



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

At times the Russellville Fire Department must augment on-duty personnel during major emergency responses, simultaneous emergencies, or other unusual circumstances. Often during these events the Department must utilize off-duty personnel to augment on-duty forces. Off-duty personnel may be used to augment the staffing of in-service companies; staff reserve apparatus or other assignments as deemed necessary. It is the purpose of this policy to define the protocol and procedures for the call back and utilization of off-duty personnel.

All personnel shall familiarize themselves with the criteria outlined in this policy.

POLICY

All off-duty members are subject to recall in the event of a major fire or other emergency, and any member failing to promptly respond to such a call without a valid reason will be subject to disciplinary action. When off-duty members are called back for emergency duty, they will report to their assigned station, gather their gear, and proceed to Central Station unless otherwise directed. If members are requested to respond to the scene, they must report to and sign in at the incident staging area.

All members of the department will maintain a telephone line for contact. It will be the responsibility of each member to keep their supervisor and fire headquarters informed of their contact number.

In the event of an emergency resulting in the emergency callback of off-duty members, the Pope County Dispatch Center will send an alphanumeric text message to all cell phones voluntarily submitted to the callback system.

Off-duty Battalion Chiefs and Captains, once notified, are responsible for notifying members directly assigned to them.

While off-duty, all personnel shall use the following criteria before making an off-duty response:

1. Personnel shall not respond to any incident while off-duty unless directed by an Incident Commander or by directive from the Fire Chief or designee.
2. Call back of off-duty personnel shall be initiated either by an Incident Commander (in most cases the on-duty battalion chief) or other chief officer.
3. Off-duty personnel are not expected to routinely respond to fires or other emergencies within the City unless officially called back per this policy.
4. Unless otherwise directed at the time of the call back or per other Department policy, off-duty personnel shall report to the Central Fire Station and await assignment. The assignment may include staffing reserve and/or auxiliary apparatus, responding to the incident scene, or a combination of these or other assignments. The intent of this policy and related practices is to allow for flexibility in order to allow the officer in charge to deploy off-duty personnel and resources based on the demands of the situation.

Approved

Fire Chief

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5. Off-duty chief officers may perform a variety of functions in support of incident or overall department operations including, when assigned, the establishment of an additional Battalion Chief (Battalion 2).
6. Overtime earned during call back shall be paid in compensation time at time and one-half per hour for a minimum of two (2) hours.
7. All call-back personnel shall report to the Central Fire Station or other designated location ready for deployment and have in their possession their issued personal protective clothing and related firefighting and EMS safety equipment.
8. Off-duty personnel shall not engage in direct firefighting or emergency operations without the use of personal protective clothing and equipment. Unusual circumstances may arise from time to time where off-duty personnel are on the scene of an emergency without personal protective clothing. During these rare circumstances their participation shall be limited to indirect duties such as Incident Command support, Rehab, and other duties not requiring direct emergency activities. Under no circumstance shall personnel that are not equipped with proper personal protective clothing and equipment be permitted to engage in any firefighting or other emergency operation activities.
9. Off-duty personnel who are officially called back to duty per this policy or as identified in other Department policies shall be considered on-duty during the duration of the call-back and are therefore entitled to all coverage and benefits as on-duty personnel. Members of the Department who self respond to incidents outside the spectrum of this or related Department policies are not considered on call-back duty and are therefore not entitled to coverage and benefits. This includes overtime (compensation time), worker's compensation, and related entitlements.

Greater Alarm Crews

Up to four (4) members from each shift shall be able to be placed on a Greater Alarm Crew (GAC) to voluntarily receive access to alert notifications for certain incident types. Members of the GAC shall be able to monitor radio traffic and are preauthorized to come in and staff reserve fire apparatus when any incident reaches a second alarm, or when resource depletion is obvious. One member off of every shift, preferably a company officer, will serve as a leader for the GAC on that particular shift and coordinate the activities of other members. Members responding shall be provided a minimum of two (2) hours of compensation for time spent responding to off-duty emergencies that meet the requirements of this policy. Members responding from the GAC shall report to Central Station and staff apparatus accordingly.

Off-duty department personnel responding from another Agency

This policy is not intended to address off-duty personnel who respond to emergencies, whether in or outside the City who are serving in the capacity as a member of another fire department or other emergency service agency. Off-duty members responding to emergencies as a member of another emergency service agency are not to be considered serving in the capacity of the Russellville Fire Department in which case are not eligible for overtime or benefits.

Approved

Fire Chief

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