

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-16-1
SECTION: Operations Division
DATE: 12/23/2011
SUPERSEDES: 2005, 2008
TITLE: Overtime- Immediate Call-Back

Immediate Call-Back Overtime

This procedure will be used when the need for personnel is immediate and the shift has already begun, or is one (1) hour or less from starting.

“Advisement” of potential mandate:

If someone calls in sick the morning of his or her shift and it appears that it may take you until after 0630 hrs to fill the spot with overtime. The **Duty Chief** shall call and speak directly with the top person on the mandate list (that is currently on duty) of the rank being filled for, and inform them that they may be mandated if no one accepts the overtime. That person is not to vacate their position until the **Duty Chief** calls them back and speaks directly to them to let them know if they can go home or they are mandated. (See Mandate Policy).

Step # 1

Using the Pagemaster program through the department server , put out a Top Line “**All Call**” page to all qualified personnel within the same rank. Include the appropriate information. Position to be filled, station location and time period to be worked. (Example...Immediate OT for Captain at Sta.32 now until 0700).

* Remember: You must text the personnel that have designated a phone number on their T-Card.

Wait five (5) minutes for qualified personnel to call in (get call back number). After five (5) minutes, take the name of the person that is highest on the T-card list and call him/her back and tell them to report for duty as soon as possible (Get an ETA if possible).

If there is no response, page/text it out again, to the next qualified group of personnel and wait five (5) minutes. (Example... You have paged out immediate OT for a Captain and waited 5 minutes without any response. You shall then send a page to the Acting Captains. After waiting 5 minutes you still get no response then you must mandate a Captain from the Mandate List if you’re unable to move an on-duty Acting Captain, then fill his/her vacated Engineer position. This is done prior to a mandate.

* Remember: If you have paged/text out for a specific T-card group to call in and nobody in that group called within the 5 minutes allowed (e.g. they called in at the 8 minute mark) they are **not** eligible take the OT until the current T-card group (that was just paged out for) is exhausted or no calls are received by that group.

It is very important to state on the pager/text what type of personnel you are asking to call in (Example...Acting B/C, Captain, Acting Captain, Engineer, Firefighter or Intern).

Step # 2

After the individual has accepted the overtime, fill out a new overtime form and follow steps five, six and seven as stated in **Filling Routine Overtime** to complete the process.

The following is the order of qualified personnel for a given position:

For B/C: Off duty B/C's, Training B/C, Acting B/C's

For Captain: Off duty Captain's, Acting Captain's

For Engineer: Off duty Engineer's, off duty Captain's

For Firefighter: Off duty Firefighter's, off duty Engineer's, off duty Captain's

Management has agreed to fill the position of firefighter at the station(s) in which are normally staffed with a firefighter position. (This will remain in effect until all stations are staffed with a firefighter).

* Training Officer may only be used to fill overtime (if qualified) after all other means have been exhausted, but prior to a mandate. See MOU side letter of agreement concerning this position for further explanation

Written by: Captain Rick Bussell

Approved by: _____

Date: December 23, 2011