



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.14
Subject: Minimum Staffing Callback	Executed: August 30, 2011 Revised: November 1, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To outline a procedure for callback notification of department personnel for the maintenance of minimum staffing.

PROCEDURE

This policy will follow department “SOP 7.2 Staffing and Response Criteria” for minimum staffing guidelines. *Only personnel that have been cleared at the EMT/Firefighter level or above for a minimum of one (1) year may be detailed to work in another station, personnel cleared at the EMT/Firefighter level for less than one (1) year may be called to fill vacancies in their assigned station only. Personnel must be cleared to operate the apparatus of the station they are being detailed to.*

When calling personnel back to duty to achieve minimum staffing levels the following procedure shall be used in the order listed:

1. Fill position(s) with on-duty personnel if staffing levels are above minimum staffing.
2. Fill position(s) with operationally cleared personnel on **Kelly** break that are assigned to the **shift** in need of the minimum staffing.
3. Fill position(s) with ANY operationally cleared personnel on **Kelly** break.
4. Fill position(s) with ANY operationally cleared personnel that have been cleared to operate the apparatus of the station they are being detailed to.

CONSIDERATIONS

1. Personnel may be held-over (up to 12 hours) from their previous shift to achieve department minimum staffing.
2. Scheduled leave may be **revoked** to achieve department minimum staffing if the situation warrants.

3. Personnel should not be scheduled to work more than 36 consecutive hours at one time unless authorized by the Fire and Rescue Chief or his designee.
4. The primary phone number provided by personnel to the department shall be used as the preferred method of contact. Only one (1) attempt will be made to contact personnel for callback. If there is no answer, the above procedure will be used until the position is filled.