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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Firefighter (Full-Time) Call Back Procedure**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To establish an explanation and action for \_\_\_\_\_\_\_\_\_\_\_\_ full time firefighter all back for major events in the \_\_\_\_\_\_\_\_\_\_\_\_ and certain mutual aid situations.

**Procedure:**

This guideline applies to full time paid firefighters. This document gives further clarification to the firefighter job description and benefits document.

* Be subject to call back to duty when available when major events occur:
	+ Minimum of one hour call out pay
* The full time employee may automatically respond if a working fire is clearly evident in the district
* Each employee may be contacted to respond to any event via the senior officer present.
* The firefighter is responsible for accurate time keeping. Documentation explaining the reason for callout, incident number and time expended portal to portal on the bottom of the timesheet.
* The senior officer is to consider release of the call in personnel as soon as feasible.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Ponderosa (TX) Fire Department, Firefighter (Full-Time) Call Back Procedure