

S.O.P. #: PERSONNEL 08

SUBJECT: EMERGENCY RECALL OF OFF-DUTY PERSONNEL

DIVISION: CAREER PERSONNEL

Objective: To obtain the staffing necessary to activate reserve apparatus to second-line status in an expedient and systematic manner for the protection of large areas left unprotected due to major fires or other disasters; or to increase on-duty strength during an emergency situation as declared by the on-duty Division Chief of Field Operations.

Section 1: An emergency recall of off-duty personnel may be initiated when, due to major fires or other disasters, large areas of the County are left unprotected.

- A. The Commanding Officer on the scene of a major incident (a Division Chief or higher), shall cause to originate a recall of off-duty members to place reserve apparatus in-service. Emergency recall procedures will be coordinated by a Division Chief or their designee.
- B. This emergency recall of off-duty members will not be a part of, or interfere with, the normal everyday callback procedure.
- C. Personnel utilized during the emergency who are included in Pay Schedule Five (V) only, will be monetarily compensated unless they elect to receive compensatory time.
- D. Emergency recall shall be terminated at the discretion of the Division Chief in charge of field operations.

Section 2:

- A. Section 1 is designed to provide a systematic procedure when time allows for the recall of off-duty personnel. Under certain circumstances, when time is of the essence, it may not be feasible to follow the procedure outlined in Section 1 of this S.O.P. In these situations, the Division Chief or designee will utilize discretion to activate those departmental resources (personnel or materials) necessary to deal with the problem being confronted.
- B. Division Chiefs have the authority to temporarily assign or direct any member of the Department to areas and functions within the power and jurisdiction of the Fire Chief when, in their discretion, such temporary action is necessary for the effective operation of their commands.
- C. Any off-duty member of the Fire Department present at the incident, who is requested by the career Officer-in-Charge of the incident to staff Fire Department equipment and/or provide related services at the scene, may be compensated equally with all others in the same situation, at the discretion of the Division Chief, according to the current Memorandum of Understanding. Compensation can either be monetary or by granting compensatory time. It shall be the responsibility of the Officer-in-Charge and the Division Chief to insure that the specific services requested were necessary and could not be provided through:
 - 1. Detailing of available on-duty personnel
 - 2. Callback, utilizing standard procedures, as per Section 1.
- D. While the immediate availability of an individual's services may justify utilization, long-term utilization (in excess of four (4) hours) would normally not be considered prudent, given the availability of detailed on-duty personnel and/or callback of off-duty personnel.

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- E. Off-duty members of the Fire Department voluntarily providing service at an incident would not normally be entitled to compensation, unless specifically requested by the Officer-in-Charge. Compensation in these cases would require specific approval from the Fire Chief.