

WILMINGTON FIRE DEPARTMENT

Standard Operating Procedure

CALLING FOR OVERTIME

PURPOSE: To establish the hours of calling for overtime and procedures for staffing vacancies under normal circumstances in the Suppression Division.

POLICY: The scheduling Battalion Chief will contact eligible members to fill known vacancies for the on-coming tour between 1800 – 2200 hours. Eligible members of all ranks who are on duty may be contacted during the Day Unit. Hours for overtime calling under all other normal circumstances will be as follows:

1800 – 2200 hours – for the on-coming unit (0800 – 2000) for known vacancies

0600 – 0800 hours – for the on-coming unit (0800 – 2000) for unexpected vacancies created after 2200 hours of the previous tour.

0800 – 1100 hours – for the night unit (2000 – 0800) vacancies.

1100 – 2000 hours – for the night unit (2000 – 0800) for unexpected vacancies.

Overtime call sheets will be filled out with the following information:

- Date call was made
- Assignment accepted, not accepted, or could not reach
- Initials of the caller
- If member ordered, entry will be made in red ink

These call sheets will be saved and maintained at District #2 and submitted to Fire Headquarters on a monthly basis. An internal department audit of the overtime process will be conducted on a quarterly basis.

WILMINGTON FIRE DEPARTMENT

Standard Operating Procedure

CALLING FOR OVERTIME

OVERTIME STAFFING PROCEDURES

The Deputy Chief of Operations shall determine the placement of Officers and Firefighters per unit of duty. The Deputy Chief of Operations may enhance officer and platoon strength, during an emergency. Replacement of employees, when overtime is required to maintain platoon strength, will be on a rank for rank basis unless otherwise noted below:

Battalion Chiefs

1. One (1) Battalion Chief will be on duty at all times, regardless of platoon strength.
2. Battalion Chief vacancies will be filled by using the Battalion Chief's Department-Wide Overtime Rotational List.
3. If no Battalion Chief from the Overtime Rotational List is available or fit to work overtime, the Captain's Department-Wide Overtime Rotational List will be called.
4. If no Captain from the Overtime Rotational List is available or fit to work overtime, a Captain who is scheduled to work will fill the vacancy as an Acting Battalion Chief unless this action subsequently creates the need to backfill and order a Captain. If no Captain is available or authorized to work as an Acting Battalion Chief, a Battalion Chief will be ordered to work.

Captains

1. Captain vacancies will first be filled by using the Captain's Department-Wide Overtime Rotational List.
2. If no Captain from the Overtime Rotational List is available or fit to work overtime, the vacancy will be filled by the floating Lieutenant from the on-coming tour that is authorized to work as an Acting Captain.

WILMINGTON FIRE DEPARTMENT

Standard Operating Procedure

CALLING FOR OVERTIME

3. If Captain vacancies remain, a Lieutenant from the Lieutenant's Overtime Rotational List will be called.
4. If no Lieutenant from the Overtime Rotational List is available or fit to work overtime, a Lieutenant who is scheduled to work will fill the vacancy as an Acting Captain and may remain at their regular assignment. If no Lieutenant is available or authorized to work as an Acting Captain, a Captain will be ordered to work.

Lieutenants

1. Lieutenant vacancies will be filled by using the Lieutenant's Department-Wide Overtime Rotational List.
2. If no Lieutenant from the Overtime Rotational List is available or fit to work overtime, a Firefighter from the Firefighter's Platoon Overtime Rotational List (per Firefighter's overtime procedure number (1)) will be called.
3. If no firefighter from the Overtime Rotational List is available or fit to work overtime, a Lieutenant will be ordered to work.

Firefighters

1. Firefighter vacancies, when required to maintain platoon strength, will be filled by using the Firefighter's Platoon Overtime Rotational List using the following sequence for calling:
 - a. Day Unit: Firefighter's Platoon Overtime Rotational List for their first day off, then second day off, followed by any remaining eligible members
 - b. Night Unit: Firefighter's Platoon Overtime Rotational List for their second day off, then first day off, followed by any remaining eligible members

WILMINGTON FIRE DEPARTMENT

Standard Operating Procedure

CALLING FOR OVERTIME

2. If vacancies still exist after following the above sequence, the first eligible firefighter from the Firefighter's Platoon Overtime Rotational List shall be ordered to work.

All Members

No member will be called for overtime while any suspension without pay is pending. Any employee that is not eligible to work overtime, but is called, is responsible for informing the overtime caller of his/her ineligibility.

No member will work more than forty-eight (48) hours straight in combination of regular, exchange, or overtime hours. However, the Deputy Chief of Operations may require a member to work more than forty-eight (48) hours straight during emergency or special conditions.

REV. DATE: 11/29/2023 ORDERED BY: Chief John Looney

Page: 4 of 4