

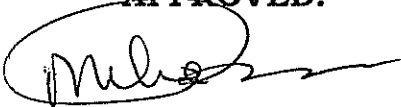
SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1114
	SECTION: 1100	PERSONNEL
	SUBJECT: DUTY CHIEF COVERAGE CALL BACK PROCEDURES	

Purpose: To establish a method of determining who will assume the duties of duty chief when a regular duty chief is not able to assume the coverage.

Scope: These guidelines shall be adhered to when filling a temporary vacancy or absence of a regular assigned duty chief for the purpose of duty coverage.

Procedure:

1. A list shall be maintained identifying those persons qualified to act as an acting duty chief.
2. Time off requests for division chiefs shall be approved by the fire chief. Division chiefs, when requesting time off that affects the duty coverage, will attempt to identify and record on the *time off request* who will be assuming the duty coverage.
3. Duty coverage Process
 - A. Duty chiefs will first attempt to secure other division chiefs to assume the duty.
 - Absences during normal business hours of Monday through Friday, 0700 to 1700 hours, will normally be covered by existing on-duty chief officers.
 - Absences during hours other than normal business hours, such as evenings, weekends and holidays, will be provided by chief officers when available, and most often will be from their residence.
 - B. In the event that the assumption of the duty by a division chief is not possible, an acting duty chief may be secured with the approval of the fire chief.

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- C. In the event a regular duty chief or an acting duty chief is not available, contact the fire chief. The fire chief may assume the duty responsibility or assign it.

- 4. The selection of utilizing an off-duty acting duty chief shall be on a rotational basis.

- 5. For purposes of payroll, those persons assuming duty coverage shall be compensated in accordance with their individual MOU contracts and district policy.

- 6. Duty chief movement is not restricted as long as the duty chief/acting duty chief is in proximity to his/her assigned command vehicle and travel time to the district boundary does not exceed a fifteen-minute period.

- 7. In the event an absence occurs on a shift when an acting duty chief is providing duty coverage, and that absence would require a call-back in order to maintain proper staffing levels, the fire chief may choose to relieve the acting duty chief of the duty responsibility in an effort to fulfill appropriate staffing without incurring additional costs.

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