



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #15



RECALL OF OFF-DUTY PERSONNEL	EFFECTIVE	01/OCT/92
	REVISED	28/OCTOBER/2020

1.0 Purpose

1.1 The purpose of this Policy is to define the guidelines for the recall of off-duty personnel.

2.0 Responsibility

2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 During an incident, the Incident Commander, Battalion Chief, Chief, or Deputy Chief shall determine if a general recall of off-duty Fire Department personnel is necessary. The determination shall be based on the level of local resources committed to the incident and the need to have additional personnel on the scene or standing-by at the station to handle additional alarms. Also to be considered in the decision is the length of time it will take for the off-duty personnel to respond when compared to the length of time until on-scene resources will become available.
- 3.2 When all on-duty Highland Park companies are responding to the same location, the recall will not be sent out until the first unit or Incident Commander determines that all companies will be needed at this incident. If one company can respond from this incident scene to another incident, a general recall will not be activated.
- 3.3 When all on-duty Highland Park companies are on the road or are committed at one or more incidents, but one of those companies is almost ready to become available, a general recall will not be activated.
- 3.4 When it is necessary during an incident to recall off-duty Highland Park Fire Department personnel, either due to a need for additional assistance on the scene or for station coverage, the Dispatch is to be advised to recall all off-duty Fire Department personnel. For emergency recall purposes, there will no longer be shift-only recalls, as all recalls will be general recalls only. The Dispatchers are to recall off-duty personnel by utilizing cellular phone Text messaging.

4.0 Recall of Personnel on Scheduled Time Off

- 4.1 Personnel off duty on any planned leave time may, at their discretion, respond back to duty when a recall has been made. They may respond back to duty in their normal capacity except that Officers shall not take over their shift or Company when an Acting Officer has been assigned in charge and has control of the crew on the fireground. The only exception to this is on the direct orders of the Incident Commander. Personnel that are on sick or bereavement leave, or who are on suspension, are not to respond to an off-duty recall that day.
- 4.2 Personnel who respond to the recall will receive the same pay benefits as those who respond on their normal off-duty day.

5.0 Record Keeping

- 5.1 All off-duty personnel who have been recalled to duty shall be listed on the Personnel Recall Sign-In Sheet as to the time of the recall, time of arrival, and release time.

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5.2 Overtime pay for a recall shall begin from the time of the recall provided personnel arrive at the station within one hour of the recall. For personnel arriving after one hour, overtime pay shall begin from their arrival at Station #33.

6.0 Reference

6.1 Highland Park Fire Department



Approved: _____ Fire Chief