

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K.W. Perkins

, *Fire Chief*

1110.065

Transfer Requests

Implemented: 08-01-04

Revised: 10-12-04

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PURPOSE

In the course of a firefighter's career, he/she may find that their assigned station does not provide for a working environment that assists them in achieving their personal or professional goals. In such cases, firefighters may feel that a change in station assignment is needed.

OBJECTIVE

To provide personnel with a policy for requesting a station transfer

SCOPE

Career Personnel

TRANSFERS

Every effort will be made to place personnel in an environment that promotes a positive relationship with the community and co-workers. However, if any personnel feel they have been assigned to a station that cannot provide an atmosphere for them to achieve personal or professional satisfaction, a request for a station transfer may be made.

NON-VACANCY TRANSFERS

Personnel may base their non-vacancy transfer request on any personal or professional concern. However, the granting of non-vacancy transfers will not be considered routine and the reason(s) for the request will be reviewed thoroughly. In conflict situations, transfers are the least desirable means of correcting concerns or problems. Therefore, personnel should document in their request all actions that have been previously taken to correct such conflicts, concerns, or problems.

VACANCY TRANSFERS

Vacancies within the organization can be created by the addition of new positions or by the loss or reassignment of current personnel. In these cases, administration will post a vacancy notification for a fourteen (14) day period.

TRANSFER REQUESTS

Non-Vacancy transfers may be requested at any time. Vacancy transfer requests will only be accepted during the fourteen (14) day posting period.

All transfer requests shall be made on a Transfer Request Form and accompanied by a detailed memorandum. The memorandum must outline the major reason(s) for the request and shall be forwarded to the requesting individual's immediate supervisor. Through the chain of command, the request shall be delivered to the Deputy Chief of Operations.

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TRANSFER APPROVAL

Personnel must have the required qualifications to occupy the position for which they are requesting, and transfer requests must be received during any designated posting period to be considered.

Transfer selection and approval will usually be based upon seniority, work history, and recommendations from supervisors. However, administration reserves the right to assign personnel to positions where it is felt that they will most contribute to the overall mission, goals, and objectives of the department.