



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE  
MONTGOMERY COUNTY, MD.

## DIRECTIVE

**NUMBER:** 99-15

**DATE:** August 26, 1999

**TO:** All Members of DFRS

**FROM:** Chief Roger Strock  
Division of Fire and Rescue Services

**SUBJECT:** Transfer Process

The process for transfers is governed by Contract Article 28 and Policy and Procedure #515. Section 6.3 of Policy 515 indicates that the Bureau Chief must let the employee know if the request is granted, held or denied within 30 days of receiving the request. Per policy, if you request a six months "HOLD" we will, of course, honor that request. The purpose of this directive is to inform all staff how I intend to meet this obligation.

The Operations Bureau meets generally every other Tuesday morning to consider transfers. In order to provide staff an opportunity to process the request and get it before the chiefs, I must impose a deadline for receipt of your transfer requests. Therefore, effective September 1, 1999, the Bureau Chief will routinely consider transfer requests on Tuesday that have arrived at the Bureau of Operations' office by close of business (1700 hours) the previous Friday. Transfer requests that are received after that time will normally be held for two weeks until the next meeting. The Bureau will always consider requests of an emergency nature on a timely basis.