

Standard Operating Guidelines

STAFFING LEVELS

Guideline # 130.18

Date: 12/07 N

PURPOSE

To provide a policy establishing the level of on-duty staffing and supervision for the purpose of responding to alarms and carrying out other fire suppression and related duties.

POLICY

There shall not be more than one individual scheduled off from any company at any one time. Scheduled time off includes all types of leave except sick time. There shall always be at least one regular Lieutenant working every day.

AUTHORITY

The ranking officer on duty at the Station shall have the authority to recall sufficient personnel in order to maintain staffing standards as specified above. Any time it is necessary to call off-duty personnel back for duty and there is an officer in station, it shall be the responsibility of that officer to make the call backs(s).

RESPONSIBILITY

The Fire Chief has overall responsibility for insuring that departmental policy is followed concerning staffing levels of the on-duty suppression forces.

MISCELLANEOUS

- A. Personnel who are called back for duty will be paid at 1 1/2 times their hourly rate.
Personnel may be assigned to carry out whatever task(s) needed as determined by the Officer-In-Charge.
- B. If for any reason any problem arises, the Officer-In-Charge shall immediately notify the chief officer on-duty.
- C. An exception to the staffing standards can be made for such purposes as:
 1. Emergency at home or sickness involving a member of their family.
 2. Personal reasons at the discretion of the Chief.
- D. Before any member leaves duty for any reason, it must first be cleared with the Chief or if the Chief is not available by the officer in charge of that member.
- E. When calling back members a log shall be kept indicating date, time, and response of member to call back.

NOTE: Station supervisors may collaborate on scheduling providing intent of policy is followed. For example if one individual is off from one station and another wants to take off from the same station, and no one else is off from other stations, then that would be allowed with supervisor approval. Supervisors would have to swap personnel for that shift to maintain coverage.

Approved:
Date:
District Chief:

