

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 202
PERSONNEL

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Rescinds: GO 202.2 (7/30/94)

New materials underscored

Accreditation Standards: 31.4.5, 31.5.1, 31.5.7, 33.4.1, 33.4.2, 33.4.3

RE-EMPLOYMENT AND INTER-JURISDICTIONAL TRANSFERS
G.O. 202.2

I. PURPOSE

To establish a transfer program that expedites the training process for the re-employment of former officers from the Maui Police Department and for certifying officers transferring from other jurisdictions into the Maui Police Department.

II. POLICY

It is the policy of the Maui Police Department to ensure that all individuals seeking re-employment or an inter-jurisdictional transfer have the qualifications and training necessary to fulfill their duties as law enforcement officers and that appointment of such individuals is considered when it is in the best interest of the Department.

III. DEFINITIONS

CALEA ACCREDITED LAW ENFORCEMENT AGENCY: A law enforcement agency that has demonstrated compliance with CALEA accreditation standards for Law Enforcement Agencies and has been awarded CALEA Accreditation by the Commission.

FORMER OFFICER: A sworn employee who resigned his or her commission from the Maui Police Department.

INTER-JURISDICTIONAL TRANSFER: An experienced police officer from another county police department within the State of Hawaii to be selected for a position if the employee meets the minimum qualifications of the Department.

LATERAL TRANSFER: An experienced police officer from outside the State of Hawaii is selected for a position if the employee meets the minimum qualifications of the Department.

IV. APPLICATION GUIDELINES

A. A former police officer seeking re-employment shall submit in writing to the director of the Maui County Department Personnel Services (DPS) their desire to be rehired.

- B. A qualified police officer seeking inter-jurisdictional transfer must:
1. Submit in writing to the Chief of Police the officer's desire to transfer to the Maui Police Department;
 2. Be subject to an internal background investigation conducted by the Maui Police Department;
 - a. To verify qualifying credentials
 - b. Discovery of criminal record
 - c. Verification of at least 3 personal references
 3. Satisfactorily complete a County of Maui pre-employment physical examination; and
 4. Obtain written approvals for inter-jurisdictional transfer from the Chief of Police of both departments and the Personnel Directors of both counties.

C. Qualified police officers seeking a lateral transfer from an agency outside the State of Hawaii must:

1. Successfully complete an internal background investigation conducted by the Maui Police Department to:
 - a. Verify qualifying credentials
 - b. Discovery of criminal record
 - c. Verification of a minimum of 3 personal references
 - d. Voluntarily disclose Internal Affairs files from their current law enforcement agency
2. Successfully complete a polygraph examination, physical agility test, physical examination, drug screening, psychological evaluation, and oral board.

D. Notification of Ineligibility

Applicants who fail to meet the qualifications of the vacant position shall be notified in writing of the specific reason.

V. RE-EMPLOYMENT

- A. A former officer who has been separated from the Department for less than three years, but more than 3 months, may be considered for re-employment in civil service positions of the same or related class in a lower pay range when the following conditions are met:
1. Lose all seniority rights accrued to the date of termination of the prior employment;
 2. The officer resigned in good standing;
 3. Meets the health and physical condition standards for the position;
 4. Is willing to serve in a district other than District I, IV, or VI for a period not less than one year;
 5. Required to serve a 12 month probationary period; and
 6. Meet the approval of the Chief of Police.
- B. A former officer who resigned in good standing and seeks re-employment within 3 months from the effective date of resignation shall:
1. Retain all seniority rights accrued to the date of re-employment
 2. Be placed in an appropriate position as though the officer did not resign;
 3. Have the resignation period be considered as leave of absence without pay which is not creditable as service for pay or other purposes;
 4. Be compensated as though the officer had remained in the position continuously, provided that if the officer is re-employed in a class with a lower pay range, the officer's pay shall be adjusted as though a voluntary demotion had occurred.

VI. INTER-JURISDICTIONAL TRANSFERS

- A. Police officers from the following jurisdictions are recognized and may be considered for transfer to the Maui County Police Department subject to inter-jurisdictional conditions:
1. Honolulu Police Department
 2. Hawaii Police Department
 3. Kauai Police Department
- B. Inter-jurisdictional transfer will be limited to the positions of Police Officer I and II.

C. Eligibility requirements for inter-jurisdictional transfers include:

1. The employee meets the minimum qualification requirements set forth in the job description of the position for which that person is being considered.
2. The employee is currently a regular employee and the transfer is from a position in which the officer last held permanent status;
3. An appropriate promotional eligible list does not exist for the vacancy; and
4. There is no appropriate open-competitive examination announcement or eligible list for the specific vacancy.

D. The employee shall serve a 12 month probationary period.

E. The employee is subject to serve a minimum of one year in an outside district.

VII. LATERAL TRANSFERS

A. Lateral transfers will be limited to the positions of Police Officer I and II.

B. Eligibility requirements for lateral transfers include:

1. The applicant meets the minimum qualification requirements set forth in the job description of the position that person is being considered.
2. The applicant has worked a minimum of five (5) years for a law enforcement agency as a sworn police officer with powers of arrest in the United States or U.S. Territories. Time served as a reserve officer or other type of unpaid peace officer may not be used to meet this requirement for a lateral transfer.
 - a. The law enforcement agency is a CALEA Accredited Law Enforcement Agency, or
 - b. The applicant received a Peace Officer Standards and Training (POST) Class A certification.
3. The employee has not been separated as a police officer for more than one year prior to the date of application.
4. There are no pending disciplinary actions or investigations for misconduct or criminal activity from their previous agency.

C. The employee shall serve a 12 month probationary period.

- D. The employee is subject to serve a minimum of one year in an outside district.

VIII. TRAINING

- A. Officers selected for employment under the inter-jurisdictional transfer program and officers who have been separated from the Department for more than three months, but less than three years will be required to successfully complete an abbreviated training program.
- B. Officers who have been separated from the Department for more than three years shall be required to attend and satisfactorily complete the entire Maui County Police Department recruit training program.
- C. Officers applying for a lateral transfer shall complete a modified recruit training program as defined in the Plans and Training Standard Operating Procedures manual.



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