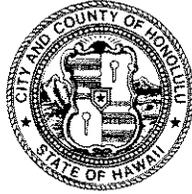


POLICE DEPARTMENT  
CITY AND COUNTY OF HONOLULU

801 SOUTH BERETANIA STREET • HONOLULU, HAWAII 96813  
TELEPHONE: (808) 529-3111 • INTERNET: www.honoluluupd.org

MUFI HANNEMANN  
MAYOR



OUR REFERENCE MN-MH

March 28, 2008

The Honorable Todd Apo, Chair  
and Members of the Budget Committee  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Apo and Councilmembers:

This is in response to questions relating to the Honolulu Police Department's FY 2009 Annual Budget Review heard before the Budget Committee on Tuesday, March 18, 2008.

- What is Training Division's current student/teacher ratio?
  - Recruit Classroom: There are 20 recruits for each assistant class supervisor; however, we believe a maximum of 10 recruits is a more favorable student-to-teacher ratio.
  - Splits - Firearms, Emergency Vehicle Operations Course (EVOC), Police Officer Survival Training (POST), and Scenario-Based Training: Due to liability issues, there are one sergeant and three instructors for each split group. The three split groups consist of 20 to 25 recruits per class.
  - Judo Training: One sergeant and four instructors are available for judo training. We periodically have only two instructors available.
- What are the proposed phases to increase new positions in the Training and the Human Resources Divisions?
  - Please note that the first three positions in FY 2009 for the Human Resources and Training Divisions have been recommended for approval by the city's administration.

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BOISSACORREA  
CHIEF  
PAUL PUTZLU  
KARL WOODSEY  
DEPUTY CHIEFS

CITY CLERK  
HONOLULU, HAWAII

CITY COUNCIL  
HONOLULU, HAWAII

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The Honorable Todd Apo, Chair  
and Members of the Budget Committee  
Page 2  
March 28, 2008

- Refer to the attachments for FY 2009 to 2011.

Mahalo nui loa for your continued support of this and other sources of funds that enables the HPD to carry out its mission of *"building partnerships, reducing crime, creating a safe environment, and enhancing the quality of life in our community."*

Should you have any questions, please have a member of your staff call Major Mark Nakagawa, Finance Division, at 529-3219.

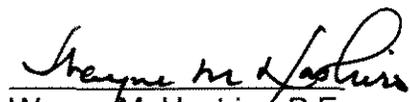
Sincerely,



BOISSE P. CORREA  
Chief of Police

Attachments

APPROVED:



Wayne M. Hashiro, P.E.  
Managing Director

**HONOLULU POLICE DEPARTMENT  
TRAINING DIVISION**

**PROPOSED NEW POSITIONS**

**PHASE I – FY2009**

<b>PRIORITY</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>JUSTIFICATION</b>
1	Firearms Technician I SR-17	Firearms Program	S: \$34,632 C: 1,560 E: <u>\$1,360</u> \$37,552	Assist the current full-time firearms technician with the inspection and maintenance of over 4,000 firearms annually. Without this position, a sworn officer must fill in, taking him/her away from his/her primary duties of instruction. <i>Current contract position.</i>
2	Training Specialist SR-22	Administrative	S: \$42,144 C: 1,560 E: <u>4,300</u> \$48,004	Oversee the planning and development of lesson plans for the recruit curriculum, Annual Recall Training (ART), and executive programs. The duties are currently being handled by various training officers and sergeants. These sworn officers are subject to periodic transfer or rotation resulting in a lack of consistency and long-term planning, which is needed for the anticipated increase in recruits. <i>New position.</i>
3	Metro Police Sergeant	Administrative- Recruit Training Program	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased number of recruit classes, which previously resulted in the overlapping of classes and shortage of supervisors. <i>New position.</i>
4	MPO-II M (2)	Administrative- Recruit Training Program	S: \$111,600 C: 38,120 E: <u>25,000</u> \$174,720	Provide support staff for additional recruit classes. <i>New positions.</i>

**TOTAL COST FOR PHASE I: \$357,920**

**PHASE II – FY2010**

<b>PRIORITY</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>JUSTIFICATION</b>
5	Metro Police Sergeant	Administrative-Recruit Training Program	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased number of recruit classes, which previously resulted in the overlapping of classes and shortage of supervisors. <i>New position.</i>
6	MPO-II M (2)	Administrative-Recruit Training Program	S: \$111,600 C: 38,120 E: <u>25,000</u> \$174,720	Provide support staff consisting of class officers for additional recruit classes. <i>New positions.</i>
7	Metro Police Sergeant	Functional Skills-Annual Recall Training II	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Coordinate and supervise the ART cadre for non-patrol elements. The current position is filled by a detective on Special Assignment (SA) from the Criminal Investigation Division. Filling of this position will allow the SA officer to return to CID. <i>Current SA position.</i>
8	MPO-II M (4)	Functional Skills-Annual Recall Training II	S: \$223,300 C: 76,040 E: <u>47,500</u> \$346,840	Provide support staff for the ART II program. Filling these positions would allow current SA officers to return to their elements. <i>Current SA positions.</i>
9	MPO-II M (4)	Functional Skills-Firearms Section	S: \$223,300 C: 76,040 E: <u>47,500</u> \$346,840	Provide support staff for the expanded firearms program. The new indoor range will be in operational readiness shortly, thus creating two separate range locations. Anticipated increases in the recruit classes will require additional training staff for safety purposes. <i>New positions.</i>
10	Metro Police Sergeant	Administrative-Computer Training Program	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Provide management of the Automated Field Reporting training program and implement the training in the recruit curriculum. The sergeant will oversee the program. <i>New Position.</i>

**TOTAL COST FOR PHASE II: \$1,161,332**

### PHASE III – FY2011

PRIORITY	POSITION	ASSIGNMENT	COST	JUSTIFICATION
11	Metro Police Sergeant	Administrative-Recruit Training Program	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased number of recruit classes, which previously resulted in the overlapping of classes and shortage of supervisors. <i>New position.</i>
12	MPO-II M (2)	Administrative-Recruit Training Program	S: \$111,600 C: 38,120 E <u>25,000</u> \$174,720	Provide support staff for additional recruit classes. <i>New positions.</i>
13	MPO-II M (2)	Administrative-Functional Skills Control and Arrest Tactics	S: \$111,600 C: 38,120 E: <u>25,000</u> \$174,720	Manage the increased number of recruit classes and officers attending the ART I and ART II classes. <i>New positions.</i>
14	MPO-II M	Administrative-Functional Skills Emergency Vehicle Operations Course	S: \$55,800 C: 19,060 E: <u>12,500</u> \$87,360	Manage the increased number of recruit classes and officers attending the ART I and ART II classes. <i>New positions.</i>
15	Metro Police Sergeant	Functional Skills-Annual Recall Training I	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Coordinate and supervise the ART cadre for patrol elements. The current position is filled by the Fit-For-Life sergeant. With the anticipated increase in recruit classes, a permanent position will allow the Fit-For-Life sergeant to concentrate on recruit physical training courses. <i>New Position.</i>
16	Computer Tech II SR-15	Administrative	S: \$36,048 C: 1,560 E: <u>2,500</u> \$40,108	Manage and support the Automated Field Reporting training program for the increased number of recruit classes. <i>New Position.</i>
17	Captain EM-03	Administrative	S: \$81,819 C: 17,700 E: <u>16,360</u> \$115,879	Supervise the increased number of accelerated training of recruit classes and incumbent police officers. Current position is on SA from the Criminal Investigation Division. <i>Current SA Position.</i>

**TOTAL COST FOR PHASE III: \$788,075**

**HONOLULU POLICE DEPARTMENT  
HRD CAREER CENTER**

**PROPOSED NEW POSITIONS**

**PHASE I – FY2009**

<b>PRIORITY</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>JUSTIFICATION</b>
1	Sergeant	Recruitment	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Initiate the establishment of a permanent recruitment team. <i>New position.</i>
2	Human Resources Specialist V	Administrative	S: \$47,448 C: 1,560 E: <u>2,500</u> \$51,508	Oversee the operation of the Career Center's civilian personnel (which will free up a detective who currently supervises the unit); provide expertise in testing, interviewing, classification, and certification of applicants. <i>New position.</i>
3	Detective	MPR Processing	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased workload for background screening checks. <i>New position.</i>
4	MPO-II M	Recruitment	S: \$55,800 C: 19,260 E: <u>15,000</u> \$90,060	Staff the recruitment team. <i>New position.</i>
5	Personnel Assistant	Administrative	S: \$35,112 C: 1,560 E: <u>2,500</u> \$39,172	Assist the Human Resources Specialist V in the administration of the Career Center's civilian personnel. <i>New position.</i>
6	Personnel Clerk I	MPR Processing	S: \$30,012 C: 1,560 E: <u>2,500</u> \$34,072	Manage the increased workload to process the Metropolitan Police Recruit (MPR) applicants. <i>New position.</i>
7	MPO-II M	Recruitment	S: \$55,800 C: 19,260 E: <u>15,000</u> \$90,060	Staff the recruitment team. <i>New position.</i>
8	Detective	MPR Processing	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased workload for background screening checks. <i>New position.</i>

**TOTAL COST FOR PHASE I: \$597,804**

**PHASE II – FY2010**

<b>PRIORITY</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>JUSTIFICATION</b>
9	Personnel Clerk I	Administrative	S: \$30,012 C: 1,560 E: <u>2,500</u> \$34,072	Manage the increased workload to process the MPR applicants. <i>New position.</i>
10	Detective	MPR Processing	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased workload for background screening checks. <i>New position.</i>
11	Detective	Administrative/PRD	S: \$63,384 C: 19,260 E: <u>15,000</u> \$97,644	Manage the increased workload for background screening checks and civilian promotional interviews. <i>New position.</i>
12	MPO-I	Recruitment	S: \$42,192 C: 5,760 E: <u>6,500</u> \$54,452	Staff the recruitment team. <i>New position.</i>
13	MPO-I	Recruitment	S: \$42,192 C: 5,760 E: <u>6,500</u> \$54,452	Staff the recruitment team. <i>New position.</i>
14	Senior Clerk Typist	Recruitment	S: \$25,656 C: 1,560 E: <u>2,500</u> \$29,716	Provide clerical support for the recruitment team. <i>New position.</i>

**TOTAL COST FOR PHASE II: \$367,980**

**PHASE III – FY2011**

<b>PRIORITY</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>JUSTIFICATION</b>
15	Senior Clerk Typist	MPR Processing	S: \$25,656 C: 1,560 E: <u>2,500</u> \$29,716	Provide clerical support for the Personnel Clerk I (PC-I). <i>New position.</i>
16	Senior Clerk Typist	MPR Processing	S: \$25,656 C: 1,560 E: <u>2,500</u> \$29,716	Provide clerical support for the PC-I. <i>New position.</i>
17	Senior Clerk Typist	Administrative	S: \$25,656 C: 1,560 E: <u>2,500</u> \$29,716	Provide clerical support for the PC-I. <i>New position.</i>
18	Senior Clerk Typist	Administrative	S: \$25,656 C: 1,560 E: <u>2,500</u> \$29,716	Provide clerical support for the PC-I. <i>New position.</i>

**TOTAL COST FOR PHASE III: \$118,864**