



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 1.01</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Allocation of Personnel</b>	<b>Section: Administration</b>
<b>Authorized: Michael Robinson, Director/Chief</b>	<b>Revision Date: N/A</b>

## I. PURPOSE

The purpose of this policy is to outline the allocation of personnel within DFEMS.

## II. DEFINITIONS

None

## III. PROCEDURES

- A. DFEMS shall maintain an organizational chart of the Department.
- B. The number and types of positions within DFEMS are set and controlled by the County Commissioners through the approved budget for each fiscal year.
- C. The Fire EMS Chief is responsible for ensuring that positions authorized are not exceeded; that persons on the payroll are legally authorized; and those positions are maintained in accordance with budget authorization.
- D. DFEMS staff shall ensure that all personnel actions regarding additions, changes in status, or removals from payroll are prepared, signed and submitted to the Department of Human Resources.
- E. DFEMS staff shall maintain position status information as to whether authorized positions are filled or vacant.
- F. Basing allocation of personnel on workload demands has a significant influence on the efficiency and effectiveness of DFEMS. DFEMS shall attempt to prevent over or under-staffing by ensuring that the personnel strength of an organizational element is consistent with the workload.
- G. Workload assessments may be used during the budget preparation cycle. Recommendations of staffing levels based on these assessments shall be submitted to the Fire EMS Chief for budgeting consideration.
- H. Consideration shall be given to the following information:
  1. Outstanding programs and projects
  2. Job analysis
  3. Personnel strength authorized by the County Commissioners
  4. Number of incidents/tasks handled by hour of day and day of week
  5. Average time required completing incidents/tasks

6. Time lost through days off, holidays, and other leaves compared to the total time for each assignment

IV. RECISION

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