

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 30, 2015

Policy Number 2.68

SPECIAL ASSIGNMENTS

POLICY

Special assignments shall be based upon operational needs and must be approved by the Chief of Police or designee.

PROCEDURE

I. DEFINITION

A "special assignment" is defined as a provisional assignment for an employee to fulfill an operational need. The special assignment may be located within the element or in another element other than where the employee is officially assigned. A special assignment differs from a temporary assignment in that the duties required of an employee on special assignment are within the employee's official position classification and the assignment does not require additional compensation.

II. ESTABLISHING AN INTERELEMENT SPECIAL ASSIGNMENT

- A. The element receiving the employee on special assignment shall initiate and submit a request to the respective assistant chief, via the chain of command, for review and approval.
- B. The request shall include the following:
 - 1. A justification for the special assignment;
 - 2. A description of the duties to be performed; and
 - 3. The length of time for the special assignment.
- C. Upon agreement between the element commanders, the employee may be placed temporarily on special assignment, pending the final approval of the respective assistant chiefs.

- D. The respective assistant chiefs shall review the circumstances and make the determination to authorize a special assignment.

III. ESTABLISHING AN INTRAELEMENT SPECIAL ASSIGNMENT

The element commander shall have the authority to establish and approve special assignments within the element.

IV. DURATION OF A SPECIAL ASSIGNMENT

- A. A special assignment shall not exceed one year.
- B. The Chief of Police may extend or terminate a special assignment at any time.

V. SUPERVISION

The element receiving the special assignment employee shall be responsible for supervising the employee and complying with this policy.

VI. EVALUATION OF SPECIAL ASSIGNMENTS

4-29-2022

- A. The element commander shall submit a written report documenting all interelement special assignments to the Human Resources Division (HRD). This report shall be submitted to the HRD by January 15 and July 15 of each year.
- B. The report shall contain the following information:
 1. A list of the interelement special assignments.
 2. A statement of purpose for each special assignment;
 3. An evaluation of the initial problem or condition that required the implementation of the special assignment; and

A recommendation in order to ascertain whether the special assignment is still necessary.

- C. The HRD shall create a master report for the Chief of Police by February 5 and August 5 of each year.

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RADE K. VANIC
Interim Chief of Police

Post on bulletin board for one week

Policy first issued
June 14, 2007