


# East Lake Tarpon Special Fire Control District

	<b><i>SOP 220 Shift Transfer</i></b>	
	<b>Implementation</b>	<b>Revision Date(s): 01/01/2004</b>
	<b>Date: 11/2000</b>	<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

Personnel who are required to make a shift transfer will be required to complete the transfer within the 21 day cycle. Personnel are required to work seven (24-hour) shifts within that cycle. The transfer may take place anytime during this period, providing the employee does not work more than a continuous 48 hour period.