



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1114	
	SECTION: 1100 PERSONNEL		
	SUBJECT: Duty Chief Call Back Procedures		
	July 15, 2019		
			

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. Time off requests for Duty Chiefs shall be approved by the Fire Chief. Duty Chiefs, when requesting time off, shall submit a request via CrewSense.
2. Duty Chiefs will first attempt to fill the absence with an off-duty Chief Officer, utilizing the CrewSense callback module.
3. In the event that an off-duty Chief Officer is not available, utilize an Acting Duty Chief on the effected shift, and callback to fill behind for the acting Duty Chief.
4. If there is not an acting Duty Chief on the effected shift, initiate a callback in CrewSense for an acting Duty Chief who is off shift.
5. The Fire Chief may, at their discretion make other arrangements for Duty Chief coverage based on individual circumstances.
6. For purposes of payroll, those persons assuming duty coverage shall be compensated in accordance with their individual MOU contracts and District policy.
7. Duty Chief movement is not restricted as long as the Duty Chief/Acting Duty Chief is in proximity to their assigned command vehicle and travel time to the District boundary does not exceed a fifteen-minute period.