
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Career Staffing
	Section:	Administration
	Guideline Number:	229
	Effective Date:	December 15, 2014
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

The purpose of this guideline is to provide provisions for staffing stations with appropriate response coverage on a daily basis.

SCOPE

This applies to all administrative/supervisory personnel who manage daily staffing assignments.

GOAL

To ensure the delivery of consistent and predictable levels of fire and emergency medical service countywide within the established Board of Supervisors benchmarks.

CONTENT

The County’s deployment model is based upon a system wide approach to service delivery. Career staffing decisions are based upon the distribution of existing resources, concentration of call volume and the reliability of response companies to service areas within established response timeframes.

Currently, the Department of Public Safety provides staffing support to volunteer fire/rescue companies. The County’s staffing model utilizes full-time career and part-time employees in support of volunteer responders.

CORE STAFFING

While it may be desirable to staff all stations with career staff 24/7; the availability of current resources makes such staffing arrangements unrealistic. The geographical location of existing fire stations makes deployment from some sites more beneficial than others when evaluating deployment Countywide. As such, CORE station designation is given to those sites most appropriate for meeting service demand when resources are at a minimum.

Designated CORE Stations or assignments include Greenbackville, Oak Hall, Parksley, Onancock, Painter and DPS3. These stations/assignments shall be routinely staffed with the following: Oak Hall and Parksley with a minimum of four personnel, Onancock and Painter with a minimum of two personnel, and Greenbackville with a minimum of two personnel as staffing allows. Two persons staffing allows for an immediate response and provides for the safety of staff.

ADDITIONAL STAFFING

Tangier will be staffed routinely from Monday through Friday, 8:00 am – 4:30 pm with one person and at other times with “paid-on-call” personnel.

BACKFILL STAFFING

When career personnel are available, attempts to place additional medic units in service may be made to improve system reliability and deployment. Unit placement will be based upon service demand and ability to support CORE Stations.

OPEN SHIFTS

When daily staffing levels fall below minimum, the following process shall be utilized to fill open shifts.

1. Check for possible inter-shift movement to cover opening.
2. Check for part-time availability on Calcium Calendar. Utilize part-time employee with least number of weekly hours.
3. Page OPEN shift to Part-Time Fire Medics.
 - a. Part-Time employee should not exceed 120 hours per month.
4. After 15 minutes, page OPEN shift to Full-Time Fire Medics.
 - a. Utilize full-time employee with least cumulative overtime hours
5. Request Volunteer Coverage
6. Unable to fill opening, utilize Holdover procedure (SOG 217).

MINIMAL STAFFING

Supervisory / Administrative personnel who manage daily staffing shall use the following matrix for determining placement of personnel. The absolute minimum staffing for A shift & C shift shall be 12. The absolute minimum staffing for B shift is 14. A Battalion Chief or acting Battalion Chief should be scheduled in addition to the following matrixes:

Number of Personnel on Duty

A Shift / C Shift - 16 (minimum is 12)

	16	15	14	13	12
Station 2	0	0	0	0	0
Station 20	4	4	4	4	4
Station 7	4	5	4	4	4
Station 9	4	4	4	3	2
Station 12	4	2	2	2	2

B Shift - 18 (minimum is 14)

	18	17	16	15	14
Station 2	2	2	2	2	2
Station 20	4	4	4	4	4
Station 7	4	5	4	4	4
Station 9	4	4	4	3	2
Station 12	4	2	2	2	2