

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**October 9, 2015**

**Policy Number 2.27**

**PERSONNEL MOVEMENT**

**POLICY**

In general terms, personnel movements promote the orderly and systematic movement of personnel, enhance individual growth, and stimulate the development of a broad and general experience for officers. Personnel movements consist of: voluntary transfers, transfers by the direction of the Chief of Police, disciplinary transfers, promotions, and rotations.

**PROCEDURE**

I. DEFINITIONS

Division-level element: An element commanded by a major or anyone of lower rank who reports to an assistant chief or officer of higher rank.

Nonpatrol elements: Elements other than Districts 1 through 8 and the Central Receiving Division (CRD).

Patrol elements: Districts 1 through 8 and the CRD.

II. APPLICATION

Unless otherwise specified, this policy applies to officers of the ranks from PO-7 through PO-13.

III. TRANSFER

A. Applicability

1. A transfer may occur at any time, either at the individual's request or at the direction of the Chief of Police.

11-20-2015

- 2. While officers may request transfers at any time, they shall have 24 months in a patrol element directly preceding their transfer to a nonpatrol element. For transfer purposes only, time spent in a district's Burglary-Theft Detail shall be counted as time spent in a patrol element.

Exceptions to this requirement for 24 months in a patrol element are as follows:

- a. If the transfer list for a nonpatrol element does not contain the name of any officer from a patrol element, then an officer from another nonpatrol element may transfer to that nonpatrol element.

- (1) In the event the transfer list for a nonpatrol element contains the names of more than one officer with less than 24 months in a patrol element, then an officer with more time in a current patrol assignment shall have priority.

- (2) If the officers' patrol time is equal, seniority at the current rank shall take precedence;

10-28-2022

- b. Officers may transfer to a nonpatrol element after 24 months of consecutive service in the Human Resources Division (HRD), Professional Standards Office (PSO), Criminal Investigation Division (CID), or Intelligence Enforcement Unit (IEU) directly preceding the transfer;

- c. When transfers out of the IEU are at the direction of the Chief of Police or designee, not to include disciplinary or voluntary transfers, officers may transfer to a nonpatrol element without 24 months of consecutive service in the IEU; and

10-28-2022

- d. Officers may transfer to the Training Division, HRD, IEU, PSO, or CID without spending 24 months in a patrol element directly preceding the transfer.

- 3. When an individual requests a transfer, consideration shall be given to the class title, performance, merit, dependability, and seniority.

4. The Chief of Police may direct the transfer of personnel to other assignments at any time. No officer or employee may consider any assignment a permanent one.

B. Transfer Requests

1. An employee requesting a transfer shall submit the Transfer Request e-form via the chain of command.
2. Two assignments may be requested. However, listing two assignments has no preferential value and is not required.
3. Transfer requests shall be valid for the current personnel movement only. Officers shall submit a transfer request for each personnel movement.
4. The officer's immediate supervisor and element commander shall recommend approval or denial of the Transfer Request e-form and forward it to the HRD.
5. If the element commander denies the transfer request, the Transfer Request e-form shall be electronically forwarded to that element's assistant chief. The officer whose transfer request has been denied shall be notified of the denial and the reasons for the denial on the Transfer Request e-form.
6. The HRD commander or designee shall acknowledge all requests and return an electronic copy of the final decision, denied or pending future consideration, to the originator.
7. A transfer request shall be cancelled when the employee is transferred, promoted, resigns, retires, or no longer meets the requirements of the position for which he or she applied.
8. If the employee later decides to withdraw the request, the employee shall cancel the e-form.
9. Any transfer request on file shall be cancelled by the employee before a new request is submitted.

C. Preacceptance Requirements

1. Specialized elements with pre- and post-acceptance tests, certifications, and/or application requirements for transfer shall:
  - a. Distribute information notices to all elements announcing each preacceptance test, certification and/or application period;
  - b. Provide details regarding pre- and post-acceptance tests, certifications, and/or application requirements to officers upon request. Element pre- and post-acceptance transfer requirements for officers shall be contained in their manuals of operations (MOP);
  - c. Submit to the HRD the names of the officers who pass each test and/or qualify for transfer; and
  - d. Confer with the Administrative Review Board prior to any modifications to the element's MOP regarding pre- and post-acceptance.
2. Officers shall retain their pre-acceptance status for 12 months from the date of test completion, application receipt, or training certification.

Exceptions to the above are as follows:

1-22-2019

- a. Officers requesting for transfer to the Specialized Services Division (SSD) shall pass the most recent pre-acceptance physical fitness and pulmonary function test; and
- b. Upon receiving Drug Abuse Resistance Education Officers Training certification, officers requesting for transfer to the Community Affairs Division (CAD) shall retain their pre-acceptance status for 24 months from the date of certification.

3. Officers who do not satisfy the post-acceptance tests, requirements, and/or certifications to remain in the element shall:
  - a. Be on special assignment to another element and be subject to transfer during the next personnel movement;
  - b. Lose any accumulated seniority, if he or she is transferred back to their previous element; and
  - c. Be ineligible for return to the element for which he or she did not satisfy the post-acceptance tests, requirements, and/or certifications for 12 months from the date he or she was transferred out.

D. Approved Transfers

When a transfer is approved, the HRD will notify the element commander, who will notify the affected employee.

E. Transfer Resulting From Promotion

1. When a promotion involves a transfer, the applicable provisions of section VII below shall apply.
2. An officer who is promoted shall:
  - a. Draw uniform items and equipment designated for the new rank from the Property and Supply Section, Finance Division. Items no longer required must be returned;
  - b. Report to the HRD to have a photograph taken at the Photo Lab, Scientific Investigation Section, and to update his or her identification card information.

All police officers shall have their photograph taken in uniform. Exceptions may be made at the discretion of the officer's element commander; and

- c. Follow the procedures outlined in section VII D below when a change in subsidized vehicle status is involved.

F. Disciplinary Transfer

When a disciplinary action involves the transfer of an officer, the officer cannot submit a transfer request for 12 months from the date of the disciplinary transfer.

IV. ROTATION

- A. Unless an exception is specified, officers are restricted to a five-year service limit in a division level, nonpatrol element.
1. The service limit is calculated on the basis of cumulative rather than continuous service. That is, all time spent in an element counts toward the limit. An officer who has reached the service limit and rotates out of an element cannot transfer back into the element except as specified in the following paragraph; and
  2. The service limit applies separately to each rank. An officer may have five years in a nonpatrol element at one rank and five more years in that same element at another rank.
- B. Officers shall be rotated to comply with established service limits.

V. SERVICE LIMIT EXCEPTIONS

- A. If no officer requests to transfer into a division-level, nonpatrol element, the element's commander may keep officers beyond the five-year service limit with the approval of the Chief of Police.

B. CRD

There is a ten-year service limit for sergeants and lieutenants. However, officers below the rank of sergeant are subject to the five-year service limit.

C. CAD

There is an eight-year service limit for one sergeant and two motorized corporals on the Drug Abuse Resistance Education Mentor Training Team.

1-24-2020

D. Narcotics/Vice Division

1. There is an eight-year service limit for the following:
  - a. One detective and one motorized corporal on the Clandestine Laboratory Response Team;
  - b. Officers on the Marijuana Eradication Team; and
  - c. Officers who are federally cross-deputized members of the Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), or Homeland Security Investigations (HSI) Task Force.
2. However, there is a ten-year service limit for the following:
  - a. One sergeant and two officers in the Gambling Detail;
  - b. One sergeant and two officers in the Marijuana Eradication Team;
  - c. One sergeant and two officers in the DEA Task Force;
  - d. One sergeant and two officers in the FBI Task Force; and
  - e. One sergeant and two officers in the HSI Task Force.

E. SSD

1. There is a ten-year service limit for officers trained in special weapons and tactics.
2. There is no service limit for bomb technicians and canine handlers and up to four tactical training officers.

6-30-2021

F. Traffic Division

1. There is a ten-year service limit for one solo motorcycle master instructor and two solo motorcycle instructors.
2. There is an eight-year service limit for all solo motorcycle officers.
3. Solo motorcycle officers and instructors must pass any required training and remain proficient for the duration of their time of service.
4. There is no service limit for sergeants and corporals assigned to the Vehicular Homicide Section.
5. There is a ten-year service limit for two sergeants and six officers assigned to the Night Enforcement Unit who are Drug Recognition Expert instructors and have their valid proficiency certifications.

G. Training Division

There is an eight-year service limit for the following:

1. One sergeant and one corporal in control and arrest tactics;
2. One sergeant and one corporal in firearms training;
3. One sergeant and one corporal in the Emergency Vehicle Operations Course;
4. One corporal in physical fitness training;
5. One sergeant and one corporal in the Police Officer Safety Training; and
6. One sergeant and one corporal in the electric gun program.



H. Other Elements

There is no service limit for the following element personnel:

1. Districts 1 through 8;
  2. The Criminal Investigation Division;
  3. The HRD; and
  4. Elements that report directly to the Office of the Chief.
- I. Officers in nonpatrol assignments will be rotated to patrol elements for a minimum of two years before transferring to a nonpatrol element.
- J. Bureau chiefs and division-level commanders shall ensure that personnel are rotated in a timely manner and that the impact of rotation is not unduly burdensome in any one year.
1. For example, an element with a three-year service limit should normally lose no more than about one-third of its personnel to rotation in one year; an element with a five-year service limit should lose no more than about one-fifth; and so on; and
  2. Division-level commanders must pay particular attention to the rotation of personnel with special skills and training because their numbers are limited. Specifically, the commander must ensure that such personnel are not all lost at one time and that none are retained beyond the service limit for the element. Careful scheduling of personnel movements over two or three years may be required in order to avoid problems of this sort in any one year.
- K. The department shall execute all personnel movements in an orderly, efficient, and expeditious manner. Prior to the effective date of transfer, the individual shall be equipped for the new assignment and may, if necessary, be given an orientation.
- L. Exceptions may be authorized by the Chief of Police.

VI. PROCEDURES

A. Rotational Reports

1. The HRD shall establish a uniform format for reports used to monitor rotations. The reports shall be prepared by the commanders of all division-level elements with officers subject to rotation.
2. Each element's report shall identify all officers with four or more years of cumulative service in the element and show the length of service.
  - a. Each report shall summarize the element's rotational activities during the preceding year and its projected activities during the coming year.
  - b. Each commander shall submit this report to the HRD on or before the last day of January each year.

B. Rotational Preferences

1. Officers who are subject to rotation may submit a Transfer Request e-form to indicate their assignment preferences. The preferences must be among patrol assignments. However, the submission of a preference does not guarantee that assignment.
2. Officers should check the "rotational preference" block of the Transfer Request e-form to indicate that it is being submitted for rotational preference rather than to request an immediate transfer.


VII. EMPLOYEE RESPONSIBILITIES

Following any personnel movement and when applicable, the employee shall:

- A. Contact the new element commander for information about the new assignment and work schedule prior to the effective movement date;

- B. Report to the appropriate commander, element or bureau secretary, or designee to return/obtain squad room locker keys; facility access cards; and/or parking authorization.
- C. Return equipment not required for the new assignment to the Property and Supply Section of the Finance Division or the appropriate, responsible element within three days after reporting for their assignment.
- D. If the action involves a change in subsidized vehicle status:
  - 1. Follow the procedures in the directives covering police vehicles and specifications for police subsidized vehicles to put a vehicle into service or remove one from service;
  - 2. Make the necessary changes in insurance coverage with his or her insurance company; and
- E. Return any Alapai parking stickers or placards to the parking coordinator's office, if applicable.

10-28-2022

  
ARTHUR J. LOGAN  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
December 4, 1995