

MAUI COUNTY POLICE DEPARTMENT

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

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Effective date: 07/31/19

Revision date: 7/11/19

Rescinds: G.O. 202.11 (08/21/03)

New materials underscored

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Accreditation Standards: 33.1.3

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**HIGHER EDUCATION**  
**G.O. 202.11**

I. PURPOSE

Establish reimbursement guidelines for employees who wish to attain job related degrees in higher education.

II. POLICY

A highly trained and well-educated staff remains a fundamental goal of the Department. Highly trained and well educated employees will project a more professional image and provide improved citizen service, which will result in fewer complaints from the public. Therefore, it is the policy of the Maui Police Department to provide educational benefits to assist sworn and non-sworn employees.

Approval of the higher education reimbursement expenses shall be determined by the availability of allocated training funds and in accordance with guidelines outlined in this directive.

III. QUALIFICATIONS

- A. Employees must have a minimum of two years of regular full time service with the Department.
- B. Employees on extended sick leave or administrative leave for disciplinary action for more than half of the college semester shall not be eligible for this program.
- C. Employees who have attained a higher education degree prior to employment with the department shall not be eligible for this program.
- D. It is understood that participation in this program is voluntary and is not considered work time.

IV. APPLICATION CRITERIA

- A. Priority for reimbursement will be given to employees enrolling in courses offered by University of Hawaii Maui College that are applicable to the two or four year degrees outlined in Article IV, Paragraph D, of this directive. Secondary consideration will be given to employees enrolling in courses offered by a nationally accredited university.
- B. Due to limited funds available for higher education, the Department will only reimburse employees for one Associate's degree and one Bachelor's degree.

1. Employees who previously earned an Associate's degree are eligible for future educational benefits to obtain a Bachelor's degree.

2. Employees who previously earned a Bachelor's degree are not eligible for any future educational benefits.

C. Employees must declare the selected degree prior to receiving educational benefits and will only be reimbursed for courses applicable to the selected degree.

1. Once an employee receives reimbursement for a course in the selected degree, requests to change degrees and receive educational benefits will be denied.

2. Employees should complete their Associates degree within four years of their initial request for educational reimbursement.

3. Extensions for educational reimbursement requests beyond the four-year time period must be submitted to the Chief of Police for approval.

4. A separate request shall be submitted before proceeding to earning a Bachelor's degree, in which employees shall comply with same procedures and timelines outlined in Article IV, Paragraph C, 1-3, of this directive.

D. Degrees that are approved for reimbursement benefits are:

1. An Associates or Bachelor's Degree in the following areas of Study: Administration of Justice, Business, Information Technology, Psychology, Sociology, Accounting, or Human Resources.

E. Reimbursement requests for other degrees may be considered by the Chief of Police if the employee can show significant relevance between the degree and the employee's current job classification and responsibilities.

## V. APPLICATION PROCEDURES

A. Employees seeking educational benefits shall:

1. Meet with a school counselor and formulate a written plan to achieve the desired degree.

2. Prepare a To/From request to the Chief of Police, containing the following information:

a. List of courses anticipated course schedule

c. Estimated cost to complete courses

3. Submit the counselor's written plan along with the To/From to the Chief's Office, via channels.

4. Approval shall be based on the order that written requests are received and available funding.

5. The employee shall submit a copy of the Diploma/Certificate of Degree earned.

VI. REIMBURSEMENT PROCEDURES

- A. Reimbursement will be approved for the following: tuition, registration fees, books, and required lab fees.
- B. Reimbursement will not be provided for activity fees, parking fees, meals, or other related expenses.
- C. To ensure that course schedules are being met and funding is available, employees shall submit the following reports:
  - 1. A To/From to the Chief of Police, via channels, listing the course(s) to be taken. This report shall be submitted prior to the start of the semester.
  - 2. An assessment report from a school counselor to ensure that the employee is making progress towards attaining the desired degree. This report is required on an annual basis and shall be submitted prior to the start of the fall semester of the year the employee plans to take the course(s).
- D. Upon the successful completion of the approved course(s), the employee shall submit to the Chief of Police, via channels, a copy of the employee's transcript with the course grade(s), along with canceled checks or original receipts for expenses relating to the approved course(s). These documents must be submitted within 30 days of the completion of the course(s).
  - 1. Successful completion of a course grade is determined by a passing grade of "C" or better (on an A-F grading scale).
- E. The employee's supervisor shall review the request for reimbursement and recommend payment if all of the criteria in Article VI, Paragraph D are met.

VII. RESCINDING/REPAYMENT OF REIMBURSEMENT BENEFITS

- A. The Chief of Police maintains the right to terminate any prior approved reimbursement requests if an employee fails to comply with any of the guidelines set forth in this directive.
- B. Employees who receive educational benefits and voluntarily resign from the Department within five years of receiving the educational benefit shall reimburse the Department for all of the educational benefits received. The employee shall pay the entire amount upon resignation.

  
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Chief of Police