

**SUBJECT:** Request for Transfer**SECTION:** 103.06**REVISED:** MARCH 1, 2008**PAGE(S):** 1

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**PURPOSE**

To familiarize all members with the procedures to request a member's transfer from assigned unit or duty status.

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**PROCEDURE**

- A. Members shall submit a written request to the Fire Chief stating the reason for and formally requesting a transfer.
- B. The Fire Chief shall review the request, giving considerations to: number of personnel on the shift the member is requesting transfer from, needs of the fire department, availability of eligibility list, any ordinance effecting man power assignments, etc., and inform the member of his decision as to transfer.

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**AUTHORITY**

The Fire Chief shall have the sole discretion to grant or deny any transfer request.