# White Mountain Apache



**Fire & Rescue Department**

**Amended 12/03/2012**

**Rules and Regulations,**

**SOP 104.05 Off-Duty Response - Payroll**

1. **Purpose**
   1. The purpose of this policy is to communicate the procedures for off-duty response, pay criteria and roles and responsibilities of the incident commander and/or on-duty supervisor.
2. **Scope**
   1. This policy applies to all personnel responding to and/or aiding in emergency off-duty response, including station staffing, and off-duty support services and mandatory training.
3. **Definition** 
   1. Emergency Off-Duty Response – Off-duty personnel responding to the scene to supplement on-duty crews for man-power or community protection.
   2. Line Member or Line Staff – refers to captains, engineers and firefighters, both reserve and full-time.
   3. Mandatory Training – Training required by the organization (e.g. Ropes) outside the normal firefighter’s personal responsibility (e.g. EMT Refresher).
   4. Member – Any personnel or rank within the organization.
   5. Off-Duty Support Service – Authorized personnel participating and/or assisting in non-emergency events (e.g. Health Fairs).
   6. Station Staffing – Also known as station back-fill. Off duty personnel reporting to the fire station to staff additional apparatus for community protection.
4. **Policy**
   1. The White Mountain Apache Fire & Rescue will compensate their ~~personnel~~ members for their off-duty response and support to emergency incidents requiring additional personnel as deemed necessary by the incident and/or incident commander, and for mandatory training as required by the organization in accordance with this policy.
   2. Emergency Off-Duty Response/Station Back-Fill
      1. All ~~firefighters~~ members responding to the scene of an emergency incident or for *station staffing* shall acknowledge that action on the radio.
      2. If responding to the fire station for *station staffing*, and if able too, ~~the firefighter~~ members shall “clock in” on his/her prescribed time card. If no time card is available, the ~~firefighter~~ member shall document their arrival time.
      3. The ~~firefighter~~ member responding to the scene of an emergency incident shall first meet with the incident commander for accountability and time tracking purposes.
      4. The incident commander is responsible for keeping track of off-duty personnel responding to, or arriving at the scene of, emergency incidents.
      5. In the event the response to the emergency scene or to the station for *station staffing* is canceled while the ~~firefighter~~ member is en route, the ~~firefighter~~ member shall continue to the fire station and “check in” with the on-duty supervisor for acknowledgement of the off-duty response on the HAF.
      6. Failure to report to the station to “check in” will forfeit any off-duty response compensation.
   3. The compensatory rate for off-duty emergency response and/or station staffing for line members is: Time Worked + 2 hours. The additional two (2) hours is considered an off-duty response bonus.
      1. Time worked is determined by the following:
         1. Clock-in and clock-out time at the station for back-fill.
         2. Arrival time to the emergency incident or dispatch time of the incident (depending on firefighter arrival), and time authorized to leave by the incident commander or on-duty officer.
   4. A ~~firefighter~~ line member that is canceled en route to the emergency scene or to the fire station for *station staffing* is compensated at the two (2) hour bonus rate only.
   5. The +2 hour bonus is forfeited in the following situations:
      1. A line member is already at the station when a call is received and back-fill or scene response is needed.
      2. An off-duty member runs across an incident while traveling.
      3. On the second or subsequent calls of back to back incidents (see “4:g”).
      4. For all chief officers.

Note: the +2 hours is designed to compensate for the inconvenience of a ~~firefighter~~ line members having to leave his/her family. It is believed that if a firefighter is already at the station, runs across an incident, or is on back to back calls, that inconvenience has been greatly minimized or eliminated.

* 1. ~~Firefighters~~ Members directed to the fire station for *station staffing* by the incident commander, in place of responding to the emergency scene, shall document this as a “station staffing” on their HAF.
  2. On back to back calls responded to by the off-duty ~~firefighter or~~ line member, the +2 hour bonus is only applicable to the first call.
  3. Off-duty support and mandatory training shall be compensated at the ~~firefighter’s~~ member’s regular hourly rate, with or without overtime adjustments depending on current hours.
  4. All members are prohibited from claiming multiple mandatory training sessions attended, such as rope rescue training.
  5. Off-duty response while on ‘Leave with Pay’ and during paid Tribal holidays.
     1. Any member who is on leave with pay (LWP) and responds during normal working hours to an emergency incident requiring station back-fill or scene response will not be considered to be on LWP during that time, and any hours reported will be considered as part of the regular hours work. This action is to prevent the perception of double dipping (receiving annual leave benefits plus off-duty response pay). Line members are still permitted to claim the +2 hour bonus.
        1. For example: Captain Nickel is taking 24 hours of LWP for personal reasons. While on LWP, he responds to a house fire and assists for four (4) hours. Captain Nickel will only report 18 hours of leave taken, with six (6) hours of regular work being reported (4 hours worked + 2 hour bonus).
     2. No monetary benefits will be reported when a chief officer responds during normal working hours on a declared Tribal holiday. Any hours work will be transferred to Compensatory Time Off for a future [approved] date.
  6. The Hourly Adjustment Form (HAF) (version 12.2) shall be used to track all excessive, negative and off-duty responses. The HAF shall be completed in accordance with SOP 200.01.

1. **Historical Note**
   1. The policy was created on September 1, 2012 to address payroll changes and reporting instructions to off duty response and reviewed on September 10, 2012 at the regular scheduled chief’s meeting with amendments made.
   2. Policy was allowed a review by all shifts without feedback or comments with final adoption on September 24, 2012 at the regular scheduled chief’s meeting without amendments or additions.
   3. Policy was updated on 12/03/2012 to address some issues that develop that needed further clarification, such as off-duty response for chief officers, holidays and leave days, etc. Amendments reviewed and approved at the regular scheduled chief’s meeting on 12/3/2012.