

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: **GP- 7**
Effective: **03/24/1998**
Revised: **10/27/2020**
Reviewed: **10/25/2022**

Fire Chief Signature

DATE

Title: Residency requirements for Dalton Fire Department employees

Scope: All personnel

Purpose: This policy is intended to provide adequate personnel to staff apparatus and other essential support functions of the Dalton Fire Department in cases where additional personnel are required during emergencies. This document serves as a reference to new and existing employees and as the official administrative policy.

Procedure:

All fire department personnel, as of the effective date of this policy as most recently amended, shall reside within 40 miles of Dalton Fire Department Station #1, 404 School Street, Dalton, GA. This distance will be calculated utilizing Google Maps. While responding, all local and state traffic laws will be obeyed.

The employee shall utilize the change of address form to notify the department of his/her intent to relocate. The employee shall provide all pertinent information including: physical address, road mileage, and driving directions printed from Google Maps. The written notification shall be made two weeks prior to effective date and forwarded up the chain-of-command with each officer placing initials on the notification. Once the notification is approved by the Chief, the document will return down the chain-of-command informing all officers of both the request being made and the outcome. **All new employees will have 1 year from date of hire to comply with this policy.**

Any violation of this directive shall be considered grounds for termination.