



Section: Administrative

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Section No: 1.13

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Title: Personnel Transfers

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I. PURPOSE:

The purpose of this guideline is to establish a fair and consistent process for processing transfer requests of permanent assignment submitted by volunteer and career personnel. Nothing in this procedure shall preclude the Director of Fire and EMS from reassigning personnel to meet the needs of the organization.

II. PROCEDURE:

- A. All personnel wishing to transfer (transferee) shall submit a letter to the Director of Fire and EMS indicating the cause of the transfer.
- B. Only one transfer request may be submitted within a 12 month time period.
- C. The Director shall review the request and consult with the transferee's Company Officer, Shift Supervisor, and/or Company Chief.
- D. The Director shall provide an answer to the transferee within 90 calendar days.
- E. Volunteer members who have requested and been granted a transfer between stations may be subject to performance period probation no more than 6 months. The transferee must meet all requirements outlined by the County and the individual company. Failure to meet the performance standards could result in dismissal.

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