

HONOLULU POLICE DEPARTMENT
POLICY
HUMAN RESOURCES AND TRAINING

March 27, 2019

Policy Number 3.34

TRAINING PROGRAMS ADMINISTERED BY THE TRAINING DIVISION

POLICY

The Training Division shall administer the recruit training program and other training programs as designated by the department.

PROCEDURE

I. OBJECTIVES

- A. To provide instruction in current police practices and related subjects.
- B. To provide training to help departmental personnel develop:
 - 1. Appropriate habits of thought and action;
 - 2. Skills;
 - 3. Knowledge; and
 - 4. An attitude to be effective in their assignments and cooperate among themselves to fulfill departmental goals.
- C. To train personnel to enable them to efficiently serve the public.

II. RESPONSIBILITIES

A. Chief of Police

Training will be conducted under the direction of the Chief of Police who may:

1. Determine the curriculum and direct recruit training;
2. Direct advanced training or recall training for departmental employees;
3. Maintain training records of all personnel; and
4. Require that the examination results of each course be made a part of a probationary or regular employee's training record.

B. Training Division Commander

The Training Division commander shall ensure that:

1. All regular training schedules are prepared and affected personnel are notified on a timely basis;
2. Special training projects do not conflict with established training schedules and procedures; and
3. All required training is conducted as a result of laws, statutes, and/or authorized departmental programs (i.e., annual - use of force and sexual harassment; biennial - ethics training).

C. Element Commanders

Element commanders or designees shall:

1. Analyze the training needs in their elements;
2. Submit requests for specialized training as required to the Training Division through appropriate channels; and
3. Train element personnel in normal operational and work procedures.

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III. OTHER TRAINING

Other elements may administer training as designated by the department.



SUSAN BALLARD
Chief of Police

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board for one week

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