



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 2.17</b>	<b>Effective Date: February 18, 2025</b>
<b>Subject: Employment Relationships</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael W. Robinson/MWR</b>	<b>Revision Date: N/A</b>

## **I. PURPOSE**

To foster the hiring, promotion, transfer and assignment of DFEMS employees based on merit and classification. To avoid the appearance of favoritism, discrimination or undue family related conflicts in employment assignment or decisions.

## **II. DEFINITIONS:**

**Relative-** An individual's spouse, parent, child, sibling, uncle, aunt, first-cousin, niece, nephew, grandchild, in laws, stepparents, stepchildren, half-siblings, foster parents, fiancé or legal guardian.

The term "relative," as used in this policy shall also include relationships among employees who are in a consensual, romantic, sexual, dating, or other intimate relationship. This is regardless of a living status or cohabitation.

The term "relative," shall extend to those volunteer members who meet the above "relationship" criteria and are members of the same station where an employee is assigned.

**Supervision-** Authority to direct, control and/or participate in decisions concerning or affecting the terms and conditions of an individual's employment.

**Notification-** The responsibility of an employee to notify in writing, an immediate supervisor of a relationship scenario as defined in this policy.

**Terms and conditions of employment-** include but are not limited to appointment, salary, hours, shifts, transfers, assignments, leave approval, working conditions, performance evaluations, promotions, reclassifications, training, retention, probation, evaluation, demotion discipline and other job-related opportunities, privileges or levels of supervision.

### **III. Applicability:**

This SOP applies to all departmental positions, and classifications of the Department of Fire & EMS, including appointed officials, employees (uniformed and civilian) and candidates for employment.

### **IV. Guidelines:**

- A. No individual shall be hired, employed, transferred, promoted, reclassified, or demoted to any position that is under the supervision or control of a relative.
- B. Relatives of DFEMS employees will not be considered for employment, transfer, promotion, reclassification, or demotion under the following circumstances:
  - 1. Where one of the employees would have direct supervision, or influence or the potential or ability to discipline, remove or advance the other.
  - 2. Where one employee or the other would be responsible for preparing and issuing the performance evaluations of the other.
  - 3. Other circumstances which might lead to potential conflict or favoritism between the interests of one or both employees and the best interests of the DFEMS and the county.
  - 4. With the exception of “relationships” as defined above, employees may be assigned to stations where relatives are volunteer members. At the submission of a transfer request the dynamics of each transfer will be considered, and a transfer determination will result.
  - 5. Employees shall notify their respective shift commanders in writing when impacted as described under this section. (IV) B (#1-4)
- C. Assignments whether permanent or temporary should consider the following as it pertains to relationships and employee assignments:
  - 1. Same shift/same station- not allowed
  - 2. Other shift/same station- not allowed
  - 3. Same shift/other station- allowed
  - 4. This shall apply equally in overtime, holdover, or related scenarios.
  - 5. Other scenarios as determined by the Chief or Deputy Chief

### **V. Recision:**

This Standard Operating Procedure rescinds all directives regarding relationship requirements policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

