



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to define the method in which minimum staffing requirements are maintained.

POLICY

Battalion Chiefs are responsible for ensuring the department is staffed to the minimum level at all times.

Overtime for emergency responses outside of normal duty hours will be considered emergency call back overtime. If personnel work overtime during emergency call back, they will be compensated for a minimum of 2 hours. Compensation will be Comp Time unless otherwise stated.

When overtime on an apparatus becomes available, a page will be sent by the Battalion Chief to the other shifts that describes the date, time, and eligibility. Overtime filled on a first come first serve basis.

Short notice staffing needs shall be covered by calling the on duty shift first to be able to cover the vacancy as quickly as possible. Priority will be given to the first and second personnel on the Mandatory Overtime List (MOL) to take the overtime. If the overtime is not filled, a page will be sent by the Battalion Chief to the other shifts. If the overtime is not filled voluntarily, the MOL shall be implemented.

Mandatory Overtime

A MOL will be maintained by the Battalion Chiefs which is arranged by seniority from lowest to highest. Each member assigned to the platoon will appear on the MOL and will be part of the rotation (Probationary Firefighter through Captain). The MOL will be shared electronically.

The first eligible person for the position on the MOL will be called to cover the needed overtime. Eligibility will be based on the qualifications needed for the position(s). Once a person reports for any amount of overtime needed, whether volunteer or mandatory, that person will move to the bottom of the list. Personnel that are forced may find a replacement, however the person that actually works the forced overtime will be the one moved to the bottom of the force list.

Exemptions

Personnel will be exempt from Mandatory Overtime (MO) if they have scheduled leave on the shift prior to or the shift after the needed overtime. This includes (24) shift trades. When MO is necessary, the person being forced will be exempt if they meet the qualifications for approved leave. Since either day is a non-duty day, each member should be aware of their spot on the MOL and have plans in place to be available or provide a replacement. This person would remain next in line on the forced list. The MOL shall reflect the date(s) a person is forced, all exemptions and who is next.

Approved

Fire Chief



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Mandatory overtime assignments shall be as follows by shift:

A Shift- First 24 hours will be filled with C Shift personnel (First on the MOL)
Second 24 hours will be filled with C Shift personnel (Second on the MOL)

B Shift - First 24 hours will be filled with A Shift personnel (First on the MOL)
Second 24 hours will be filled with A shift personnel (Second on the MOL)

C Shift - First 24 hours will be filled with B Shift personnel (First on the MOL)
Second 24 hours will be filled with B Shift personnel (Second on the MOL)

The first personnel may trade time with the second to accommodate any hardship. If only one 24 hour shift of overtime is needed, first on the MOL will cover the overtime.

The Battalion Chief has the responsibility to maintain minimum staffing and the authority to require MO outside of the normal process if needed.

Approved

A handwritten signature in black ink that reads "T. Kirk Stone".

Fire Chief