

# HONOLULU POLICE DEPARTMENT

## POLICY

### LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

June 19, 2015

Policy Number 3.23

#### UPDATING PHOTOGRAPHS AND OTHER EMPLOYEE INFORMATION

##### POLICY

Employees shall update photographs and other information required for departmental and city purposes as necessary to keep the information current.

##### PROCEDURE

#### I. PHOTOGRAPHS

##### A. Personnel Records Photographs

1. Each employee's personnel records photograph shall be updated when his or her identification card is renewed. The Human Resources Division (HRD) shall refer the employee to the Photo Lab with the form necessary to have the photographs taken and processed.
2. The HRD shall maintain a file of current photographs of all employees as part of the department's personnel records. The file may be used only for identification purposes and by authorized personnel who have the approval of the HRD commander.

##### B. Organizational Chart Photographs

Employees promoted to positions on the pictorial organizational chart shall have new photographs taken.

II. OTHER REQUIRED PERSONNEL INFORMATION

A. Beneficiaries of Wage and Retirement Benefits

A change in wage and retirement benefit beneficiaries shall be reported on forms available from the HRD. Each form must be signed before a notary public at the HRD.

B. Financial Disclosure Form

The financial disclosure form is distributed by the Honolulu Ethics Commission and must be completed in January each year by employees in certain exempt positions. Contact the commission for additional information or consult "Disclosure of Financial Interests," Section 136-4, Administrative Directives Manual, City and County of Honolulu.

C. Gifts Disclosure Statement

1. A gifts disclosure statement shall be submitted before the end of July each year to the Office of the City Clerk by all city personnel who receive gifts that meet certain conditions.
2. It is recommended that a statement be submitted by each employee who receives a qualifying gift regardless of the amount of the gift. For example, disclosure statements should be filed by personnel who receive scholarships limited to law enforcement personnel, those who receive gifts related to the performance of their official duties (e.g., plane trips/hotel accommodations for the officer of the year), etc.
3. Statements may be submitted at any time during the fiscal year that a gift is received; it is not necessary to wait until the end of the year. A signed statement need not be submitted at the end of the year if no gifts were received.
4. The forms and additional information are available from the Office of the City Clerk. Completed forms should be submitted directly to the Office of the City Clerk.

D. Home Address

A change in home address shall be reported on the city's notice of address change form and on the Change of Status, HPD-349 form. These forms should be submitted together through the element commander to the HRD.

E. Telephone Number

All personnel shall provide a contact telephone number (i.e., mobile or landline) to the HRD. Any change in telephone number shall be reported on the Change of Status, HPD-349 form, and submitted through the element commander to the HRD within three days. The HRD shall report these changes to the Communications Division.

F. Marital Status

A change in marital status shall be reported on the Change of Status, HPD-349 form, and submitted through the element commander to the HRD.

G. Outside Employment

A change in outside employment shall be submitted via the Outside Employment Request e-form.

III. OPTIONAL NOTIFICATIONS

A. Life Insurance Beneficiaries

A change in beneficiaries for the group life insurance provided by the Hawaii Public Employees Health Fund should be submitted on forms available from the Finance Division.

B. Deferred Compensation Plan

Any change should be reported directly to VOYA Financial.

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C. Health Plan Coverage

A change in coverage under the medical, drug, vision, and dental plans of the Hawaii Public Employees Health Fund should be reported on forms available from the Finance Division.

D. Income Tax Withholding

State and federal withholding forms are available from and should be submitted to the Finance Division.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
October 27, 1997