

SCOTTS VALLEY FIRE PROTECTION DISTRICT



**STANDARD
OPERATING
PROCEDURES
DATE APPROVED:
APPROVED:**

ARTICLE: I

SOP: 1101

SECTION: 1100 PERSONNEL

SUBJECT: Off Duty Response

November 19, 2020

[Signature]

Purpose: To provide adequate coverage for the district when resources are extended.

Scope: The following will govern the responsibilities of all off-duty personnel.

Procedure:

1. Off-duty response is encouraged for the following scenarios:
 - A. Responses requiring two engines (structure fires, wildland fires, large hazardous materials incidents, extensive rescues, etc.);
 - B. Natural disasters;
 - C. Peak activity levels as determined by the duty chief;
 - D. Responses to multiple incidents at a given time.
2. Responding personnel shall respond as timely as possible in order to facilitate adequate coverage.
3. Responding off-duty personnel shall respond to the nearest station in which there is apparatus available for response. All personnel shall be equipped with appropriate safety gear for response.
4. Personnel that respond to authorized incidents off-duty, will be compensated as outlined in the current MOU.
5. Compensated time will begin upon initial dispatch and end upon the formal relieving by the duty officer, to include reasonable travel time to return to their home.
6. The duty officer is to relieve all off-duty personnel as soon as it is determined that their assistance is no longer required.
7. It will be the responsibility of each off-duty person responding to ensure that they notify the duty chief of their *time in and time out* for payroll purposes. It is recommended to send a text or email message to the duty chief with this information.

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8. Once an individual has made a commitment to respond, they have placed themselves on the district payroll and will be expected to follow all Fire District rules/regulations and procedures.
9. Those responding to the station will ensure that the station is secure (activities that may have been taking place at the time of dispatch are properly dealt with), and that the remaining apparatus is checked to ensure their readiness for dispatch.
10. All personnel that may be at the station shall coordinate with the officer-in-charge to ensure that each knows what is expected of them should they be needed.
11. Those responding to the scene of an incident will report to the officer-in-charge to receive an assignment.