

_____ New Trade
_____ Payback for Trade Dated: _____

**ASHLAND FIRE DEPARTMENT
TRADE REQUEST**

I request that _____ Rank _____ be allowed to work for
for me, _____, Rank _____ on _____, 20____ from
_____ A.M./P.M. until _____ A.M./P.M.

RULES GOVERNING ALL TRADES

- (A) All trades shall be requested in writing, and as much notice as possible given.
- (B) Trading must be between qualified personnel only.
- (C) All trades shall be approved by the station Captain and the Battalion Chief. Trades involving Battalion Chiefs shall be approved by the Chief. All trades shall be approved in advance.
- (D) No trades are allowed unless this form is completed.
- (E) All trades shall be repaid within twelve months from the date of the trade.
- (F) Trades involving probationary fire fighters are prohibited unless approved by the chief officer for special circumstances.
- (G) All trades shall be noted on the Daily Report and the Morning Report.
- (H) Any trade may be denied for the good of the department (i.e any trade that causes a callout).
- (I) If the man working goes home sick, it shall be his responsibility to find someone else to finish the turn. **IF NO REPLACEMENT IS FOUND, THE MAN ORIGINALLY SCHEDULED TO WORK WILL RECEIVE NO OVERTIME FOR THAT TURN. ALSO, HE WILL BE CHARGED SICK LEAVE.**

I have read and agree to abide by the above rules.

Signed _____ Rank _____ Date _____

I agree to work for _____ as stated above.

Signed _____ Rank _____ Date _____

Request is: _____ Approved
_____ Denied

Immediate Supervisor Date

Request is: _____ Approved
_____ Denied

Battalion Chief Date

original to Administrative Office
copy to applicants