



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

CAREER PERSONNEL TRANSFER POLICY

PURPOSE: To establish guidelines for transfer of career personnel.

APPLICABILITY: This policy shall apply to all career employees, uniformed and civilian.

POLICY STATEMENT:

All career members of the Department are subject to transfer within their job classification at any time for career development and to meet the needs of the Department. Transfers may either be permanent or short term in duration.

VOLUNTARY TRANSFER REQUEST PROCEDURE

1. Members requesting a transfer will forward a written request to their immediate supervisor. The request shall contain the following information:
 - Member name
 - Date of last transfer (either voluntary or involuntary)
 - Desired assignment
 - Reason for transfer
2. The supervisor will forward the request to the member's supervising Chief Officer via the chain-of-command. All officers in the chain will provide a recommendation for approval or denial with associated comments.
3. If the member is requesting a transfer to another division, a second Division Chief shall also review the request.
4. Completed requests with recommendations will be submitted to the supervising Deputy Chief.
5. All requests will be maintained in a master file by the applicable Deputy Chief for twelve (12) months. Members have the option to resubmit requests after that period expires.

6. The EMS Chief will provide final approval of all transfer recommendations from the Deputy Chiefs.
7. Members will be notified of all transfers at least two (2) weeks prior to the effective date of the transfer.

INVOLUNTARY TRANSFER PROCEDURE

1. Any supervisor recognizing a need for a personnel transfer shall notify the appropriate supervising Chief Officer.
2. In the event that suitable candidate(s) are not available on the voluntary transfer list, the Deputy Chiefs shall seek suggestions from the applicable Division and/or Brigade Chiefs.
3. The Deputy Chiefs will provide involuntary transfer recommendations to the EMS Chief for approval. Any member selected for transfer will be notified in writing via their chain-of-command.
4. The member will be notified of the transfer at least two (2) weeks prior to the effective date of the transfer.

SCREENING

The EMS Chief has the option to require a formal interview or other competitive process prior to making assignments to staff positions.

ORDERED:



1/20/2017

EMS Chief

Date