

FARMINGTON HILLS FIRE DEPARTMENT

PERSONNEL PROCEDURE

PRIORITY: 3

RESPONSE PERCENTAGE

No: 421.0

EFFECTIVE: 09/01/02

(Combines 421.1 of 11/01/97 and 421.0 of 01/01/96)



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FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "P. J. Kaiman", is written over a thick black horizontal line.

PURPOSE

To standardize the application of the minimum response requirements for all Paid-on-Call personnel.

POLICY

The current Rules and Regulations indicate that members must respond to 35% (Officers – 45%) of all tone-alerted incidents within their assigned district based upon a one-year period. This is subject to review by the District Chief or Fire Chief and consideration may be given to a member's regular work schedule if prior notice has been made to the District Chief. As part of the review process by the District Chief, members' participation in other Department activities will be considered. Members failing to comply *may* be subject to disciplinary action in accordance with the Rules and Regulations if they do not maintain the minimum response percentage for any continuous 12-month period. Members anticipating a problem because of extenuating circumstances must consult with their District Chief prior to any problems developing. A member whose response percentage falls below 35% (Officers – 45%) for any given month should consult their District Chief.

PROCEDURE

- I. The administration shall monitor the run percentage of all Paid-on-Call members. Each member is responsible to maintain the minimum response percentage as outlined in the Rules and Regulations. Members are also expected to maintain a consistent response during a 24-hour period (i.e., runs made after midnight require attendance as much as the runs before midnight.) Members anticipating a problem due to work schedules, leaves, or personal matters, shall submit in writing to Headquarters through the District Chiefs a memo explaining their circumstances prior to any anticipated problem. If no memo is received or on file, it is assumed that the member shall be able to maintain the required response percentage.
- II. Run percentage shall be calculated on a monthly basis, as well as an annual cumulative 12-month basis, always remaining current based upon the previous twelve months. This information will be sent to the District Chiefs for distribution to their members. Should a member's monthly response be less than the required percentage and no notification provided, the administration shall contact the District Chief who will discuss the matter with the member. No disciplinary action will be taken. The member may drop below the required percentage for any given month as long as the rotating 12-month period remains above the minimum requirement.
- III. Should a member drop below the required percentage for any given 12-month period, he/she shall receive a letter through the District Chief indicating the same. This shall be considered a warning. Two warnings in

any 12-month period shall result in a member being placed on probation for a period of three months. If the member does not improve his/her response percentage as required, he/she shall be subject to further disciplinary action up to and including discharge from the Department. Shall a member be placed on probation three times within a three-year period, he/she shall be considered a chronic offender and will be subject to further discipline up to and including discharge from the Department. Members with special considerations may be granted a waiver of this requirement if prior notification in writing to Headquarters has been made. Any member anticipating a problem or having any questions should contact their District Chief before their run percentage becomes a problem.