


SOG# 505-12	Standard Operating Guideline			
	<h1 style="text-align: center;">Cumberland Road Fire Department Inc.</h1>		Approved By	
			Steven W. Parrish Fire Chief	
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Staffing</div>		Effective Date	Revised Date
October 24, 2015			August 13, 2018	

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
- One (1) Firefighter/EMT

PROCEDURE:

Paid staff personnel shall enter their availability in the departments "Employee Scheduling and Workforce Management System" on or before the 20th of the preceding month.

Using paid staff availability, the Deputy Fire Chief shall complete and publish a work schedule using the departments "Employee Scheduling and Workforce Management System" on or before the 25th of the preceding month.

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When an employee is not able to report to duty as scheduled due to sickness or other emergencies, the employee shall notify the Deputy Fire Chief by phone as soon as possible prior to their scheduled time. If the employee is unable to contact the Deputy Fire Chief, he/she shall notify the on duty Shift Captain by phone. The Shift Captain shall then make an attempt to contact the Deputy Fire Chief or the Duty Chief. The Deputy Fire Chief or the Duty Officer shall then make an attempt to fill the vacant position.

From time to time it may become necessary for an employee to request time off. These request are permissible by submitting a request for time off or request a shift trade. Both request must be made using the departments "Employee Scheduling and Workforce Management System. These requests must be approved and are subject to factors as determined by the administrative staff. Any time a shift trade is not accepted by another employee or your time off request is denied, you are expected to report to work at your scheduled date and time unless prior arrangement has been made with the Deputy Fire Chief. This arrangement must be made within 24 hours of your scheduled time.

The Cumberland Road Fire Department is committed to ensuring proper staffing for emergency response 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.