



ANN ARBOR FIRE DEPARTMENT



Standard Operating Procedures - 4.05 Fire Prevention On-Call Scheduling

FIRE PREVENTION ON-CALL SCHEDULING

Effective: August 30, 2024
Scheduled Review: August 30, 2027
Approved: Fire Chief Mike Kennedy

I. PURPOSE

Employees assigned to the Fire Prevention Bureau are required to provide after-hours coverage to address fire safety issues or investigate fires. This schedule shall outline the annual on-call scheduling process.

II. ON-CALL SCHEDULE

The on-call calendar shall commence on the first Tuesday in April and run through the first Monday in April or the last Monday in March, if applicable of the following year.

- A. Employee selection of on-call weeks will occur annually in January.
- B. The fire marshal shall have first choice of any available pre-set week rotation of on-call weeks. Eligible inspectors shall then choose the remaining pre-set week rotation in the order of their department seniority.
- C. All selections should be submitted via email to the fire marshal by January 30th. The fire marshal shall review the selections and provide the assistant chief assigned fire prevention and the fire inspectors the results.
- D. The on-call employee is responsible to forward the on-call number to his / her phone via the Google Voice program.

III. TRADES

Any personnel wishing to exchange "on-call" time must notify the fire marshal and assistant chief assigned fire prevention.

IV. VACANCIES

In the event a vacancy occurs the open dates will be filled and rotated equitably. If employee changes are such that the previous schedule is not workable, the calendar shall be dissolved, and a new selection process shall commence.