

## **245 TRANSFERS AND CROSSOVER POLICY**

### **PURPOSE:**

To provide a procedure which enables Department members to request a transfer from one station to another.

### **SCOPE:**

This procedure is applicable to all personnel.

### **PROCEDURE:**

#### Request:

An individual who wants to transfer from his current station to another station within the Department shall submit his request, in writing, to his Station Commanding Officer on a **Request For Transfer Form (DF-RFT-01)**.

#### Approval Process:

The Station Commanding Officer shall review the request and, if warranted, offer counseling. The Station Commanding Officer shall endorse the form and forward it to the Station Commanding Officer of the receiving station.

The Station Commanding Officer of the receiving station shall review the request. If the request is in order, he shall endorse the form, indicating his concurrence.

The receiving Station Commanding Officer will ensure that the application takes its normal course for action by the receiving stations membership. Upon approval by the membership of the receiving station a copy of the **Request For Transfer Form (DF-RFT-01)** shall be forwarded to the Chief.

Either Station Commanding Officer may deny the transfer request. The reason for the denial shall be clearly communicated to the member and documented on the request form. Causes for denial include, but are not limited to: failure to maintain participation or training requirements; history of disciplinary problems; etc.

### **EQUIPMENT RETURN:**

All personal protective equipment shall be transferred with the member to the new station with that member.

The paging / radio equipment the member was issued for the prior station shall be turned over to the Station Commanding Officer of that Station before any new paging / radio equipment for the new station is issued.

### **FILING:**

A copy of the Request for Transfer shall be placed in the individual's personnel file and a copy of the file shall be forwarded to the receiving stations Station Commanding Officer.

**OTHER CONSIDERATIONS:**

Transferred members shall be required to meet the Recruit Period provisions for training and evaluation, as outlined in **Section 305**, for the station into which they have transferred. The receiving Station Commanding Officer may waive the Recruit Period Restrictions for the members who had previously achieved active membership status and training levels as required by the receiving station within the Department.

Members who transfer from one station to another must wait for a period of two (2) years before they are eligible for another transfer.

**PHYSICAL REQUIREMENTS:**

An Application Physical shall not be required for those Department Members wishing to transfer from one Station to another or for those members wishing to apply for membership in more than one Station.