

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

November 6, 2015

Policy Number 3.35

TRAINING COORDINATION

POLICY

The Training Division records and maintains a master list of department-authorized training received by departmental personnel.

PROCEDURE

I. DEFINITIONS

- A. Conference: Sessions attended by personnel of the Honolulu Police Department (HPD) where the exchange of ideas or the enhancement of credentials or qualifications takes place.
- B. External training: Training that is sponsored or conducted by sources outside the department and held away from departmental facilities (including those held off island) and is received by departmental personnel to enhance their credentials/qualifications.
- C. Internal training: Training that is conducted by departmental trainers or guest instructors in any departmental facility and is designed to enhance the credentials or qualifications of departmental personnel.
- D. Roll call training: Training given by divisional personnel at the beginning of a shift to disseminate new information and review existing policies and procedures.

II. TRAINING DIVISION RESPONSIBILITIES

A. The Training Division shall:

1. Coordinate, prioritize, and schedule approved departmental training administered by the division; and
2. Maintain a master plan for training sessions to ensure that:
 - a. Training sessions are efficiently scheduled;
 - b. Duplication of effort does not occur; and
 - c. Requests for personnel to attend training sessions do not have an adverse impact on any element.

B. Twelve-Month Training Schedule

1. Each month, the Training Division shall produce a schedule that depicts a 12-month projection of training that should occur at the training academy.
2. Amendments to the previous schedules shall be reflected on the updated schedules.
3. The Training Division shall ensure that this schedule is made available to all departmental personnel on the department's intranet.

C. Recruit training, recall training, mandated training, liability-related training, and training needed to reinforce/improve current skills and knowledge shall be given priority.

III. ELEMENT RESPONSIBILITY

A. A training liaison shall be appointed in each division-level element.

1. The training liaison shall be the second in command of the element or a designee.

2. All communications related to training shall be routed to and/or via the training liaison.
 3. The training liaison shall be responsible for all training concerns within the element/division and will ensure that regular and appropriate training occurs relative to the command's function and operations.
 4. Related tasks may be delegated to others in the element.
- B. Whenever an element wishes to schedule any department-authorized training (internal, external, or off-island), a Request to Schedule Training, HPD-391 form, shall be submitted to the Training Division.
1. All requests shall be submitted as soon as possible but no later than the first week of the month in order to be included in the following month's schedule.
 2. Requests that are not submitted at least one month in advance of the scheduled training may be considered on a case-by-case basis.
 3. The element shall be responsible for all of the coordination, scheduling, and dissemination of information for the training.

IV. EXCEPTION TO SCHEDULING REQUIREMENT

Roll call training does not need to be scheduled by the Training Division. Elements may schedule this type of training independently.

V. INTERNAL TRAINING

The coordinator or the training liaison of any element conducting any training session using their own instructor(s) (either element personnel or a guest instructor) shall:

- A. Submit the Request to Schedule Training, HPD-391 form, to the Training Division;

- B. One week prior to the scheduled block of instruction, lesson plans shall be submitted to the Training Division with all pertinent documents including, but not limited to, digital presentations (e.g., PowerPoint), videos, pictures, handouts, brochures, tests, answer keys, etc.
 - 1. No lesson plan shall be used without prior review and approval from the Training Division.
 - 2. If using a lesson plan that has already been submitted and approved by the Training Division in the past, instructors shall indicate that they have reviewed and approved the lesson plan prior to conducting the training session; and
- C. All sworn and civilian police personnel must attend and complete the HPD's Basic Instructor Development Course prior to conducting a training session.

VI. EXTERNAL TRAINING

- A. As soon as arrangements to attend an external training session are finalized, the element involved shall submit the Request to Schedule Training, HPD-391 form, to the Training Division.
 - 1. The Training Division shall be responsible for tracking and recording this type of training for the department.
 - 2. Personnel attending external training sessions do not satisfy a command's obligation to send a set percentage or number of personnel to internally scheduled police department training.
- B. Within five days of returning to work after attending any external training session, the ranking person who attended shall submit the After-Action Report for Completed Training, HPD-400 form, to the Training Division through his or her training liaison.

Exception: A report shall not be required for attendance at Department of Human Resources classes.

- C. Within five days of returning to work after attending any external training session, individual attendees shall submit his or her name and identification number with a copy of a certificate of completion or other documentation of completed training to the Training Division for inclusion in the employee's training record.

VII. TRAINING RESOURCES

- A. The department encourages the development of training programs using external resources from the public and private sector, such as the:
 - 1. Institute of Police Technology and Management;
 - 2. Western Community Policing Institute; and
 - 3. Federal Bureau of Investigation Academy.
- B. Personnel who receive external training are reminded that information received must be used in accordance with laws and departmental directives.

VIII. COOPERATION WITH OTHER AGENCIES

To increase effectiveness, improve coordination, and promote a better understanding among criminal justice agencies, the Training Division commander or designee should:

- A. Maintain contact with other agencies within the local criminal justice system to exchange ideas and promote mutual training between the agencies;
- B. Schedule the use of necessary departmental facilities, equipment, and instructors to assist other agencies when requested and as resources permit;
- C. Assist other agencies with their on-site training as requested; and

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- D. Offer departmental training to other agencies when openings occur.

A handwritten signature in black ink, appearing to read "Louis M. Kealoaha". The signature is stylized with a large, circular flourish at the end.

LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
May 9, 2002