



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to provide clarity as to the station transfer procedure when the request is generated by the employee. Transfers required by the RFD are not covered by this policy.

POLICY

An employee who desires a transfer shall make the request, in writing, to their immediate supervisor. This request may be sent by electronic mail. If the request is being generated by the Company Officer, it should go directly to the Battalion Chief. All requests for transfers shall require justification in the form of a written narrative or simple explanatory statement. It is incumbent upon the Battalion Chief to determine the appropriateness of the transfer and approve or deny such requests. Upon approval or denial, the Fire Chief or designee shall be notified.

Approved

Fire Chief