

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

March 27, 2019

Policy Number 3.33

TRAINING COMMITTEE

POLICY

The Training Committee will assist in developing and evaluating training needs for the Honolulu Police Department.

PROCEDURE

I. COMPOSITION OF COMMITTEE

A. Members of the Committee

The Training Committee shall consist of a major or designee from each bureau (total of six). The Training Division major shall be the chair for the Training Committee.

B. Selection of Bureau Members

1. Each bureau representative (element commander or designee) shall be appointed by the respective bureau chief.
2. If a committee member needs to be replaced, the Training Committee chairperson shall inform, in writing, the appropriate bureau chief, who shall have another committee member selected.

II. TRAINING COMMITTEE FUNCTION

- A. The committee shall review, as needed, training provided by or proposed for the department. Training may include courses, seminars, and workshops by departmental elements or by outside agencies on behalf of the department.

- B. The committee shall meet with departmental and/or agency components to obtain input for assessing training validity and developing and introducing new training subjects as needed.

III. PROPOSALS TO THE TRAINING COMMITTEE

Proposals to evaluate new or existing training shall be submitted to the chairperson of the Training Committee via the bureau representative. The proposal shall include:

- A. A detailed statement of the idea, including the personnel/element(s) to which the proposal shall apply;
- B. A justification for the proposal;
- C. The estimated costs (if applicable), particularly if the training will require equipment, and the source of funding for the proposal; and
- D. The name of the person making the suggestion.

IV. ELEMENT RESPONSIBILITY

Elements shall be responsible for submitting the lesson plan(s), including handouts, for new and/or existing training to the Training Committee. Lesson plans will be on file at the Training Division.

V. ADMINISTRATION OF COMMITTEE

The committee shall submit recommendations for training to the Chief of Police via the Administrative Review Board.

March 27, 2019

Policy Number 3.33
Page 3

VI. COMMITTEE MEETINGS

The Training Committee shall meet as needed but not less than once a quarter. Any Training Committee member may convene a meeting.



SUSAN BALLARD
Chief of Police

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board for one week

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