

INTRA-DEPARTMENT TRANSFERS AND OTHER PERSONNEL MOVEMENTS	Procedures Manual Section	GO 403
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1. PURPOSE

The purpose of this policy is to establish the criteria for transfers and other personnel movement within the Hawai‘i Police Department.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It is the policy of the department to grant requests for transfers when, in the judgment of the Police Chief, the transfer will mutually benefit the department and the employee. This is not to be construed that requests for transfers will be granted in every instance. Approval of transfer requests shall be based upon needs of the department, seniority, merit, employee performance and the circumstances surrounding the employee’s need to transfer. (*CALEA 16.1.1*)

4. RESPONSIBILITIES

4.1. Police Chief – The Police Chief shall be responsible for the reallocation of personnel in regards to the granting of transfer requests.

4.2. Responsibility of Member – If notified by the Personnel Officer of a change in assignment, the affected member shall:

4.2.1. Notify his present division commander and inform him of the transfer and its effective date.

4.2.2. Contact the commanding officer of the division to which he is being transferred for information pertaining to his new assignment and work schedule.

5. PROCEDURES

5.1. Requesting an Intra-Departmental Transfer

5.1.1. Employees requesting intra-departmental transfers shall submit such requests in writing on the *Request for Intra-Departmental Transfer* form via their commanding officers.

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5.1.2. The employee's supervisor, district or division commander and bureau commander shall review each request for transfer and note same on the form by signature. Commanding officers may include their comments on the request for transfer.

5.1.3. Employees may list more than one choice in order of preference.

5.1.4. The employee may include the reasons for the request for transfer.

5.2. Processing Instructions

5.2.1. Upon receipt of a Request for Intra-Departmental Transfer, the Police Chief, at some appropriate time, shall make a determination of the action to be taken (Approved, Denied, Filed).

5.2.2. If approved, a tentative transfer date shall be indicated on the form. A copy of the request shall be returned to the employee via channels.

5.2.3. If the transfer is denied, an explanation of why the request was denied shall be noted on the reverse side of the form. A copy of the request shall be returned to the employee.

5.2.4. If no vacancy in the requested assignment exists, or if no immediate action is to be taken, the request shall be filed for future consideration.

a. The appropriate (Filed) space shall be checked by the Personnel Officer and a copy of the request returned to the employee.

5.3. Withdrawals and Limitations

5.3.1. Employees wishing to withdraw requests for transfers shall submit a memorandum to the Personnel Officer requesting that his name be removed from the transfer list.

5.3.2. A request for transfer will be voided whenever the employee has been transferred or the employee has been promoted.

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5.3.3. The submission of a new request for transfer will automatically cancel any other request on file.

5.3.4. The Personnel Officer shall periodically purge the files of expired or voided requests.

a. Transfer requests for sworn members and civilian members are valid only until December 31, of each calendar year, regardless of what month it is submitted, at which time it is incumbent that the requesting employee submits another request.

b. Transfer requests that are not up-to-date will not be considered in personnel movements. It is the responsibility of the requesting employee wanting the transfer to ensure that their request is submitted and valid at the time of transfers.

5.4. Other Personnel Movements

5.4.1. For the purpose of enhancing their experience in various departmental functions, or for the best interest of the department, members may be subject to re-assignment or transfer from command to command.

5.4.2. Re-assignments and transfers shall be approved by the Police Chief and accomplished by a Personnel Order.

5.5. Transporting Possessions

5.5.1. When a transfer is granted at the request of an individual member of the department, all costs for the transportation of personal belongings shall be the member's own responsibility.

5.5.2. When a transfer is made for the convenience of or for the best interest of the department, the cost of transporting all personal belongings of the affected member may be paid by the

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department.

5.6. Members shall not be required to live in the districts where they are assigned.

6. CRIMINAL INTELLIGENCE UNIT (CIU) TRANSFER REQUESTS

6.1. Sworn POII members that have an interest in transferring to the Criminal Intelligence Unit as a POIII will utilize the *Request for Intra-Departmental Transfer* indicating CIU as their choice.

6.2. It is recommended that in addition to the transfer request, that the requesting member list any specific qualifications in relation to the CIU Officer position. The additional information can be in memorandum form to the Police Chief and attached to the transfer request form.

6.2.1. This will allow the Police Chief or designee to evaluate each member requesting a transfer to the unit and assist in choosing the most qualified person for the position.

6.2.2. Members choosing to list qualifications are asked to explain in depth what type of skill set, ambition, self-motivation, and value they could bring to the unit if chosen.

6.3. Requests for CIU Officer Positions will still be under the same time constraints as other transfer requests. They will expire on December of each calendar year. It will be the responsibility of the requesting member to ensure that they have a current request in to be considered for the CIU POIII position.