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1. PURPOSE

The purpose of this policy is to establish guidelines for the selection of qualified applicants for promotion within the Hawai'i Police Department.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department to establish a uniform method of screening and selecting applicants for promotion within the Hawai'i Police Department. All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory.

4. DEFINITIONS

4.1. Promotion – Movement in the organizational hierarchy from one rank classification or position to a higher rank classification or position, usually accompanied by an increase in duties and responsibilities as well as salary.

5. RESPONSIBILITIES

5.1. Police Chief

- a. Determines the process in which a vacant position(s) should be filled (transfers, promotion, etc.).
- b. Final selection of promoted employees shall be by the Police Chief.

5.2. Human Resource Specialist

- a. The Human Resource Specialist of the Hawai'i Police Department is responsible for conducting the department's role in all internal recruitments to fill vacant positions within the department.

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5.3. Promotion Review Board

- a. If necessary, the Police Chief may appoint a Promotion Review Board. The Promotion Review Board will assist in the selection of the most qualified applicant(s) in promotional situations.
- b. Findings of the board shall be made available to the Police Chief for consideration of the final selection.

5.4. Director of the Department of Human Resources

- a. Determines qualifications of applicants for promotion.
- b. Produces and administers promotional exams for the rank of Sergeant/Detective and Lieutenant.

6. PROCEDURES

6.1. Promotional Examinations

- 6.1.1. Promotional examinations may be intra-departmental (limited to qualified regular employees of a particular department) or inter-departmental (limited to qualified regular employees in the civil service).
- 6.1.2. No promotional examination shall be conducted unless five or more qualified employees apply, provided that the Director of Human Resources may waive this requirement if he deems it desirable.
- 6.1.3. The Human Resource Specialist or designee shall be responsible for the posting of the written announcement of a promotion. The announcement shall contain the following information:
 - a. Title and pay range of the class
 - b. How to apply for recruitment
 - c. Opening and closing dates; place for filing applications;
 - d. Minimum qualifications requirements; and
 - e. Other information determined as necessary.

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- 6.1.4. The recruitment shall be open for a period of ten (10) days and announcement shall be circulated to all personnel and posted for the duration of the internal recruitment.
- 6.1.5. Internal recruitment applications shall be accepted during the period specified in the internal recruitment announcement. Late applications may be accepted for good reason as determined by the Police Chief.
- 6.1.6. The Director of Human Resources may for good cause reject any application.
- 6.1.7. The scope, character and manner of conducting promotional examinations will be determined by the Director of Human Resources.

6.2. Promotional List

- 6.2.1. Candidates who pass the written exam will have the exam results combined with the candidate's time and experience to determine the final earned rating. Time and experience calculations will be based on the "Calculation of T & E Evaluation Points" section listed in the recruitment announcement. The combining of the test score with the T & E will be completed by the Human Resource Specialist or designee.
 - a. Applicants may request clarification or an administrative review (informal complaint) of their examination rating from the Human Resource Specialist within ten calendar days following the postmark date of the notice of examination results.
 - b. Applicants may also register an appeal (formal complaint) with the Department of Human Resources Merits Appeal Board within 20 days following the postmark date of an administrative review decision by the Human Resource Specialist.

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6.2.2. The Police Chief shall make the promotion only from the list of eligible persons certified to him by the Director of Human Resources. Selections will be based upon the list of eligible persons combined with the Review Board results and recommendations. The Police Chief may require the review board to produce recommendations in order of their findings (Recommended, Recommended With Comments, Not Recommended). The Police Chief may further request each category to appear in order of the highest recommended candidate to the least. When presenting their findings to the Police Chief, the Review Board will include all documentation used to determine each candidate's ranking.

6.2.3. Promoted candidates shall be for a probationary period of six months, except that upon the written request of the Police Chief and with the approval of the Human Resources Director, the probationary period may be extended for a period not to exceed a second six months.

6.2.4. If the promotional list as certified is unacceptable to the Police Chief, he may request a new certification of eligible persons. In such case, he must state his reasons in writing for rejecting each certified eligible applicant.

6.2.5. Eligible applicants for positions being filled through internal recruitments within the department shall remain on the department's internal list for six (6) months from the date the internal list is established or until the list is depleted or expired, whichever occurs first.

6.3. Promotion Review Board

6.3.1. The Review Board shall consist of at least three (3) members, one of which shall be designated the Chairperson.

6.3.2. At least one of the members of the Review Board shall be the Assistant Police Chief or a designated Supervisor from the Bureau in which the vacancy exists.

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- 6.3.3. Prior to the interview, the Review Board will request the Commanding Officer for each applicant to complete and return the Commander's Recommendation form. The Commander will rate the applicant as Recommended, Recommended With Comments, and Not Recommended. Guidelines for these recommendations are provided below. Commander shall follow these guidelines but may choose to be more restrictive. Reasons for a more restrictive recommendation shall be documented on the Commander's Recommendation form. Reasons may include but are not limited to pending General Order violations, suitability, and lack of work experience.
- a. Recommended – 1) Officer in good standing, no previous General Order violations in the previous three years which resulted in at least one day of suspension, and 2) Average and above average Performance Evaluations during the previous three years.
 - b. Recommended With Comments – 1) A sustained General Order violation within the past three years which resulted in at least one day of suspension, and/or 2) At least one below average Performance Evaluation within the past three years.
 - c. Not Recommended – 1) More than one sustained General Order violation within the past three years with at least two resulting in at least one day of suspension, and/or 2) More than one below average Performance Evaluation within the past three years.
- 6.3.4. The Chairperson of the Promotion Review Board shall review the position description on file for the vacant position previously done and develop a list of questions and/or exercises to assess the level of knowledge, skills and abilities required for the position.
- 6.3.5. Interview questions shall be different from one series of interviews to another to ensure that the same questions are not being used within a six-month period.

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- 6.3.6. Questions should not call for true/false, multiple choice, or one-word answers, as these types of questions often reward memorization rather than analytic ability.
- 6.3.7. Questions shall be designed to require thought, to demonstrate critical thinking skills, judgment, and other desired qualities.
- 6.3.8. Prior to conducting interviews, the Review Board will review all material pertaining to each applicant (Performance Evaluations, Commander's Recommendations, Seniority, Work Experience, etc.).
- 6.3.9. Upon completion of all interviews, the Review Board members shall conduct a review of all interview documentation.
- 6.3.10. The Review Board or the designated Staff Officer (if no Review Board established) shall submit their findings to the Police Chief and shall indicate whether each applicant is recommended, recommended with comments, or not recommended for appointment.
- 6.3.11. In the event a Review Board is not convened, the selection of an applicant shall be based on the same criteria as a Review Board.
- 6.3.12. The Review Board recommendations shall be based on the totality of findings.

6.4. Promotion Without Examination

- 6.4.1. The Police Chief may fill a vacant position by promoting a regular employee without examination to a higher class in the same or a related series.
- 6.4.2. The employee being promoted must meet the minimum qualification requirements of the higher class.
- 6.4.3. The employee must not have received a promotion without an examination during the preceding year.

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6.5. Newly Promoted Personnel Training

6.5.1. The section commander is responsible for providing job related training to newly promoted personnel.

6.5.2. Training will be documented and will cover subject matter that corresponds with the position. For example, a Vice Detective should be well versed and trained in the identification of illegal substances, confidential informants, etc., whereas a Criminal Investigation Section Detective should be well versed in recovering DNA, death scene investigations, etc.

6.5.3. Training to be completed within the first six (6) months following promotion. Training documentation will be submitted to Administration for filing within the officer's training files.

6.6. Selection or Non-selection Notification

6.6.1. All applicants shall be notified of their selection or non-selection. When requested in writing by the applicant, the Police Chief shall provide written explanation of the reasons for the applicant's non-selection.

6.6.2. There will be no restrictions on the amount of times an applicant may apply for promotion.

6.7. Records Retention

6.7.1. The Administrative Bureau, Human Resources Section shall retain all documentation of the selection process in accordance with the Police Department's record retention schedule. Records will be maintained in a secure location and accessed only by authorized personnel.