

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT NO. 08-01 - Open to all interested individuals, including members of the public.

**CONTINUOUS RECRUITMENT
UNTIL NEEDS ARE MET**

POLICE OFFICER I

Island-wide Permanent Vacancies – Hawai'i Police Department

Eligible list will be used to fill immediate vacancies County-wide for this class of work during the one year life of the eligible list.

Selective certification may be applicable in certain instances for certain positions requiring special qualifications in addition to those listed.

STARTING SALARY - \$3,585.00 per month (PO-5)

EXAMPLES OF DUTIES - Performs a variety of law enforcement, crime prevention, investigative, or other specialized duties as a trainee police officer; attends police classes and receives intensive training in the principles, practices, procedures, and techniques of police work; and performs other related duties as required.

MINIMUM REQUIREMENTS - A combination of education and experience substantially equivalent to graduation from high school and possession of a valid driver's license. Must be at least 21 years of age by filing date.

Qualification For Firearms: Must be qualified to carry and/or possess any firearm or ammunition in accordance with state and federal laws, e.g., no misdemeanor or felony domestic violence conviction.

Physical Requirements: Must have a correct ratio of weight to height; possess good eyesight, and have good physical condition and agility according to standards set by the County of Hawai'i's Pre-Entry Medical Examination Guide. The Pre-Entry Medical Examination Guide is on file for public inspection at the Department of Human Resources. **Distant vision** - 20/20 binocular vision, with or without correction. Vision correction by soft contact lenses. Soft contact lens wearers must have 20/200 or better binocular vision before correction, corrected to 20/20. Applicants must provide certification that he/she has successfully worn soft contact lenses for the past 12 months. (If selected for Police Officer I position, certification by a licensed physician must be provided at time of pre-entry medical examination.) Vision correction by other than soft contact lenses (e.g., glasses, hard contact lenses, semi-rigid contact lenses). Wearers must have 20/40 or better binocular vision before correction, corrected to 20/20.

SPECIAL WORKING CONDITIONS: Irregular hours, shift and weekend work, and exposure to hazards as required.

EXAMINATION WEIGHTS:

Written test administered in the State of Hawai'i Only (scheduled monthly).

Candidates may be examined for their knowledge of grammar, spelling, and word usage.

Performance Test - Qualifying (For candidates who pass the written test - THE PERFORMANCE TEST WILL BE ADMINISTERED IN HILO, HAWAI'I, ONLY.)

IN ADDITION TO THE ABOVE, APPLICANTS MAY BE SUBJECTED TO THE FOLLOWING BY THE HAWAI'I POLICE DEPARTMENT:

- Suitability Background Investigation
- Oral Interview
- Polygraph Test
- Psychological Assessment
- Drug Screening
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PRE-EMPLOYMENT MEDICAL EXAMINATION - The person(s) selected must also pass a pre-employment medical examination conducted by the County Physician prior to any appointment being made.

HAWAI'I COUNTY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

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GENERAL EMPLOYMENT REQUIREMENTS AND INFORMATION:

CIVIL SERVICE SYSTEM: This is for civil service employment with the County of Hawai'i. You must meet the minimum qualification requirements and other public employment requirements.

Applicants will be referred to the employing department or agency in the order of their examination grade and availability for employment. The employing department or agency may select any one of the eligibles referred. The names of those not selected will be kept on the eligible list for one year from the date of placement on the list for future employment consideration.

CITIZENSHIP AND RESIDENCE: Applicants must be citizens, permanent resident aliens or nationals of the United States. Persons with employment authorization from the Department of Homeland Security may also apply.

HOW TO APPLY: Call the County of Hawai'i's 24-hour job-hotline at # (808) 961-8618, or apply in person at the Department of Human Resources, County of Hawai'i, Aupuni Center, 101 Pauahi Street, Suite 2, Hilo, Hawai'i, 96720, telephone # (808) 961-8361 or Office of the Mayor/Executive Branches, 75-5706 Kuakini Highway, Suite 103, Kailua-Kona, Hawai'i, 96740. Text telephone users (for persons with hearing/speech impairments) can text the Department of Human Resources at # (808) 961-8619. Applications can also be downloaded from the County's "employment opportunities" web page at www.co.hawaii.hi.us. The downloaded applications should be mailed, faxed (808) 961-8617, or brought in person to the Department of Human Resources by the closing date.

WHEN TO FILE: File the application immediately. Mailed applications and supplemental materials should be postmarked by midnight of the closing date to file applications.

For open-continuous recruitments, notice of the closing date will be posted in the Department of Human Resources or other agencies as authorized by the Director of Human Resources.

VETERAN'S PREFERENCE: If you are claiming 5 or 10 point Veteran's Preference, you must submit a copy of your DD 214 and/or other substantiating documents specifying the periods of your service.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a volunteer or part-time basis, indicate the average number of hours worked per week. Verification of any volunteer work performed may be requested.

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills necessary for satisfactory performance of the duties and responsibilities of the class of work. If you are required to report for a written and/or performance examination, you will be notified at a later date of the time and place of the examination. Persons who require special accommodations should call the Recruitment & Examination Division at (808) 961-8361 as soon as possible. They also must submit a written request with documentation from a professional (who is qualified to make a diagnosis of such medical condition) verifying proof of the medical condition and the need for the accommodation. Such documentation must be submitted to the Recruitment & Examination Division 10 working days prior to the reporting date.

NOTIFICATION: You will be notified in writing of your application status and employment eligibility.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be physically and mentally able to perform efficiently the duties of the position. Qualified applicants must be able to perform, with or without reasonable accommodation, the essential functions of the position in question. The County of Hawai'i is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

Offers of employment with the County of Hawai'i will be conditioned on the results of a pre-entry medical examination with the County Physician.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should FIRST request an administrative review with the Department of Human Resources. This must be done within 10 calendar days following the date your notice was sent. Requests must be in made, in writing, to the Department of Human Resources, Recruitment & Examination Division, at the address listed on this announcement. Your letter requesting the administrative review must include: 1) the job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. If you do not submit your request within the 10-day limit, no administrative review will be conducted.

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Human Resources, you may appeal to the County of Hawai'i Merit Appeals Board within 20 calendar days from the date your notice was sent. Appeals to the Merit Appeals Board must be completed on forms available at the Department of Human Resources. Appeals must be sent to the Merit Appeals Board, c/o Aupuni Center, 101 Pauahi Street, Suite 2, Hilo HI 96720. A change in rating will not affect the employment consideration of referred applicants or of an applicant's appointment.

EMPLOYMENT BENEFITS: Career opportunity and mobility in a merit system, sick leave and vacation earnings, paid holidays, life, dental, medical, vision and prescription drug insurance plans, employer paid retirement plan, social security, flexible spending plan, tax-sheltered savings and investment program, mortgage loans through the State Employees' Retirement System, credit union membership. Persons who are hired may be required to pay union dues/service fees.

POLICE OFFICER I

SELECTION PROCESS

The Hawai'i Police Department will conduct an intensive background investigation on all applicants who pass the written and performance tests administered by the Department of Human Resources. This background investigation is used to determine the applicant's suitability for becoming a police officer. Please refer to the attached Hawai'i Police Department's employment guidelines.

The Hawai'i Police Department will require applicants to complete a "Personal History Questionnaire". The Personal History Questionnaire asks information about previous employment, formal education, military history, and criminal record. Applicants will be required to submit designated documents to confirm certain information provided on the Personal History Questionnaire. The Hawai'i Police Department will verify the information.

The Hawai'i Police Department will conduct interviews with these applicants. Applicants may also be subjected to a polygraph test, written psychological examinations and an interview with a psychologist, and a drug screening test.

Applicants selected will have a pre-employment medical examination with a County Physician.

RECRUIT TRAINING

Those hired by the Hawai'i Police Department will participate in the department's 38-week police recruit training program (classroom and field training) in Hilo.

During this training, the following academic and physical standards will be applicable to the recruit. Other requirements, as specified by the Hawai'i Police Department, may also be imposed:

1. Pass weekly examinations in classrooms.
2. Note-taking in a designated format will be required during all phases of instruction. Notes will then need to be typewritten (set format) and available for inspection within 72 hours of the course of instruction.
3. Pass a proficiency examination in the Police Combat Pistol Course.
4. Pass a proficiency examination with the standard police shotgun.
5. Pass a physical fitness assessment program by completion of the recruit classroom training.
6. Candidates' personal appearance and grooming, as noted in the Hawai'i Police Department General Orders, will be inspected twice daily, in the morning and again in the afternoon.

For further information regarding the recruit training program, you may contact the Hawai'i Police Department's Administrative Division, telephone #961-2265.

HAWAII POLICE DEPARTMENT
EMPLOYMENT GUIDELINES FOR POLICE OFFICER I

These employment guidelines are used by the Hawaii Police Department to determine whether an applicant is suitable for a Police Officer I position:

<u>CREDIT HISTORY/EMPLOYMENT</u>	<u>Time Period From Filing Of Application</u>
– Demonstrates poor judgment, irresponsibility lack of decision-making capabilities (Totality of Circumstances)	Within last 5-years
<u>CRIMINAL HISTORY</u>	
– Felony Conviction	Lifetime (Unsuitable)
– Misdemeanor Crime of Violence Conviction Involves injury or threat of injury to the person of another (Assault/Abuse Family Household Member/Terror Threat, Etc)	Lifetime (Unsuitable)
– Murder Suspect	Lifetime (Unsuitable)
– Other Felony Suspect/Admission	Within last 5-years
– Misdemeanor Violent Crime Suspect/Admission	Within last 5-years
– Contempt of Court Conviction/Arrest	Within last 3-years
– All other misdemeanors/petty misdemeanors (Conviction/Arrest/Suspect/Admission)	Within last 3-years
<u>DRUGS</u>	
– Any Conviction of Drug Related Offenses	Lifetime (Unsuitable)
– Sale/Trade/Distribution any Controlled Substance delineated under Schedule I-IV of the Hawaii Revised Statutes as amended (Suspect/Admission)	Lifetime (Unsuitable)
– Use of any Controlled Substance delineated under Schedule I-IV of the Hawaii Revised Statutes as amended while employed in a sworn law enforcement or prosecutorial position or in a position of high public trust (Suspect/Admission)	Lifetime (Unsuitable)
– Excessive use/experimentation of any/or combination of any Controlled Substance delineated under Schedule I-IV of the Hawaii Revised Statutes as amended (Suspect/Admission)	Lifetime (Unsuitable)
– Use of any Controlled Substance delineated under Schedule I-IV of the Hawaii Revised Statutes as amended (Suspect/Admission)	Within last 5-years
<u>TRAFFIC HISTORY</u>	
– DUI – 2 or more convictions	Within last 10-years
– DUI Conviction	Within last 3-years
– DUI or Traffic Arrest	Within last 3-years
– Reckless Driving Conviction/Arrest	Within last 3-years
– 3 or more other Moving Violations (speeding, etc.)	Within last 3-years
– Driver License Revocation/Suspension	Within last 3-years
– Excessive Parking violations	Within last 3-years

Applicants may be disqualified if more than one of the aforementioned criteria exists or based on the totality of circumstances.