
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Holdover Policy
	Section:	Administration
	Guideline Number:	217
	Effective Date:	January 1, 2014
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To provide a mechanism for maintaining minimum staffing levels for emergency service delivery within the County.

SCOPE

Due to the nature of emergency service work and the need to ensure response capability at ALL times, Department of Public Safety personnel are subject to mandatory holdover. Holdover may occur during emergency situations and when staffing levels fall below designated minimums. Department Supervisors are responsible for initiating holdover in accordance with established guidelines.

Members refusing to work as directed shall be subject to disciplinary action.

CONTENT

The use of mandatory holdover will occur **ONLY** after routine attempts to fill shift openings have been made. Employees subject to holdover will be given advance notification when possible.

Holdover guidelines shall be developed and maintained to ensure consistency in application.

HOLDOVER GUIDELINES

1. Part-time personnel are not subject to the holdover requirement.
2. A revolving list of Fire Medics, in alphabetical order, will be used by Battalion Chief or Captain to determine who will be the next employee to be held over regardless of the station assignment.
3. The revolving use of the holdover list may be modified if a specific training level is required to fill the shift. Example: If an ALS provider is required to fill the shift, the Battalion Chief or Captain may skip over a BLS provider to the next ALS provider.
4. Persons directed to holdover may work to find relief in covering the shift subject to the approval of the Battalion Chief or Captain.
5. The Department desires at least one supervisor (rank of Captain or above) to be working at all times. Therefore, a separate revolving holdover list of supervisors will be used to ensure at least one supervisor is always on duty as necessary.
6. The minimum time of a holdover shall be 12 hours. After being held for 12 hours, the employee will rotate on the list.
7. Fire Medics assigned to Department sanctioned events the following day (example: Paramedic school / AEMT) will not be held over. They will retain their spot on the holdover list.
8. Employees that are held for the entire 24-hour shift may, upon mutual agreement, split the shift with the next person on the rotation list. If both employees work a minimum of 12 hours, they will rotate on the holdover list.
9. In an effort to minimize mandatory holdovers and provide an incentive for picking up overtime, an employee electing to fill an open shift by overtime will be rotated to the bottom of the holdover list. This overtime shift may be deemed as a voluntary holdover allowing the employee an opportunity to schedule the holdover.