



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.23
Subject: Transfer Request	Executed: August 16, 2011 Revised: August 30, 2011 July 1, 2012
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To provide clarity of the transfer request procedure; when the request is generated by an employee. Employee transfers made by Winchester Fire and Rescue Department Administration are not covered by this policy.

SCOPE

This Standard Operating Policy shall apply to all **field operational personnel** wanting to request a station or shift transfer.

PROCEDURE

1. An employee may submit one (1) request for a transfer at any time during the calendar year using the "Transfer Request" form if:
 - a. The employee has been in their current **station/shift** assignment for a minimum of one year.
 - b. The employee is not currently assigned to an Employee Improvement Plan (EIP).
 - c. The employee has a satisfactory rating on his/her most recent performance appraisal.
2. All transfer requests require a typed narrative justifying the request.
3. The request shall be sent to the requester's immediate supervisor.
4. The request must be discussed in person by the requester and their immediate supervisor.

5. The supervisor using Section II of the "Transfer Request" form will either recommend or not recommend the request.
6. After Section II of the request is complete, all requests for transfer shall be forwarded to the next supervisor in the chain of command until the transfer request reaches the **Fire and Rescue Chief**.
7. The request will be date stamped as acknowledgement of receipt once it is received by the Administration staff. A copy of the form will be sent back to the employee for his/her file, with the original copy being retained in a confidential file for all departmental transfer requests.
8. At the beginning of each calendar year transfer requests over one year old will be purged from the files.
9. The Fire and Rescue Chief or his designee shall have final determination in granting or denying the "Transfer Request."



TRANSFER REQUEST

Section I: (Employee must complete Section I, sign, and forward to his/her immediate supervisor. This form must be completed prior to submittal to supervisor).

Employee Name: _____ Date: _____

Current Shift/Station: _____

Requested assignment:

(1st) _____ (2nd) _____ (3rd) _____

Employee Signature: _____

Section II: (Supervisor must complete Section II, sign, and forward to Administration. This section must be completed prior to submittal to supervisor).

Supervisor Name: _____ Date: _____

Transfer request action: Recommended _____ Not-recommended _____

Reason: _____

Supervisor Signature: _____

Section III: (WFRD Administration will complete Section III, sign, and provide copy to employee requesting the transfer. Original will be maintained in personnel transfer request file for one calendar year upon date of receipt).

WFRD Administration: _____ Date received: _____

Transfer request action: Approved: _____ Denied: _____

Date to be purged from the file: _____

Signature: _____

Remarks:

