

SOG# 505-12	Standard Operating Guideline		
	<h1 style="text-align: center;">Cumberland Road Fire Department Inc.</h1>	Approved By	
		Steven W. Parrish Fire Chief	
		Effective Date	Revised Date
	Staffing	October 24, 2015	7-1-2025

PURPOSE:

The purpose of this Standard Operating Guideline is to provide direction for the staffing of personnel and sets the minimum staffing requirements for daily operations. This Standard Operating Guideline should ensure the effective usage of personnel without compromising safety as it relates to safety of personnel and shall apply to all members of the Cumberland Road Fire Department.

DEFINITIONS:

Daytime operations - shall be defined as Sunday through Saturday, 08:00 hours to 20:00 hours.

Minimum staffing for daytime operations shall consist of the following:

- One (1) Shift Captain
- One (1) Engineer
- Two (2) Firefighters/EMT's

Evening operations - shall be defined Sunday through Saturday, 20:00 hours to 08:00 hours.

Minimum staffing for evening operations shall consist of the following:

- One (1) Shift Captain
- One (1) Engineer
- Two (2) Firefighter/EMT

PROCEDURE:

To maintain operational readiness and ensure adequate staffing, the following policy applies to all part-time personnel.

Minimum Shift Requirements:

Part-time staff are required to be available for a minimum of four (4) shifts per month.
A shift is defined as 12 hours.

Monthly Availability Submissions:

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Part-time staff are required to be available for a minimum of four (4) shifts per month.

A shift is defined as 12 hours.

Schedule Publication:

The monthly schedule will be published no later than the 25th. of each month.

Scheduling and Timekeeping System:

The department uses TCP/Aladtec for employee scheduling, work time recordkeeping, and workforce management.

All availability submissions, schedule access, and timekeeping must be completed through this system. Alter, falsifying, tampering with time records, or recording time on another employee’s time record is strictly prohibited and may result in separation of employment.

Call-Out Procedure:

If you are unable to report to work, follow the steps below in order:

Attempt to contact the Deputy Chief directly.

If you are unable to reach the Deputy Chief, contact the Fire Chief.

If Neither of the Chiefs are Available: Contact the on-duty shift captain.

The shift captain will make every reasonable effort to contact the Deputy Chief on your behalf.

Please ensure all attempts at contact are made in a timely manner prior to the start of your shift whenever possible.

Shift Trades and Giveaways:

While shift trades and giveaways are available, they are discouraged and should only be used when necessary.

If a trade or giveaway is not accepted, the originally scheduled employee is still expected to report to work at their assigned date and time.

Abuse of the shift trade or giveaway system may result in separation of employment.

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The Cumberland Road Fire Department is committed to ensuring proper staffing for emergency responses to the community. In the event that minimum staffing cannot be guaranteed, a Chief Officer will be contacted to make the necessary arrangement to meet staffing requirements.

Volunteer personnel upon notification of an alarm shall respond to the station to staff secondary vehicles. Shift Captains and department Officers shall exercise good judgment in regards to manning secondary vehicles depending upon the nature and extent of the emergency within the guidelines of the departments “Apparatus Deployment Plan, SOG 501.10.