



# Carroll County Department of Fire & EMS Standard Operating Procedure

## DOCUMENT DETAILS

Standard Operating Procedure: 2.14	Effective Date: September 14, 2023
Subject: Transfer Policy	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: February 13, 2026 <i>PJS</i>

Applicability:       Volunteer       Career

## I. PURPOSE

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

## II. DEFINITIONS

**Transfer:** The movement of an employee from one assignment to another.

**Involuntary Transfer:** A transfer initiated by the Department, not at the employee's request.

**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 employees 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 submitted online at through “DFEMS Employee All” Share Point site.
  2. All transfer requests will be kept on file, and periodically reviewed by Shift Commanders and administration to maintain department needs.
  3. Submission of a Transfer request does not guarantee approval. Requests on file will be considered and if they can be accommodated, the employee will be notified of the transfer.

C. Employees who are involuntarily transferred may be allowed to retain previously approved leave.

#### **IV. RESCISION**

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

#### **V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS**

#### **VI. ATTACHMENTS**