

**Title: Personnel Transfers**

**Date Issued: December 6, 2005  
Date Last Revised: NEW  
Revision Number: NEW  
Total Pages: 2**

**Purpose:** To establish the procedure transfer of Fire - Rescue personnel from one facility to another and from one shift to another.

**Scope:** This policy covers all personnel from Firefighter to Battalion Chief. Transfers of Battalion Chiefs will be at the discretion of the Assistant Chief / Operations.

**General:** Station assignments shall be the responsibility of the Battalion Chief for each shift. Transfers of personnel between shifts shall be recommended by the Battalion Chief to the Assistant Chief / Operations who will have final authority to grant or deny shift transfers. In order to maintain minimum staffing levels and to afford personnel the opportunity to transfer from one station to another and from one shift to another, the following procedures shall be used:

**100.05.01. Personnel Assignment Considerations:**

- Personnel will be assigned by their Battalion Chief to a specific job task at an assigned station.
- Personnel may request a transfer to another station on the same shift by written request through the Chain of Command to their Battalion Chief.
- Battalion Chiefs should take into consideration the following when making assignments for each shift.
  1. Experience of the personnel
  2. Time spent at a particular location
  3. Timing of annual evaluation process
  4. Rank of personnel, i.e.: Engineer verses Firefighter
  5. Medical certification, i.e.: Paramedic verses EMT
- Completion of assignments at a particular Station, i.e. company inspection program, pre-fire planning, etc.

- Any Department-wide changes, if needed, should be scheduled to take place during the month of January.
- Upon transfer from one shift to another, a copy of the most recent annual evaluation along with the three previous quarterly evaluations shall be provided to the new supervisor.
- If the transfer takes place within one month of the employee's annual evaluation all documentation will be completed by the employee's previous supervisor.