



Dothan Fire Department POLICY	
Policy Name:	Trading Time
Policy Number:	12
Standard:	TBD
Implementation Date:	November 30, 2011
Date of Last Revision:	June 1, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To provide a procedure for trading time by members that is in compliance with the rules and regulations of the Dothan Fire Department and City of Dothan.

II. POLICY

1. Trading time must have approval by the affected Shifts or Battalion Officers.
2. All traded time must be documented on the Trading Time Form located on the server at Data2/fire/DFD Official Forms/Trading Time Form.doc.
3. The traded time form, with all signatures, is to be forwarded to the Fire Chief’s office each morning by placing in the Daily Activities Folder, hand delivering, or emailed to the Payroll Clerk.
4. All time traded should be to the nearest half-hour or hour.
5. Traded time will be rank for rank.
6. Paying back time, must be paid back within one year of the initial trade.
7. Before the trade is approved or confirmed, extended duty/holdover responsibilities must be covered by **all** employees involved in the trade.
8. Employees shall not be compensated monetarily for time traded or worked.
9. The trading time form must be **signed** (handwritten) by both employees involved in trading time.

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 1st day of June, 2021.

(Signature on File)
Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT