

HUNTSVILLE FIRE & RESCUE WRITTEN DIRECTIVE

WD # 401.2

[] RESCINDS:

[] AMENDS:

EFFECTIVE
DATE:

12/22/2011

SUBJECT:

**DUTY HOURS OF SHIFT
PERSONNEL**

REFERENCE:

Issuing Authority:



Michael K. Sublett, Fire Chief

I. PURPOSE:

To establish a policy for Huntsville Fire and Rescue (hereinafter HFR) for the Duty Hours of Emergency Response Shift Personnel.

II. POLICY:

HFR's Emergency Response Division shall utilize the directive to define Duty Hours of Emergency Response Shift Personnel.

III. SCOPE:

This written directive is applicable to all Emergency Response Shift Personnel.

IV. RESPONSIBILITY:

All Emergency Response Shift Personnel are responsible for compliance with this written directive.

V. PROCEDURES:

- A. Emergency Response Shift Personnel shall follow a schedule of 24 hours on, 48 hours off.
- B. Captains, Drivers and Firefighters shall be required to report for duty no later than 0800 hours, unless otherwise ordered or allowed by their immediate supervisor and shall follow a schedule of 24 hours on, 48 hours off.
- C. District Chiefs shall report no later than 0700 hours unless otherwise ordered or allowed by their immediate supervisor and shall follow a schedule of 24 hours on, 48 hours off.
- D. If unable to report for duty, personnel shall notify their immediate supervisor or District Chief in charge of the assigned shift, station or division no later than one (1) hour prior to the beginning of their assigned shift. Failure to report due to emergency situations will be judged case by case on their own merit.
- E. At no time shall any personnel be absent from his/her assigned duties without the approval of their immediate supervisor.