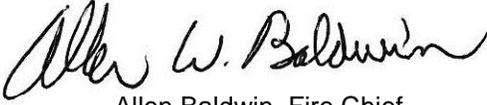




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b> Personnel	<b>SOP:</b> 2.25
<b>Subject:</b> Essential Personnel	<b>Executed:</b> February 2, 2016
<b>Approved:</b>   Allen Baldwin, Fire Chief	

**SCOPE**

To define Essential and Non-essential designation for fire department employees.

**PURPOSE**

To provide designation for fire department employees who are considered essential or Non-essential, during emergency/inclement weather conditions or other such events as directed by the Fire Chief and/or his/her designee. The Fire Chief, and/or his designee, still maintains the right to classify non-essential personnel as essential depending upon the situation or event.

**POLICY**

Essential Personnel: All uniformed, career Fire Department Personnel that include:

- o Fire & Rescue Chief
- o Deputy Chief - Operations
- o Deputy Chief - EMS
- o Battalion Chief – Training/Health & Safety
- o Battalion Chief
- o Fire Marshal
- o Lieutenant
- o Assistant Fire Marshal
- o Firefighter Probationary
- o Firefighter/EMT
- o Firefighter Technician

Non-essential Personnel: All personnel assigned to headquarters or as directed by the Fire Chief and/or his/her designee to include:

- o Administrative Assistant
- o EMS Billing Manager
- o Resource & Logistics Specialist
- o Any person on a Modified Work Schedule in the office