



Division 11 Personnel Management

Chapter 20 – Request for Transfer of Duty Station

March 2009

POLICY

This General order shall ensure a uniform policy for the timely submission and processing of requests for transfer of duty station.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

Employees assigned to Emergency Operations Command are subject to transfers, as deemed necessary. The final decision for transfer will be based on Departmental needs and may require written justification to support the individual selected for the position. Seniority and demonstrated ability will also be considered in the final decision.

A “Request for Transfer” form (see attachment) may be submitted by the employee at any time. However, only one request per calendar quarter will be accepted for consideration, except when there is a general announcement for a specific position opening. A “Request for Transfer” form is to accompany the application for the specific position. A written “Request for Transfer” form will be submitted through the appropriate chain-of-command stating the reason(s) for the request. Supervisors endorsing or disapproving such requests must state their reason(s) and forward it up through the chain-of-command. All “Request for Transfer” forms, regardless of approval/disapproval, will be forwarded and

maintained in the Emergency Operations Command by the EOC Captain. A seniority number will be assigned to the “Request for Transfer” form for future consideration.

Prior to any decisions regarding transfers or promotions, the supervisor responsible for the transfer will contact the Emergency Operations Command to obtain a current list of transfer requests on file. Any employee who submits a “Request for Transfer” form will be given a copy of the original form containing signatures and remarks of the supervisors in the chain-of-command from the Emergency Operations Command within 30 days.

The Emergency Operations Command will be notified prior to any transfers taking place, excluding details of less than 30 days.

REFERENCES

N/A

FORMS/ATTACHMENTS

Request for Transfer



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT REQUEST FOR TRANSFER

NAME _____ DATE _____

RANK _____ SENIORITY # _____

PRESENT ASSIGNMENT _____

REQUESTED ASSIGNMENT _____

REASON(S) _____

SIGNATURE _____

EMERGENCY OPERATIONS COMMAND

SIGNATURE	COMMENTS	APPROVED
		Yes
Immediate Supervisor		No
		Yes
Battalion or EMS Officer		No
		Yes
Major		No
		Yes
Lieutenant Colonel		Yes

CONSULTATION WITH AND/OR NOTIFICATION OF VOLUNTEER CHIEF

DATE _____ REMARKS _____

FINAL DISPOSITION

APPROVED _____ DENIED _____ DATE _____