

ATTENDANCE CREDIT

Page Number: Page 1 of 2 **Effective Date:** 04/01/2011 **Reviewed with No Changes** , 03/01/2008 **Supersedes Editions:** 01/01/2005, 01/01/97, 04/01/93, 01/01/87

Purpose: *To ensure that members of the fire department receive credit for the work they do.*

Procedure:

GENERAL:

1. Incidents shall not be counted against members who are on leaves of absence. Attention is directed to The General Rules for information on going on Leave of Absence (formerly "0-10") and returning to available status.
2. No one may sign another person's name to an attendance sheet unless specifically asked or directed to do so.
3. It is each member's responsibility to check weekly attendance listings for possible discrepancies. Any suspected problems must be brought to the member's officer within one week of the list being posted. If more than one week passes, then corrections will not be made, regardless of who is at fault.

INCIDENTS:

1. A sign in book will be maintained at each fire station. It is the responsibility of each member to ensure his/her name is marked on the sign in sheet whenever he attends a fire run. The member shall show beside his/her name which unit he was on. If the member stood by at the fire station, he/she shall place an "H" beside his/her name.

Members shall also log into the Firehouse Software attendance program via computer terminal at their station.
2. If a member is not in the district, but performing work beneficial to the fire department, he/she may receive credit for the run if approved by an officer. The member shall note on the sign in sheet what he/she was doing along with the approving officer's name. If there is a question on whether the credit is appropriate, the member's chief officer shall be contacted for a ruling.
3. All members are expected to be available for at least one hour when responding to incidents.
4. All members shall report to their assigned station within 20 minutes of the alarm time. The senior officer at fire station has the authority to remove a member's name from the book, if the member fails to respond promptly. A member arriving after this time may receive credit, if the circumstances delaying response are beyond the control of the member, such as being at work.
5. Officers responding directly to the scene must arrive within 20 minutes or be of benefit to receive credit for incident attendance.
6. A member is free to leave the fire station whenever all units from his/her fire station have called available, in-service or in-quarters, or the incident commander has released personnel.
7. Anyone wishing to leave early must receive permission from the person in charge at the fire station.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

Okolona Fire Department
Standard Operating Procedure

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8. An officer may remove a member's name from the sign in sheet for reasonable cause. When this is done, the officer is to initial the removal. The officer shall inform the member of the reason for removing his/her name.
9. The amount of time credited for a fire run shall be rounded off to the nearest tenth hour, from the dispatch time to the clear time.
10. The air shall be cleared with the last fire unit leaves the scene.
11. Before a run is cleared, or members are allowed to leave, subsequent incidents occur occasionally. When this happens, each subsequent incident shall be fully counted, even if the incident was not dispatched in the regular manner.
12. No one is to receive credit for an incident that he or she hasn't made a reasonable effort to attend. For example, if there are three incidents, and the member arrived for the third, he or she shall not receive credit for the first two. The fire chief may grant credit if there are reasonable circumstances.
13. Career firefighters responding to incidents that occur outside of their scheduled duty hours shall note doing so by placing the letters "OD" near their name.

REGULAR WEEKLY TRAINING:

1. Each member shall personally sign the approved training attendance form.
2. All scheduled weekly trainings shall be counted as three hours in length regardless of actual length.
3. Special trainings shall be counted as the actual duration of the training.
4. Members who are attending scheduled training to make up for a missed Monday training are responsible for noting on the attendance sheet that his/her attendance is in lieu of the Monday training. Failing to do this may result in the member not receiving credit for the Monday that was missed.

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