

## LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.07	ADMINISTRATION
DATE IMPLEMENTED: MAY 12, 2020 DATE REVISED:	TITLE: RECALL OF OFF DUTY CAREER PERSONNEL

### **PURPOSE:**

This guideline was promulgated to maintain essential services during emergency response by authorizing the Chief or Incident Commander (IC) to order career personnel to return to duty at times other than their normal work period through a preplanned systematic recall program on a limited or total basis as circumstances may dictate.

### **SCOPE:**

All career officers and career firefighters of the Lakewood Fire Department.

### **PROCEDURE:**

1. It will be at the discretion of the Chief or Incident Commander (IC) to declare a recall and to request, or assign the function of requesting a recall of the required personnel through the Lakewood Police Department Communications Division, also known as **LAKEWOOD**.
2. Immediately upon being notified to return to duty, personnel shall report through ACTIVE 911 App., in addition to other means of communication established by the Career Officer(s) either **RESPONDING OR UNAVAILABLE**.
3. Personnel recalled to duty shall report within a reasonable period of time (in no event later than twenty minutes) after being notified to report to their assigned/designated station.
4. Responding off duty personnel shall report to assigned/designated station, don PPE and board designated apparatus unless otherwise directed by the IC. Under **NO** circumstances shall responding personnel report directly to the scene.
5. Responding off duty personnel shall follow applicable motor vehicles laws of the State of New Jersey.
6. Personnel who are ill, under the influence of alcohol, medication or other substances that may in any way impair their judgment or ability to perform fire duties **SHALL NOT** participate in the recall program. Recalled personnel shall report fit for duty.
7. Personnel on sick leave **SHALL NOT** report for recall duty until they have return to duty from sick leave and complete their normal assigned tour of duty.
8. Recalled personnel shall be dismissed from duty by the IC as soon as practicable following completion of their assigned duties.

## **CAREER STAFFING AND APPARATUS:**

1. Career Officer(s) shall adhere to the Career Staffing and Leave SOG 101.06 when deploying personnel and apparatus on recall as follows:
  - a. Career firefighters shall not be permitted to work more than 24 hours without a 10-hour break, except in times of emergency (major incidents, working on an emergency incident past one's assigned shift, held over waiting for relief; or, as directed by the Chief of the Department or his designee).
  - b. The minimum desired staffing levels for a recall apparatus are at minimum:
    - Engines – four (4) personnel (officer and three (3) firefighters); or
    - Aerial units – four (4) personnel (officer and three (3) firefighters).
  - c. Recall for each respective platoon will be filled as reflected below:
    - PLATOON A
      - Initial Assignment - Platoon C
      - Backup Day Assignment (0800 – 1800) - Platoon B
      - Backup Night Assignment (1800 – 0800) - Platoon D
    - PLATOON B
      - Initial Assignment - Platoon D
      - Backup Day Assignment (0800 – 1800) - Platoon C
      - Backup Night Assignment (1800 – 0800) - Platoon A
    - PLATOON C
      - Initial Assignment - Platoon A
      - Backup Day Assignment (0800 – 1800) - Platoon D
      - Backup Night Assignment (1800 – 0800) - Platoon B
    - PLATOON D
      - Initial Assignment - Platoon B
      - Backup Day Assignment (0800 – 1800) - Platoon A
      - Backup Night Assignment (1800 – 0800) - Platoon C
2. Career Officer(s) will coordinate with crew and the requesting IC to determine assignment/availability of personnel on a first response basis.
3. When sufficient personnel from opposite shifts are not available, the career Officer(s) shall have the discretion to have personnel from other shifts fill the void(s) as needed.

## **RECALL DESIGNATION:**

1. Stage 1: Four (4) personnel (officer and three (3) firefighters).
2. Stage 2: All available personnel.

### **RECALL DECLARATION:**

1. All second alarm fire assignments shall immediately initiate a Stage 1 recall of off duty personnel.
2. All other incidents/events that, in the discretion of the Chief or IC requires the deployment of additional off duty personnel and/or apparatus a Stage 1 recall for off duty personnel shall be requested through the Lakewood Police Department Communications Division, aka **LAKEWOOD** with a dispatcher generating a call assigning a unit as **RECALL1** to push to **ACTIVE911**.
3. In extraordinary circumstances and/or when extended operations is anticipated, the Fire Chief or IC shall request a Stage 2 recall of off duty personnel through the Lakewood Police Department Communications Division, aka **LAKEWOOD** with a dispatcher generating a call assigning a unit as **RECALL2** to push to **ACTIVE911**.

### **COMPENSATION:**

1. Compensation to recalled off duty personnel shall be paid at the regular Staffing Assignment rate.
2. Compensation shall be calculated from the time of recall dispatch to completion of assignment, return to the duty station, and dismissed by the IC.
3. Compensation shall be a minimum of two (2) hours.

### **TIME SHEETS:**

1. In order to properly track and record recall assignments, it shall be the responsibility of each member working a recall assignment to prepare a Payroll Form and to submit same to the on-duty OIC.
2. It shall be the responsibility of the on-duty OIC to verify the Payroll Form and submit the completed and signed form to the Career Captain as well as to the Board Office via email, fax or in-house mail prior to the conclusion of their tour of duty.
3. A separate Payroll Form must be submitted for each individual working a recall assignment.