

2017-126 Off Duty Incident Responses



Westbrook Fire and Rescue Department

Standard Operating Procedure

Section: Administration	TOPIC: Off Duty Incident Responses
NUMBER: 2017-126	ISSUE DATE: November 10, 2017
	REVISED DATE:
POLICY REFERENCES: Collective Bargaining Agreement 2016 SOP # 023 Incident Assignments SOP # 108 Rescue Assist with Engine Crew	APPROVED BY: <hr/> <p>Andrew R. Turcotte Chief of Department</p>

Purpose:

The following Off Duty Incident Response policy is based on the need for additional personnel to respond when multiple pieces of apparatus are requested. The intent of this plan is to supplement the response from the call company and on-duty responders. This policy does not apply to outside details or other items that are covered under the Collective Bargaining Agreement.

Procedure:

This policy applies to all per diem and full-time employees. It is their responsibility to adhere to the requirements of this policy.

Policy:

The Westbrook Fire and Rescue Department is committed to providing a safe and healthy working environment for our entire staff. In pursuit of this goal, the following policy is designed to help the department meet its' mission to be a leading force in the provisions of fire and rescue services.

I. Incident Response

- a. Off Duty personnel may respond to any incident that requires more than 2 engine companies at the same time. Incidents include but are not limited to: fire alarm soundings, motor vehicle crashes, water rescues, confined space rescue, reported fire inside a building.
- b. Personnel that are responding must be within a reasonable response distance.
- c. Personnel that respond to the scene, will be required to report to the incident command post for assignment.
- d. Personnel that respond back will be required to remain on duty until relieved by the Duty Officer or by the Chief/Deputy Chief.
- e. Members are encouraged to use the IAMRESPONDING program whenever possible. This allows both the dispatch center and other responding units to be notified you are responding.

II. Incident Response Compensation

- a. Full-Time employees will be compensated at their overtime rate, rounded to 15 minute increments.
- b. Per-Diem employees will be compensated at their regular rate of pay with a 1 hour minimum. Additional time spent at the incident will be paid in 15 minute increments.
- c. Employees will be required to return to the Public Safety Building to complete a pay sheet immediately following the incident.

III. House Call Coverage

- a. In the event of a House Call is need. Two (2) Members will be eligible to respond to the station for coverage.
- b. The first two (2) members to contact the dispatch center to advise that they will be responding, will be allowed to cover.
- c. Additional Personnel may be requested by the Duty Officer depending on the need.
- d. Coverage will be paid for a minimum of 1 hour. Additional time will be paid in 15 minute increments.
- e. In the event the House Call is for a duration less than 1 hour, members will be required to remain on site for the full hour unless they agree to be paid for actual time spent.
- f. The Duty Officer will be in charge of making assignments for those responding back for the house call.