## HONOLULU POLLE DEPARTMENT

# TEMPORARY ASSIGNMENT REPORT

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REASON:

Distribution: HRD and Finance

IIPD-493

Element Commander

Date

Human Resources Officer

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