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OPERATIONS MANUAL

STANDARD INSTRUCTION 02, SECTION 36

Staff Callback and Take Home Vehicle Policy (New)

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I. PURPOSE

City vehicles are assigned to employees to ensure consistent City-wide operational effectiveness and incident support during escalating emergencies as well as to ensure the performance of the non-emergency business of the San Diego Fire-Rescue Department. The types of vehicles and duties an employee is assigned varies depending on their job function.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. DEFINITIONS

- A. WDU - Work Day Use
- B. DRA - Duty Rotation Assignment

V. POLICY

A. Vehicle assignments

1. Work Day Use (WDU)
 - a. Assigned to employees who are not placed on a Duty Rotation Assignment
 - b. Vehicle is to be used only in the course of City business during an employee's work day and then parked at the end of the work day at a Facility approved by the Fire Chief or designee.
2. Duty Rotation Assignment (DRA)
 - a. Applicable to those assigned a City vehicle by the Fire Chief or his/her delegate
 - b. Vehicle is to be used in the course of City business during an employee's work day and is to be taken home ONLY when the employee is on their Duty Rotation Assignment
 - c. Personnel assigned a City vehicle shall at all times have in their vehicle, all equipment necessary for immediate response upon call-back to duty
 - d. Incidental personal use of the vehicle (to include the transport of non-City passengers) is authorized so that any call-back to duty is immediate
3. Special Circumstances
 - a. Circumstances may warrant periods of time where personnel will be permitted full take-home use of a City vehicle in addition to their normal Duty Rotation Assignment.

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- b. Examples of these circumstances may include, but are not limited to periods of high fire activity, FEMA US&R Deployment notifications, severe weather warnings or threat of natural disaster.
- c. Take home use of a City vehicle during these periods of time must be approved in writing, by the appropriate Division Head.
- d. The Division Head will forward the written approval to their respective Assistant Fire Chief.

B. Response Guideline

- 1. Personnel who are called back to duty must acknowledge their receipt of the assignment by confirming with the Fire Communications Center (FCC) or Lifeguard Communications Center (LCC) over the radio.
- 2. The FCC or LCC shall document this confirmation for incident and DRA tracking.
- 3. Staff members are **generally expected** to adhere to the following timelines for return to work notifications or assignments:
 - a. During an employee's normal work day, the employee must confirm response with the FCC or LCC within 5 minutes and arrive to the scene or assignment within 25 minutes= 30 minutes
 - b. If an off-duty employee is called back to duty, the employee must confirm response with the FCC or LCC within 5 minutes and arrive to the scene or assignment within 55 minutes = 60 minutes
- 4. Code Three responses
 - a. Staff and support vehicles will normally respond no-code to incidents, unless they are requested code-3 by the Incident Commander or Company Officer.
 - b. If the Staff member or the personnel operating the Support vehicle can make a significant impact on the incident, they should advise FCC and be added to the incident. At that time they should respond code three to the incident.

C. Duty Rotation Assignments

- 1. Duty Rotation Assignment schedules must be posted on the "S" Drive.
- 2. Division Heads will provide the Duty Rotation Assignment schedules to the FCC or LCC.
- 3. Unless otherwise determined by the Division Head, a primary and secondary staff member will be allowed full use of the City vehicle during a duty rotation period.
- 4. Rotation frequency and schedules shall be determined by the Division Head.

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D. Exchange of Duty Assignments

1. Personnel may exchange Duty Rotation Assignments.
2. In advance of any duty rotation exchange and in an effort to document the exchange, the staff member initiating the trade will send an e-mail to:
 - a. SDFD Dispatch Management Team (Outlook Address)
 - b. Lieutenant and Sergeant group lists (SDLG Lieutenants/SDLG Sergeants)
 - c. Their immediate supervisor
 - d. The person they have agreed with for the exchange.
3. The e-mail will include:
 - a. Dates
 - b. Times of the exchange
 - c. Contact information (cell phone, pager, etc.) for the person that they have exchanged the Duty Rotation Assignment.

E. Annual Review

1. The Department will review at least annually all City vehicle assignments to ensure appropriate use as well to assess the continued need for each individual vehicle assignment.
2. Each Division Head will be responsible for maintaining a roster of assigned vehicles and operators for their respective division and will provide documentation for the appropriateness of that assignment.

F. Fueling

1. Whenever reasonable, City vehicles shall be fueled at City fuel dispensing locations.
2. Use of Voyager cards assigned to City vehicles will only be permitted when operationally necessary to maintain coverage and availability.