

# Campbell County Fire Department Standard Operating Procedure

General/Administration

Work Schedule



105.03

## I. PURPOSE:

Campbell County Fire Department (CCFD) employs an effective work schedule that enables it to deliver services as indicated by demand from our customers.

## II. SCOPE:

This procedure applies to all career firefighters.

## III. PROCEDURE:

### 1. Work Schedule:

- 1.1 The regular work schedule for personnel assigned to Shifts A, B, and C consists of a 24-hour on duty shift which includes seven hours of sleep time scheduled from 2200 hours to 0500 hours.
- 1.2 A tour consists of three 24-hour shifts. Each of these 24-hour shifts will be interrupted by a 24-hour off-duty period. Each tour will be followed by 96 hours off duty.
- 1.3 Daily shift changes will take place at 0700 hours.
- 1.4 Personnel assigned to Shifts A, B, and C will be compensated accordingly for any calls received during their seven hour sleep time. Time will be calculated in 15 minute increments. If personnel are not allowed five hours of sleep time due to response, authorized special events, or authorized training in the seven hour sleep period, they will be compensated for the full seven hours.
- 1.5 The regular work schedule for personnel assigned to Day Shift D will consist of five eight-hour shifts. This shift will be scheduled from 0800 hours to 1600 hours. These hours could change in accordance of wildland fire needs. Summer hours would start at 1000 and end at 1800. This is at the discretion of the Division Chief of Operations.

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Don Huber, Fire Chief

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