

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **SPECIAL ASSIGNMENT**

**MP104.02C 04/06 – R**

#### **PURPOSE**

This procedure establishes the guidelines for requesting a special assignment of personnel to positions for special projects of a temporary nature.

#### **REQUEST FOR SPECIAL ASSIGNMENT**

Requests for special assignments of members to special projects may be requested by submitting a written request to the South Deputy for the Operations Division Head's and Fire Chief's approval. Copies of the request should be forwarded to the Fire Department Personnel Officer. The request should be made at least two weeks prior to the needed assignment. Information contained in the request must include:

- A. Description of Special Project.
- B. Who or what rank is needed to fill the position.
- C. Beginning date of project or assignment. NOTE: Shift changes must be made in accordance with M.P. 104.02
- D. Projected ending date of project.
- E. Indication of whether the request is for a new or the continuation of an existing of special project.

\* If continuation, include name and rank of employee previously performing duties of special project.

- F. Budget impact and method of funding.

#### **APPROVAL OF REQUEST FOR SPECIAL ASSIGNMENT**

Upon receipt of the Fire Chief's decision , approvals only will be forwarded from the South Deputy to the requesting Division Head and Fire Department Personnel Officer.

**FINAL APPROVAL FOR SPECIAL ASSIGNMENT MUST BE OBTAINED PRIOR TO FILLING THE POSITION.**

Upon approval of a special assignment, form 90-81D, Report of Assignment Change, must be completed as described in M.P. 104.02.