

**FRANKLIN COUNTY DEPARTMENT OF PUBLIC SAFETY
SHIFT TRADE REQUEST FORM**

The trade request:

1. Must be made in writing on this form and signed by both parties.
2. Must be approved in advance by the Division Chief of Operations.
3. May be denied if the trade causes either party to work overtime or it causes inadequate staffing.
4. Must be completed for EACH shift traded.

Today's Date: _____

Person Requesting Trade: _____

Person Trading With: _____

Trade Date: _____

Trade Hours: _____

Station Assignment: _____

Return Trade Date: _____

Return Trade Hours: _____

Return Station Assignment: _____

Person Requesting Trade Signature: _____

Person Trading With Signature: _____

APPROVED / DENIED

Signature: _____

Comments: _____
