



Resignation

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Revisions & Effective Date			
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	<p>Taylors Bridge Fire Department, Inc. Standard Operating Guidelines</p>	<p>Procedure: SOG-314 Date: 01/01/05 Page: 2 of 3 Revision: A</p>
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1.0 Purpose

- 1.1. Provide a written procedure for Fire Department personnel to request and document a resignation. This document will apply to all Taylors Bridge Fire Department personnel.
- 1.2. It will outline the proper method for personnel to resign their position with the department.

2.0 Definition

- 2.1. To give up or relinquish an office or position of the Taylors Bridge Fire Department, Inc. by formal notice.

3.0 Procedure

- 3.1. The Firefighter should discuss their resignation plans with their immediate officer and/or chain of command.
- 3.2. The firefighter will file a written resignation, addressed to the Fire Chief or Assistant Chief.
 - 3.2.1. The written resignation should be filed at least 14 calendar days BEFORE the effective date of the resignation.
 - 3.2.2. Any Firefighter who leaves the fire department without so filing a written resignation and giving two weeks notice:
 - Shall have the fact entered on their service/personnel record with the fire department and
 - May be denied future consideration.
 - 3.2.3. The written resignation should include:
 - Firefighter name and Fire Department rank.
 - An appropriate statement about the reason for the resignation.



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- The date that the resignation is to become effective.
- The Firefighter's signature.
- Any other appropriate information that the firefighter feels may be helpful.

3.3. The Fire Chief shall notify the resignation at the next Taylors Bridge Fire Department, Inc. Board of Directors meeting.

3.4. The Firefighter shall be prepared to turn over all appropriate supplies, gear, and information on or before the effective date of the resignation. (The fire department may deem it necessary to follow-up with appropriate actions if issued gear/equipment is not turned over in this time frame.)

3.5. The resignation **MAY BE WITHDRAWN** anytime prior to vacating the referenced position/job with the consent of the Fire Chief and Assistant Chief.

3.5.1. Withdrawal of the resignation shall be in writing.

3.5.2. After notification is made to the Board of Directors at their monthly meeting, the resignation is final. Withdrawal cannot be made and the person must submit a new application for membership.

3.6. Once a Firefighter has left the department by way of a properly executed resignation, they may be considered for re-employment by following the fire department's application for consideration process. They should not expect the Fire Department to hold a position for them or to return to their old job/ position.