

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.14	Section Rules and Regulations	Title Transfers
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1. Every department member is subject to transfer as a result of a departmental reorganization or to meet operational needs.
2. A member mandatorily transferred shall be given as much prior notice as is practical to allow the member to make necessary personal arrangements.
3. If a member has scheduled leave and is transferred, the department will strive to preserve that scheduled leave. If it is not possible to accommodate the scheduled leave, there will be no loss of leave time.
4. A member may request a transfer to another assignment provided he meets the position's minimum qualifications. To transfer, the member must submit a written request to the fire chief via the member's immediate supervisor.
5. Requests for transfers shall be accommodated whenever possible, but the fire chief has final authority to grant or deny a voluntary transfer request, based on the overall impact the transfer would have on the organization.