

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	1 of 7
	Approval:	HSK

1. PURPOSE

The purpose of this policy is to define the objectives of the department personnel administrative program.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department:

- 3.1. To select the best qualified person available for appointment and promotion.
- 3.2. To train employees for their job.
- 3.3. To discipline members when necessary (not necessarily in a punitive sense, although the power to punish is inherent in discipline).
- 3.4. To separate members from the service if they are incompetent or otherwise unqualified.
- 3.5. To improve the conditions of the service.

4. DEFINITIONS

Not Applicable

5. APPOINTMENTS

All appointments to any office or position in the department shall be made by the Police Chief by virtue of his authority.

- 5.1. No person shall be considered eligible for appointment unless qualified for and has passed all service entrance examinations and has been certified by the Director of the Department of Human Resources.
- 5.2. Appointments to the force shall be made from the eligible list, except for those positions not subject to the Department of Human Resources laws or rules and regulations.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	2 of 7
	Approval:	HSK

- 5.3. Initial probationary periods for sworn personnel shall be for 12 months, and may be subject to any supplemental agreements between the State of Hawai'i Organization of Police Officers (SHOPO) and the Hawai'i Police Department. Initial probationary period for civilian employees shall be for six months.
- 5.4. A new probationary period of six months shall be served whenever an employee is promoted, reallocated to a class in a higher salary range, or is required to take an examination upon the reallocation of a position. New probationary periods may be extended for an additional six months.
- 5.5. A non-civil service employee may be dismissed at any time without written notice.

6. PERFORMANCE RATINGS

- 6.1. Sworn probationary personnel shall be rated every three months. Civilian probationary employees shall be rated at three and six months, and if applicable at the end of an extended probationary period.
- 6.2. Employees having permanent appointments shall be rated at the end of each 12 months of service. The 12-month period shall commence from the employee's anniversary date of hire.
- 6.3. To the end that each employee may be commended for work deserving recognition and be afforded opportunity for correcting employee's weaknesses, the performance rating of department members shall be reviewed by the Personnel Officer.

7. SUSPENSION, DEMOTION, DISMISSAL

When the Police Chief considers that the good of the service will be served, the Police Chief may suspend, demote, or dismiss any officer or employee in accordance with state laws and rules and regulations promulgated there under.

8. AUTHORIZED STRENGTH

- 8.1. The organization and the personnel strength of the department shall be such as provided by law and as prescribed by the Police Commission.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	3 of 7
	Approval:	HSK

8.2. Officers of the Hawai'i County Police Department shall, by virtue of their legally mandated authority, take appropriate enforcement action, and enforce the laws and ordinances of the County of Hawai'i, and the laws of the State of Hawai'i, relating to crimes committed within the jurisdiction of the County of Hawai'i. This authority is vested in police officers and is derived from:

8.2.1. Hawai'i Revised Statutes, Chapter 46-1.5 – General Powers and Limitation of the Counties;

8.2.2. Hawai'i Revised Statutes, Chapter 52D – Police Departments; and

8.2.3. Hawai'i County Charter, Article VII, Chapter 2 – Police Department.

9. PERSONNEL REPORTS

The Police Chief shall report to the Police Commission any appointments, suspensions, dismissals, changes in rank, grade or rating, and other changes in personnel made or effected by the Police Chief at the next regular meeting of the Commission following such action. The Police Chief shall also give notice of such action to the Director of the Department of Human Resources.

10. PERSONNEL OFFICER

The Assistant Chief in charge of the Administrative Bureau shall be the Personnel Officer. The Personnel Officer shall perform the duties prescribed and follow instructions issued by the Police Chief concerning the application, examination, and eligibility of applicants to the police department, promotions, changes in grade, ratings of members, or other changes in employee status, and shall keep the Police Chief informed in all matters pertaining to personnel administration and management.

11. INSPECTIONAL PROGRAM

The Police Chief shall establish an inspectional program consisting of regular and comprehensive inspections of the department's administration, operations, equipment, and personnel.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	4 of 7
	Approval:	HSK

12. GRADE AND RANK OF OFFICERS

The department shall be composed of officers and employees of the following listed grades. In the event of an emergency and until the Police Chief can be notified, command of the department shall rest with the highest ranking officer. In situations involving personnel of different sections engaged in a single operation, the senior supervisor with years of service and rank will be in charge. Exceptions may occur under the direction of the Police Chief. The chain of command within the department, in ascending order, is as follows:

Order of Rank	Grade
(1)	Police Chief
(2)	Deputy Chief
(3)	Assistant Chief
(4)	Major
(5)	Captain
(6)	Lieutenant
(7)	Sergeant/Detective
(8)	Police Officer III/Police Officer II
(9)	Police Officer I

13. GENERAL RESPONSIBILITIES

It shall be the duty and responsibility of each officer and employee to fulfill to the greatest extent possible the functions of the department and the division, district, bureau or other unit to which he is assigned, and to perform any duty assigned by a superior officer.

14. INDIVIDUAL RESPONSIBILITIES OF OFFICERS

Each officer and employee shall be held individually responsible for:

- a. The proper execution of assigned duties.
- b. The prevention and suppression of crime.
- c. The enforcement of laws.
- d. The arrest of offenders, depending upon the nature of his specific assignment.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	5 of 7
	Approval:	HSK

- e. Maintenance of proper public relations.
- f. Maintenance of discipline.
- g. Adherence to rules, orders, and procedures.
- h. Reporting promptly through channels developments that may unusually affect public or official relations.
- i. Proper care and use of department equipment, supplies, and facilities.

15. RESPONSIBILITIES OF COMMANDING OFFICERS

Each commanding officer, in addition to the general and individual responsibilities specified for each officer, shall be responsible for:

- a. The direction and control of personnel under his command.
- b. Maintenance of discipline among members of his command.
- c. Proper performance of duties and adherence to policies, rules, orders and procedures by each member of his command.
- d. Enforcement of rules and orders among subordinates.
- e. Proper and efficient discharge of functional responsibilities.
- f. Proper maintenance of official quarters and facilities.
- g. Proper use and operation of equipment, supplies, and materials.
- h. Prompt initiation of employee, supervisory, or administrative action whenever warranted.
- i. Effective operation of his command.
- j. Continuation of command or supervision in his absence.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	6 of 7
	Approval:	HSK

16. RESPONSIBILITIES OF SUPERVISORY OFFICERS

Each supervisory officer, in addition to the general and individual responsibilities specified for each officer, shall be responsible for:

- a. The detailed inspection of all activities of members under his command.
- b. Knowledge of the duties and responsibilities of his subordinates.
- c. Enforcement of rules and orders among members assigned to his unit.
- d. Development of close cooperation among his subordinates.
- e. Providing leadership in carrying out police activities.
- f. Coordination of effort in the execution of duties.
- g. Training on the job as necessary to ensure efficient operations by subordinates.
- h. Effective operation of the unit.
- i. Providing command to members of the division, district, bureau, or other unit in the absence of regular command.

17. OATH OF OFFICE

17.1. All sworn employees of the department shall, upon appointment, be required to take an Oath of Office which will guide the duties and responsibilities associated with the employee. The Oath of Office shall be administered by the Personnel Officer or designate and the signed and notarized form shall be maintained in the employee's personnel file.

17.2. The Oath of Office shall read as stated under Article 16 of *The Constitution of the State of Hawai'i*.

17.3. The Oath of Office shall be signed by each sworn officer and notarized by competent authority. The Oath of Office shall be maintained in the employee's personnel file.

PERSONNEL	Document Number	GO 201
	Effective Date	05-29-2012
	Revisions	Underlined
	Page Number	7 of 7
	Approval:	HSK

18. CODE OF ETHICS

All sworn employees and civilian personnel shall abide by the published Code of Ethics as it appears in the Introduction of the General Orders. Ethics training shall be conducted on all personnel biennially (once every two years). Training instruction should include temptations, responsibilities, and duties associated with their position.