



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 2.05</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Early Relief</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: N/A</b>

## I. PURPOSE

- A. This policy provides the rules on early relief for Department of Fire and EMS employees.

## II. DEFINITIONS

- A. AWOL – Absent Without Official Leave
- B. Mandatory Hold-Over – Any situation in field operations in which there is no relieving employee for a current on-duty employee and where the staffed position is essential to the operation of DFEMS.

## III. PROCEDURES

- A. Employees may be relieved from duty by an on-coming employee up to one hour before the end of the employee’s shift without being charged accrued leave or absent without leave (AWOL).
- B. The employee relieving the off-going employee will not be eligible for overtime or compensatory compensation. The on-coming employee is considered on-duty and must arrive prepared to work and participate in all activities.
- C. The employee must have the approval of the Station Officer or FADO (in non-officer stations) before being relieved from duty and must provide all pass-on information to the oncoming employee prior to being relieved from duty.
- D. Employees being relieved early from duty will indicate the time relieved from duty in the official station logbook and indicate who provided them early relief in the comments section.
- E. Early relief will not be documented in the scheduling system.
- F. Employees who are on a performance probation status shall not be allowed early relief unless prior approval from the Shift Commander.
- G. Early relief shall require personnel to have greater or equal qualifications such that continuity of service is maintained.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Early Relief policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.