

**GENERAL ORDERS**  
**CHAPTER 202**  
**PERSONNEL**

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**TRANSFERS**  
**G.O. 202.6**

I. PURPOSE

To establish procedures for the uniform administration of transfers for sworn personnel within the Maui Police Department.

II. POLICY

Subject to the rules and regulations prescribed by the Police Commission, the Chief of Police shall have control, management, and direction of all officers and employees serving under the Chief with full power to detail any of the officers or employees to such public service as the Chief may direct.

It is the policy of the Maui County Police Department to maximize utilization of personnel resources through effective assignment and consider all qualified officers for vacancies in other units.

III. DEFINITIONS

**ON-CALL:** The status of an off-duty officer who is required to carry a cell phone, but is not required to respond to calls for service.

**OUTSIDE DISTRICT:** District II (Lanai District), District III (Hana District), and District V (Molokai District).

**STAND-BY:** The status of an off-duty officer, which requires that the off-duty officer receives compensation to hold himself available to respond to calls for service.

**TRANSFER/ROTATION:** The lateral movement of personnel between operating units, which requires a change of position description number.

IV. GENERAL CONDITIONS

A. Personnel may be transferred or rotated to another assignment at any time. No officer or employee may consider the present assignment a permanent one.

- B. Selections shall give preference to those submitting request. Consideration may be given to other officers who possess qualifications, which may be beneficial in the overall assignment.
- C. Requests for transfer will not be the only basis for reassigning an employee. The Chief of Police shall consider management's administrative responsibility, operational need, and the officer's ability to perform the duties of the position.
- D. Openings to a specific unit shall be announced on Personnel Orders or Administrative Orders, whenever practical.
- E. Transfers may also be accomplished for the purpose of career development.
- F. A full-time Police Officer II for a minimum of three (3) years, will be eligible to apply for transfer to another unit.
- G. Any officer promoted to the rank of Sergeant or higher shall complete probation before being eligible for transfer to a specific unit.
- H. Official selection announcement will be made via departmental personnel order.
- I. All transfers shall comply with General Order 202.15, Rotational Policy.

## V. PROCEDURES

- A. Outside District Transfer Policy
  - 1. The Police Department services six separate police districts in the County of Maui. Due to the geographic location and insufficient number of permanently assigned police officers in the outside districts, a transfer policy has been developed.
  - 2. The Chief is responsible for staffing each district with personnel as prescribed by law.
  - 3. Police officers with the least grade seniority are transferred to fill positions within these districts.
  - 4. Officers involuntarily assigned to serve in an outside district shall serve for a period of not less than one year and when properly relieved for the convenience of the Department.
  - 5. Any officer hired or promoted may be transferred to an outside district.
  - 6. All officers having at least three cumulative months of patrol time in Districts I, IV, or VI and are Police Officer II's shall be eligible for transfer to an outside

district. Temporary assignment as a Police Officer II shall count toward the three months of patrol time.

7. Any requests to extend an outside district assignment may be approved in increments of one-year periods, not to exceed four extensions.

B. Receiving Desk Transfer Policy

1. Rotation from Receiving Desk is based on seniority. Assignment to the Receiving Desk will be a minimum period of one (1) year, and until properly relieved.
2. Exception to this assignment may be considered, but not limited to, cases of discipline, transfer requests, or new hires (white shirts).
3. Whenever practical, seniority shall be considered for assignment to Receiving Desk.

C. Re-employment

1. A former officer who is re-employed within 3 months from the effective date of resignation will be placed in an appropriate position as though the officer did not resign.
2. A former officer who is re-employed after separation from the Department for more than 3 months, but less than 3 years, and has completed retraining requirements, shall be eligible for transfer to an outside district regardless if the officer had served previously before separation.
3. Officers that are re-employed after separation from the Department for more than 3 months, but less than 3 years and request for transfer into a specific unit must meet the general conditions of Article IV of this policy and if involuntarily assigned to an outside district must complete their assignment before being considered for a position.

D. Grade seniority

1. Grade seniority, when practicable, shall be considered when making transfers.
2. Officers who are granted inter-governmental movement from other Police Departments shall have their departmental seniority start from the date of hire with the Maui Police Department.
3. Officers with the same date of promotion shall have their grade seniority determined by their departmental seniority. When officers have same grade and

departmental seniority, seniority shall be determined by order of personnel eligible list.

4. The officer with grade seniority shall have the privilege of selecting first when two or more vacancies are being filled at the same time.

E. Exemption

Exemption from serving in an outside district will be considered for officers who qualify for personal hardship. A written request with relevant documentation, to include, but not limited to, medical and financial statement, shall be submitted to the Chief of Police for consideration.

F. Expenses

Moving expenses, travel, and housing allowances shall be consistent with the current collective bargaining agreement.

G. Request for transfer

Any employee requesting transfer shall submit MPD Form No. 159 Request for Intra-departmental Transfer to the office of the Chief of Police.

1. Two assignments may be requested. The assignments shall be listed in order of preference and reasons for the request shall be given on the form.
2. The employee's supervisors shall complete, sign and date the request with their comments and recommendations.
3. All requests shall be acknowledged and a copy returned to the originator.

H. Transferred employee's responsibilities

1. Contact the new Element Commander for information pertaining to the new assignment and work schedule.
2. In District I, contact the Captain of Technical Services Division to obtain or return use of a locker in the senior men's locker room, or the Plans and Training Section Commander for the men's or women's locker room.
3. In other districts, contact the District Commander to obtain or return use of locker.
4. Employees seeking to return or use lockers in other elements shall contact the respective commander.

5. Return all equipment issued by the current Element Commander prior to being transferred.
6. Employees involved in a transfer shall be responsible for all their moving and travel arrangements.

I. Limitations

1. The transfer request is cancelled whenever the employee is transferred, promoted or no longer meets the requirements of the position for which the employee applied.
2. If the employee decides to withdraw the request, a To/From must be submitted to the office of the Chief of Police to request removal from the transfer list.
3. Any request on file will be canceled automatically if a new request is submitted.
4. The transfer request is valid for one year from the date that it is received by the office of the Chief of Police.

VI. TRANSFER

A. All transfers must comply with General Order, 202.15, Rotational Policy.

B. Selection process

1. Assistant Chiefs of Police will be responsible for selecting and recommending officers to the Chief of Police.
2. In the selection process, consideration shall be given, but not limited to, performance appraisal, merit, skills, knowledge, regular attendance, ability, education, training, experience, and seniority.
3. Disciplinary Record may be cause for non-selection.
4. Oral interview may be conducted as designated by the Bureau Commander of the respective unit.
5. Recommendations shall also be considered.

C. Additional selection requirements

1. Selection to the Vice Division will be made using the following criteria:
  - a. The officer must have demonstrated maturity and dependability necessary for operation in the independent assignment.

- b. The officer must possess personal characteristics that lend themselves to vice related assignments.
  - c. The officer's training record shall be reviewed to identify relevant skills, knowledge, and abilities that would enhance performance in the assignment.
  - d. Recommendation by the chain of command.
  - e. The officer must agree to be on-call for assignments by:
    - (1) Carrying a cell phone
    - (2) Return cell phone calls
  - f. Any discipline within the previous 2 years that questions the integrity of the candidate will be cause for not being selected.
  - g. The candidate shall be physically capable to successfully complete rappel training certification, water egress training, applicable re-certifications, and other related safety training.
  - h. The candidate must have a current annual physical examination on file and be approved for normal duty.
  - i. The candidate must possess the ability to interview and interrogate people and to cultivate informants.
  - j. The candidate should be fiscally responsible.
  - k. The candidate may be subject to financial disclosure/examination during selection process and after selection.
  - l. The candidate should be flexible in work scheduling.
2. In addition to the criteria for selection of Vice officers, the selection for assignment to the Special Response Team (tactical) will be made using the following criteria:
- a. Pass a physical agility test.
  - b. Firearms proficiency, as demonstrated with a minimum score of 85% (pass/fail) administered by a department firearms instructor.
  - c. Assignments shall be voluntary.

- d. The officer shall have a numerical score of 3.0 or better in each category on his or her annual evaluations for the past 2 years.
  - e. The candidate shall have served at least three years with the Maui Police Department as a sworn officer.
  - f. The officer shall hold the rank of P.O. II, P.O. III, Detective, or Sergeant and completed their respective probationary period satisfactorily by the date of the physical agility test.
3. Selection for D.A.R.E. Officers shall meet the following minimum qualifications:
- a. A full-time Police Officer for a minimum of 2 years.
  - b. Ability to organize.
  - c. Promptness.
  - d. Flexible and able to adjust to unexpected situations.
  - e. The selection to the D.A.R.E. Officer position is contingent on the candidate satisfactorily passing the certified D.A.R.E. training instructor course.
  - f. Officers understand and agree that their annual vacation leave can only be taken during non-school days.


All perspective candidates shall be interviewed by the Commander of the Community Relations Section and a current D.A.R.E. officer prior to appointment.

## VII. ASSIGNMENT

- A. Officers accepting a requested transfer shall not be eligible to transfer to another specific unit, section, component, or division for at least 3 years from the date of such transfer.
- B. At any time after demonstrating a pattern of unsatisfactory work performance, officers may be subject to transfer at the request of the unit's commander to the Chief of Police.
- C. Exceptions
  - 1. Officers may be transferred to another element as a result of discipline, performance, promotion, or poor attendance record.

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2. Each year the officer's annual Maui Police Department Appraisal Report (MPD Form No. 201:1-13) must have at least a numerical score of 3.0 or better in all categories for the officer to remain in the specific unit or designation. Failure to maintain a more than satisfactory rating for all categories may be cause for transfer.
3. The Chief of Police will retain the authority to extend or reduce the service period when he considers it to be in the best interest of the Department.

  
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