

	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Part-time Fire Medics</b>
	<b>Section:</b>	<b>Administration</b>
	<b>Guideline Number:</b>	<b>231</b>
	<b>Effective Date:</b>	<b>May 1, 2012</b>
	<b>Revised Date:</b>	<b>October 1, 2024</b>
<b>Signature of Approval:</b>	<b>Charles R. Pruitt</b> <b>Director of Public Safety</b> 	

**PURPOSE**

To provide guidelines and general rules concerning Part-time Fire Medics.

**SCOPE**

This guideline is applicable to part-time operational employees.

**POLICY**

Part-time Fire Medics are not scheduled regularly to work specific shifts. Part-time Fire Medics are allowed to choose days in which they have availability to work. The following guidelines apply to Part-time Fire Medics:

1. Part-time Fire Medics are required to know and follow all regular Accomack County policies and Department Standard Operational Guidelines.
2. Part-time Fire Medics are required to submit availability every calendar month. Availability must be submitted by the 15<sup>th</sup> one month prior. Example: September’s availability must be submitted by August 15.
3. Part-time Fire Medics coming from their full-time employment must note this on their availability in the Calcium scheduling software by entering the estimated arrival time as their start time. This will allow the scheduler to make arrangements to have the remaining timeframe filled by other means. Up to one hour will be allowed for this commute. Should you have a late call, please call the on-duty Battalion at 757-710-4001. It will be their discretion as to any arrival after 9 am.
4. Part-time Fire Medics must submit and work at least two shifts each calendar month to maintain employment with the Department.
5. Part-time Fire Medics must ensure all necessary gear, uniforms and other necessary issued equipment is brought with them for each assigned shift.