



Division 11 Personnel Management

Chapter 25 – Volunteer Interdepartmental Transfers

February 2009

POLICY

This General Order shall facilitate the timely transfer of Departmental volunteer members from one corporation to another corporation.

DEFINITIONS

Break in Service – Any member who remains in-active for a period of time of 12-months or more shall be considered to have a break in service.

PROCEDURES

The following procedures will be strictly adhered to:

- The member requesting transfer must be in "Good Standing."
- A new Prince George's County Fire/EMS Department Personnel Record Form (PGC Form #673 - Revised 11/01) MUST be submitted to the Fire Commissioner for processing. The box "Transfer" must be checked.
- A background check may be performed at the time of transfer if requested by the Chief of the receiving corporation.
- Any member who has had a break in service will have a background investigation completed as outlined in General Order 11-23.
- The transfer application form should contain the signature of a Volunteer Chief, President or authorized

- corporate officer from the applicant's former corporation.
- LOSAP Form must be submitted to Corporation receiving transfer member. PGC Form # 1023 (Revised 7/00)
- If current corporation officer(s) refuse to sign transfer request, the member can appeal to the Fire Commission.
- Copies of the transferee's personnel records and training records shall be forwarded to the receiving corporation. It is the transferee's responsibility, with the cooperation of the Volunteer Chief/President, to ensure that the records are forwarded.
- It is incumbent upon the receiving corporation to ensure the proper documentation and paperwork authorizing the transferee to participate in emergency operations is on file at the station.
- Option to Volunteer Chief/President - retrieval of gear from member to be held by officer of corporation vacating until verification of membership approval in another volunteer corporation in Prince George' County. The gear is the property of the Prince George' County Fire/Emergency Medical Services Department.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A