

BRIGADE MANAGEMENT ORDERS

Managers must ensure that the content of this BMO is brought to the attention of all personnel in their Department, Station or Watch. Sign and date the relevant section below when this has happened.

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Stand-ins on Fire Stations and Control

File reference: BMO-O2

Author: Department: Operations

Summary: Brigade Policy on the use of stand-ins to cover short term absence/mutual exchanges and the conditions that need to be met.

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1. Short Term Stand-ins

Approval for personnel to obtain a stand-in to cover for their short term absence must be given by the Officer-in-Charge/Head of Department on whose Watch the absence will occur. (Note: The Officer-in-Charge is the most senior person on duty on the relevant Watch when the request is submitted).

Generally such requests will be in writing and any approval or rejection of the request should also be written.

In extreme circumstances, which it is envisaged will be rare, the Officer-in-Charge may accept a verbal request. Officers-in-Charge should note however the advisability of obtaining written requests in order to maintain some form of documentation for future reference if necessary.

Stand-ins are a concession which should be treated as such. It will not be acceptable therefore for regular stand-ins to be undertaken in order to meet commitments outside the Brigade (i.e. arranging a stand-in every Saturday in order to play football, etc.). Nor will the Brigade sanction stand-ins for personnel who are carrying out secondary employment.

NORFOLK FIRE SERVICE

It must be clearly understood that the person performing the stand-in will not be paid and any recompense must be arranged between the two parties concerned direct.

Once an individual agrees to perform a stand-in that person is deemed to be on duty for that particular period and will be subject to all the normal Conditions of Service pertaining to those duties.

2. Mutual Exchanges at Shift Changeovers

Mutual exchanges (a person arriving early for their shift relieving someone about to go off duty) may be allowed in exceptional circumstances and must be approved on every occasion by the Officer-in-Charge on duty at the time.

Requests need not be in writing, but before Officers-in-Charge give approval they should satisfy themselves:-

- (a) The person making the request has a legitimate reason (just to get away early would not be a reason).
- (b) The person is about to take over is fully ready to respond to calls and that any checks (such as Breathing Apparatus) which would normally be undertaken at change of shift, are undertaken at the time of the change.

It is envisaged that all mutual exchanges that are allowed will be between persons of equal rank and qualifications.