



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.14	Effective Date: June 8, 2023
Subject: Transfer Policy	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The purpose of this policy is to provide a method for employees to request a change in duty assignment.

II. DEFINITIONS

- A. Transfer - The movement of an employee from one assignment to another.
- B. Involuntary Transfer - A transfer initiated by the Department, not at the employee's request.
- C. Voluntary Transfer – A transfer initiated by an employee and approved by the Department.

III. PROCEDURES

- A. DFEMS has the authority to assign and/or reassign personnel through transfers, promotions, or demotions at any time deemed necessary. Such assignments are based on workload needs and maintaining the operational effectiveness of the DFEMS. Assignments may be made regardless of work location based on the qualifications of the employee identified and the needs of the DFEMS.
- B. Any employee desiring to transfer is responsible for completing a Transfer Request. A Transfer Request may be submitted at any time.
 - 1. Transfer requests must be forwarded through the chain-of- command to the Director.
 - 2. All supervisory personnel must forward transfer requests via the chain-of-command to the Director/Chief or designee. Appropriate comments must be included, including supporting comments from the current supervisor and/or Shift Commander Lieutenant.

3. After review, forms will be forwarded to DFEMS administration for tracking purposes.
- C. Personnel involuntarily transferred may be allowed to retain previously approved annual/sick leave.
- D. A request for transfer from an employee will proceed as follows:
1. Requests for transfer must first be sent through the chain of command to the appropriate Shift Commander Lieutenant. If endorsed by the Shift Commander Lieutenant, the request must be forwarded to the EMS Officer.
 2. A held transfer request does not mean that the request will be granted. Requests on file will be considered if they can be accommodated during an organizational transfer.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Transfer Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.