

2001.04

Ocean Safety Division, Water Safety Officers Transfer Standard Operating Procedure



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 Memo 2016-035, Transfer Request Policy for Water Safety Officers.

Applicable HI Statutes:

Other Statutes:

I. PURPOSE

The purpose of this policy is to establish guidelines regarding transfer requests for the Hawai'i Fire Department, Ocean Safety Division- Water Safety Officers, and to ensure fair and equitable transfers of personnel who desire to work in a different location or in a different schedule.

II. APPLICABILITY

This policy shall apply to all Hawai'i Fire Department, Ocean Safety Division, Water Safety Officers.

III. NOTIFICATION

Water Safety Officers will be notified of any upcoming transfers at least 45 calendar days prior to the transfer effective date. Employees who do not have a current transfer request on file may submit a request at this time. Transfer request forms may be obtained from any of the following sources:

- A. On All Battalions folder (accessed through any of the Fire Stations)
- B. At the following locations:
 - 1. NAS Pool Captain's office
 - 2. Kona Aquatics Pool Captain's office
 - 3. Kahalu 'u Shed
 - 4. Hapuna Shed

IV. PROCEDURE FOR TRANSFERS

- A. Obtain Transfer Request Form; complete and sign.
- B. Submit form at least one month prior to the projected effective date of transfer (a text or email to the Special Operations Battalion Chief shall suffice to confirm their intentions). However, a signed hard copy shall also be submitted.
- C. The Transfer Request form will be time-stamped upon receipt by the office of the Special Operations Battalion Chief.
- D. Priority for selection of transfers will be based on:
 - 1. Seniority in rank for the position specified,
 - 2. Seniority in the department,
 - 3. Seniority within the affected district,
 - 4. Ranking on the hiring list.

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- E. Specialty positions (RWC Operator, etc.) will require proof of certification that will need to be submitted with their Transfer Request form.

--End--

Attachments:

1. Intra-Departmental Transfer Request

HAWAI'I **FIRE DEPARTMENT**
INTRA-DEPARTMENTAL TRANSFER REQUEST

EMPLOYEE _____

DATE OF HIRE _____

RANK _____

CURRENT ASSIGNMENT (Location)

I request a transfer to the location indicated below. My preference is in the order listed and I understand that I can be transferred according to this request:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Note: Only a tower or location name is required. For assignment to the RWC operator position, attach current certifications to your transfer request.

EMPLOYEE SIGNATURE

DATE SUBMITTED

REVIEWED _____

DATE _____

Ocean Safety Captain

COMMENTS: _____

REVIEWED _____

DATE _____

SPECIAL OPS BATTALION CHIEF

COMMENTS: _____

REVIEWED _____

DATE _____

ASSISTANT FIRE CHIEF

COMMENTS: _____

REVIEWED _____

DATE _____

DEPUTY FIRE CHIEF

COMMENTS: _____

REVIEWED _____

DATE _____

FIRE CHIEF

COMMENTS: _____

THIS REQUEST WILL EXPIRE AT THE END OF THE CALENDAR YEAR AND WILL BE CONSIDERED NULL AND VOID AFTER ANY PROMOTION OR TRANSFER. IF YOU SHOULD DECIDE TO RESCIND THIS REQUEST, PLEASE SUBMIT YOUR INTENTION IN WRITING AND YOUR NAME WILL BE REMOVED FROM THE ACTIVE TRANSFER LIST. IF YOU WISH TO MAKE ANY CHANGES TO YOUR REQUEST YOU MUST SUBMIT A NEW REQUEST.

THIS REQUEST EXPIRES: 12/31/2016

FOR FIRE ADMINISTRATION USE

DATE RECEIVED: _____

DISPOSITION: _____