




## OFFICE OF THE DIRECTOR/FIRE CHIEF

April 17, 2013

### INSTRUCTIONAL BULLETIN: 13-18

**TO:** All Fire and Rescue Personnel

**FROM:** Martin Senterfitt, Director/Fire Chief 

**SUBJECT:** Clarification of Transfer Policy

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Requests for Voluntary Transfers will be filled based on two criteria, qualifications and seniority. If the Division Chief believes extenuating circumstances exist that could hamper operations, then a deviation may be considered after consulting with the Director/ Fire Chief. All attempts will be made to post open vacancies for a minimum of two weeks prior to filling the vacancy. Individual wants, desires, or preferences by officers or Chiefs are to have no influence on this process. Under NO circumstances will employees be influenced or coerced to apply for or be dissuaded from applying for any positions or openings.



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