

**Ames Fire Department
Standard Operating Guidelines**

Book: 1 – Organization
Section: V – Personnel Policies and Procedures
Chapter: 6 – **Team Participation**
Date Approved: 06-12-2013 Revision No.: 1 Approved by: 
Review Date: 2019

PURPOSE:

The purpose of this policy is to ensure that adequate consideration and consistent enforcement with regards to team participation occurs.

POLICY:

These additional departmental policies clarify and *do not supercede* pay or leave procedures within the guidelines of the City of Ames Personnel Policies and Procedures and the Agreement: City of Ames and International Association of Firefighters, Local 625.

PROCEDURES:

The Ames Fire Department applauds any individual employee's dedication and willingness to actively participate in external teams. The Department reserves the right to determine which teams' participation will be supported based on several factors, some of which include:

- Current level of departmental need
- Departmental liability
- The needs of our customers
- The number of members presently involved with each team
- The ability of the Department to provide a similar function or service
- The fiscal costs to the Department (e.g., overtime for both participants and backfill)

The Ames Fire Department Administrative staff will classify its level of support for team involvement (which may include meetings, trainings, emergency operations/incidents, etc.) in one of the following three ways:

Departmental Teams

For any Department-sponsored teams (e.g., EMS, Fire Investigation, Safety, etc.), participation is voluntary, but highly encouraged.

- Membership must be pre-approved by Fire Administration
- When the Command Staff determines the Department's operating/staffing requirements and responsibilities are satisfied, members will be allowed time to attend on-duty
- Off-duty participation may be approved and compensated accordingly, however only with prior Command Staff approval

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City Teams

For any City-sponsored teams (e.g., Wellness, Employee Council, Health Insurance Advisory Committee, etc.), it shall be the department's goal to maintain three representatives, to allow for one member from each shift to attend on a rotating basis (may also include someone from Inspections).

- Membership must be pre-approved by Fire Administration
- Only exempt members will be considered for facilitator responsibilities
- In special circumstances off-duty participation may be approved and compensated accordingly, however only with prior Command Staff approval.

Mutual Aid/Specialty Teams

For Mutual Aid/Specialty Teams (e.g., Story County Dive, STAR, Critical Incident Response Teams, etc.), no on-duty participation is approved.

- When requesting to participate during duty time, a member must utilize either shift exchanges or earned time off
- Off duty participation will not be compensated or considered part of the job responsibilities of City employment
- City equipment (e.g., bunker gear, clothing, SCBAs, etc.) may not be utilized without prior Command Staff approval

Miscellaneous

- Both requests and approvals for team participation should be made in writing
- Copies of requests and approvals shall be maintained in the member's personnel file
- All monetary requests in support of team membership will be addressed on a case-by-case basis

REFERENCES:

Agreement: City of Ames and International Association of Firefighters Local 625

City of Ames Personnel Policies and Procedures