

Campbell County Fire Department Policy		
Personnel	Career Assignments and Transfers	<i>101.03</i>

PURPOSE:

The purpose of this policy is to define the procedure for assigning career operational staff to specific crews and the process for transfers between crews and/or stations.

SCOPE:

This policy applies to career operational shift personnel, (firefighters and captains)

POLICY:

The following guidelines will be used to assign personnel. The Fire Department reserves the right to assign personnel to any assignment considered to be in the best interest of the organization in terms of training, education, personal growth, career development, organizational need and compliance with the requirements of the Americans with Disabilities Act.

Crew Assignments

When a vacancy occurs on a crew, any career member qualified to fill the position may request reassignment to fill the vacancy.

Station Assignment

Career staffing occurs at Fire Station 1 in Gillette and Fire Station 9 in Wright. When a vacancy occurs at either station, any career member qualified to fill the position may request reassignment to fill the vacancy.

Procedure

Transfers from current career members will be considered first before filling the position from the eligibility list or other sources.

Any career member wishing to transfer from one crew to another or to another station shall request the transfer in writing. The request shall be submitted to the Fire Chief via the chain of command.

With other conditions being equal, priority will be given to the individual with seniority from the date of hire as a career employee in the fire department. The Fire Chief shall make the final determination on filling any vacancy.

Initial Approval: September 2008 Revision Date:	Page 1 of 1	Sam Saunders, Chairman ORIGINAL SIGNED
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