

## New York State Task Force Two

### Standard Operating Procedure

**Subject: Position Transfers & Assignments**

**Section: 100 General**

#### **Procedure # 110**

**Date: 27 June 2003**

**Revised: 24 August 2015 (BS)**

**Purpose:** The purpose of this SOP is to establish methods and guidelines for the orderly transfer and reassignment of Team Members to positions within NY-TF2.

**Scope:** This procedure applies to **ALL** New York State Regional Response Team -1 (NY-TF2) members.

#### **Initial Assignment**

The initial assignment of new Team Members shall be made by the Executive Board. The assignment may be based upon the recommendation of the Selection Committee, Medical Director and OFPC Staff. Considerations will be made for open positions, new Members prior training and experience, Team needs, as well as the request of the new Member.

#### **Transfers**

Transfers may occur within the Team for many reasons such as; to fill a vacancy, or because a Member has made a request. If a Team Member would like to transfer positions he or she must first discuss it with their immediate supervisor who will advise them of the process.

The member must have:

- 1) Met the basic training requirements for the current position they are in
- 2) Served in their current position for at least 2 years
- 3) Be off probation
- 4) In good standing with the Team
- 5) Write a letter to the Executive Board explaining their request and have their immediate supervisor's signature
- 6) Meet the basic level training requirements for the position being requested
- 7) Be an active participant in meetings, training, and in-service details

After the Member submits the necessary letter and meets the above criteria the Executive Board will review the request at the next Board meeting and make a decision. The Member and their immediate supervisor will be advised of the decision no later than 15 days after the Executive Board meets.

The Executive Board may choose to waive any of the 7 items listed above, if the Board determines that the transfer is in the best interest of the Team. This waiver may only be initiated by an Executive Board Member and not the Member requesting transfer.

If the Executive Board initiates a Member position transfer the Team Member and their immediate supervisor will be notified of the reason why the transfer is being made prior to its taking effect. The Team Member must possess the minimum skills necessary for the new position.

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