

2001.01	Transfer Standard Operating Procedure	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Chief's Memorandum NO. 2019-011
Applicable HI Statutes:

I. PURPOSE

This procedure is established to provide for a clear and consistent process for members to apply for and be considered for a transfer of assignment within the Emergency Operations or Support Services Division. This policy does not waive or preclude management from exercising its right to place and assign employees for operational needs.

II. APPLICABILITY

This policy shall apply to all operations personnel within the Hawai'i Fire Department.

III. DEFINITIONS

Battalion Chief - The Battalion Chief designated to manage and direct a specific Battalion of resources and recognized with the rank of Battalion Chief.

Company – The basic or fundamental operational unit comprised of an officer and an allocated compliment of personnel and equipment and typically referred to by a station designation (i.e. Company 1, Central; Company 7, Kailua; Company 11, Pāhala, etc.) and further delineated by a shift designation such as A, B, or C shift. For the purpose of this policy when the Term Company is utilized it shall imply station and shift.

Company Officer – The designated individual assigned to manage and direct a company of personnel and recognized with the rank of Fire Captain or in the absence of a Fire Captain, Fire Equipment Operator.

Consideration – For the purpose of this policy, “consideration” is defined as the favorable review and evaluation of an individual’s prior experience in the respective rank and position as well as subordinate ranks within the Special Operations Companies that will be used to determine effective placement of individuals requesting a transfer to the Special Operations Companies. The application of “consideration” is detailed with examples later in this policy document.

In-Station Transfer – For the purpose of this policy, an In-Station Transfer is the requested and approved reassignment from one shift or platoon to another shift or platoon within the same station or Company. For example: the requested and approved transfer of a Fire Captain presently on “A” Platoon at Central Station to Fire Captain “B” Platoon at Central Station.



Notification - A memo notifying personnel of upcoming transfers will be sent to all personnel prior to transfers being made. Employees, who do not have a current transfer request on file and is requesting to transfer, must submit a transfer request to the Battalion Chief of their platoon or bureau no later than 1630 hours on the deadline date as/if identified on the above-mentioned memo, or 45 days prior to the effective date of the transfers, in order for it to be considered. For example, transfers effective February 16, 2024, must be submitted by 1630 hours on January 1, 2024.

All Battalion Chiefs shall send a scanned copy of the signed and dated request to the Deputy Fire Chief and respective Assistant Fire Chief on the day that it is signed by the Battalion Chief. The transfer request shall be time stamped upon reaching the Office of the Assistant Fire Chief. The scanned emailed copy will provide notice of your intended transfer request; however, the hard copy shall still be submitted.

There may be special circumstances where a notification memo is not sent out prior to a transfer, so it is imperative that requests are submitted timely if an employee has interest in being transferred.

Not to Exceed (“NTE”) Assignments – For the purpose of this procedure, Not to Exceed or “NTE” assignments are defined as those temporary in duration assignments, reallocations, and promotions that are initiated due to an incumbent not being available or able to perform the essential duties of his/her position. The application of the “NTE” assignments is solely at the discretion of the employer and is typically based on operational needs.

Seniority - For transfer requests and assignments, seniority refers to an employee's total time of service in a specific position or class. This applies only to permanent positions and promotions or assignments labeled as "not to exceed." Temporary assignments or occasional duties do not count towards seniority. For the rank of Fire Fighter, seniority includes all cumulative service time within the Department at the rank of Fire Fighter, including any higher-ranking positions. If there is a tie in seniority for the Fire Fighter position, the initial hiring rank for the Recruit Class will be the deciding factor. If a tie still exists, the Department of Human Resources ranking will be the deciding factor. If a tie still exists, the Training Bureau’s final post recruit class ranking shall be utilized.

Special Operations Company – Based on the current mission and resource identification of the Hawai’i Fire Department, the Special Operations Company or Companies are recognized at the Hazardous Materials and Search and Rescue Companies further defined below:

1. Company 2 Waiākea (Search and Rescue)
2. Company 4 Kaumana (Hazardous Materials)
3. Company 7 Kailua (Search and Rescue)
4. Company 21 Kalaoa (Hazardous Materials)



Transfer – A transfer is defined as a permanent change of physical work assignment such as to a different Company or Station or a change of shift or platoon within a station.

Transfer Request – Is the submittal of a written request for reassignment utilizing the Hawai‘i Fire Department Transfer Request form (Attached).

IV. PROCEDURES

1. Employees requesting consideration for a transfer shall submit their request in writing utilizing the current Transfer Request form.
2. Transfer requests shall be routed through the Chain of Command beginning with the requesting party’s immediate supervisor. E-mail requests will not be accepted as an official transfer request.
3. Upon receipt and acknowledgement by the Deputy Fire Chief, a copy of the routed request shall be returned to the requesting employee.
4. Transfer requests shall be kept on file with the Deputy Fire Chief and the Assistant Fire Chief of Operations for the current calendar year.
5. All current calendar year Transfer Requests will become null and void effective December 31st. Employees wishing to maintain consideration for a transfer must submit a current Transfer Request for the following calendar year.
6. Employees may submit a current or amended Transfer Request at any time during the calendar year however as stated above all Transfer Requests are voided as of December 31st. The most current Transfer Request on file will be used to consider assignment.
7. Employees wishing to rescind a submitted transfer request must do so in writing. Failure to rescind a submitted transfer request may result in a reassignment that may require an extended period of time to reverse or correct as operational needs will take a precedence.

V. CONSIDERATION

1. Consideration for transfer will be based on following:
 - a. Seniority in Rank or Class (i.e. Fire Captain, Fire Equipment Operator, etc.)
 - b. For Special Operations positions, employees currently assigned to a permanent position or “Not to Exceed” position assignment in a Special Operations unit will receive consideration over those not currently assigned to the Special Operations position. For example: A current Fire Captain assigned to Company 4 (Haz-Mat) shall be given consideration for a transfer to a Fire Captain position at Company 21 (Haz-Mat) over a Fire Captain at Honoka‘a regardless if the Fire Captain at Honoka‘a is Haz-Mat qualified and senior in rank.
 - c. Personnel who have previously held either a permanent or “NTE” assignment in the respective Special Operations rank position shall be given consideration over those with no prior permanent or “NTE” assignment in the respective rank. For example: A Fire Equipment Operator currently assigned to a non-Rescue company who had previously been permanently assigned as a Fire Equipment Operator in a Rescue Company shall be given consideration over another Fire Equipment Operator who has

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not been previously assigned either permanently or as an “NTE” in the rank of Fire Equipment Operator to the Rescue Company regardless if the second Fire Equipment Operator is qualified and senior in rank.

- d. Personnel who have previously been assigned permanently or “NTE” to the respective Special Operations Companies shall be given consideration for their prior assignments in the subordinate ranks over those with no prior permanent or “NTE” assignments in those respective ranks in the Special Operations Company. For example: If two Fire Captains currently not assigned to a Rescue Company and having no prior permanent or “NTE” assignment as Fire Captain at a Rescue Company are requesting assignment to a Fire Captain position in a Rescue Company, prior permanent or “NTE” assignment as a Fire Equipment Operator in the Rescue Company shall be considered. If either individual has had no prior permanent or “NTE” assignment in the Fire Equipment Operator position at the Rescue Company, prior permanent or “NTE” assignment in the capacity of Fire Rescue Specialist shall be considered.
- e. Seniority in Department.
- f. Ranking on Internal Recruitment for current position held.

NOTE: Transfer requests will be considered based on and limited strictly to those requested station and shift assignments designated on the request form.