

<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1401</b>
	<b>SECTION: 1400</b>	<b>GENERAL ORDERS</b>
	<b>SUBJECT: STAFFING</b>	

**Purpose:** To establish staffing criteria for the district.

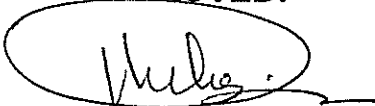
**Scope:** To establish guidelines for staff distribution among stations and duty officer coverage based on contracts, laws, and available resources.

**Procedure:**

1. Minimum Staffing Level
  - A. At no time shall the staffing level for the district fall below three career personnel as per the following staffing pattern(s).
  - B. There shall be a duty officer available at all times.
  
2. Staffing Patterns
  - **Three On Duty**

<u>Erba Lane Station (VF1)</u>	<u>Glenwood Station (VF3)</u>
1 captain or acting captain	Close
1 driver/operator	
1 driver/operator or firefighter	
  
  - **Four On Duty**

<u>Erba Lane Station (VF1)</u>	<u>Glenwood Station (VF3)</u>
1 captain or acting captain	Close
1 driver/operator	
1 driver/operator or firefighter	
1 captain, driver/operator or firefighter	

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- **Five On Duty**  

<u>Erba Lane Station( VF1)</u> 1 captain or acting captain 1 driver/operator or Firefighter 1 driver/operator or firefighter	<u>Glenwood Station (VF3)</u> 1 captain or acting captain 1 driver/operator or firefighter <i>(see Call Back)</i>
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- **Six On Duty**  

<u>Erba Lane Station( VF1)</u> 1 captain or acting captain 1 driver/operator or firefighter 1 driver/operator or firefighter	<u>Glenwood Station (VF3)</u> 1 captain or acting captain 2 driver/operators or firefighters
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- **Seven On Duty**  

<u>Erba Lane Station( VF1)</u> 1 captain or acting captain 1 driver/operator or firefighter 2 driver/operators or firefighters	<u>Glenwood Station (VF3)</u> 1 captain or acting captain 2 driver/operators or firefighters
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A. Call Back

1. If people are off, call back should be implemented as per Standard Operating Procedures for a staffing pattern of six (6).
2. Since all scenarios can not be addressed, the duty officer has the authority and responsibility to assign staffing to meet the needs of the district on a shift-by-shift basis.

B. Duty Officer

To the extent practical a division chief shall be available to serve as duty officer.

C. Paid Call Firefighters (PCF)

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PCF's should be encouraged to supplement above staffing, pursuant to SOP 1100, for assistance.

3. Modification

The fire chief may change staffing patterns or assignments at any time when it is in the best interest of the fire district.

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