

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

August 3, 2018

Policy Number 3.47

TRAINING REQUIREMENTS FOR RETURNING OFFICERS

POLICY

Returning officers seeking reemployment or reinstatement with the department shall complete the required training and evaluation in accordance with this directive prior to being assigned routine field duties.

PROCEDURE

I. DEFINITIONS

- A. Returning officer: A Honolulu Police Department (HPD) officer who was previously employed by the department and who is now seeking reemployment or reinstatement.
- B. Law enforcement officer: A full-time, sworn employee of a city, county, or state police department or a sheriff's department.

II. APPLICATION

This policy shall apply to returning officers who have:

- A. Been away from the department between three months and two years;
- B. Been away from the department for more than two years without being a full-time law enforcement officer in another location during this entire time;
- C. Been away from the department for more than two years, but less than four years, and have been employed full time as a law enforcement officer the entire time; and
- D. Resigned or retired but have retained an active HPD reserve officer status and are in good standing.

III. TRAINING DIVISION RESPONSIBILITIES

It shall be the responsibility of the Training Division commander to ensure the following:

- A. Returning officers receive the required amount of training as outlined in this policy;
- B. Complete training records of all returning officers are maintained;
- C. Returning officers receive a minimum of 160 hours of field training; and
- D. Upon completion of the training, a report is prepared for the Chief of Police as to the suitability of reemployment or reinstatement of the officer.

IV. TRAINING REQUIREMENTS

- A. Returning officers who have been away for more than three months, but less than two years, shall be required to complete the Annual Recall Training prior to being assigned routine field duties.
- B. Returning officers who have been away for more than two years without being employed full time as a law enforcement officer during this entire period shall successfully complete and pass recruit school. The length of the Field Training and Evaluation Program (FTEP) shall be determined by the Training Division commander.
- C. Returning officers who have been away for more than two years, but less than four years, and were employed full time during this entire period as a law enforcement officer shall complete the Annual Recall Training and the FTEP prior to being assigned routine field duties. The length of the FTEP shall be determined by the Training Division commander.
- D. Returning officers who have resigned or retired from the HPD but maintain an active, good-standing status as an HPD reserve officer shall be subject to section V C in this policy.
- E. Returning officers who have been away for more than four years shall successfully complete and pass recruit school and the FTEP.

- F. Attire for returning officers shall be in accordance with Policy 3.22, DRESS AND GROOMING STANDARDS, or as determined by the Training Division.

V. ADDITIONAL TRAINING

- A. The commander of the Training Division shall review the returning officer's training records and ascertain if additional training may be required.
- B. If additional training is required, the commander of the Training Division shall ensure such training is presented to the returning officer prior to him or her receiving any routine field assignment.
- C. Sergeants and above

Any HPD officer at the rank of sergeant or above who is reinstated at a supervisory rank shall:

1. Follow the same criteria and requirements as all returning officers; and
2. Attend a supervisory training class as specified by the Training Division if they are out for more than two years.



SUSAN BALLARD
Chief of Police

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