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TO: All Fire and Rescue Personnel
FROM: Scott Cullers, Chief
RE: Early Relief
DATE: October 3, 2012

INFORMATIONAL BULLETIN IB-12039

It has come to our attention that personnel are being relieved from their shift up to an hour early by personnel from the oncoming shift. At this time the Department **does not** have an SOP in place authorizing early relief.

Until an SOP is developed for early relief personnel should follow SOP 2.5 Shift Trade if they wish to be relieved from duty prior to the end of their shift.