

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>9 – GENERAL RULES AND REGULATIONS</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>6 – EMERGENCY SERVICE VOLUNTEERS</b>	<b>REVISED: 5/22/24</b>

Employees who are volunteer members of a fire department in the County may be released from work to respond to emergency calls during working hours on a case by case basis upon receiving clearance from an immediate supervisor. Such requests will not be unreasonably denied. However, proper staffing of departments and County facilities as well as operational needs of the County must take precedence over all other considerations, particularly with jobs dedicated to public safety.

During a call out for an emergency response, employees who utilize County vehicles must, prior to responding to the call out, return said vehicle to the work site or may leave the county vehicle at the firehouse. Affected employees must then utilize their own private vehicles in responding to the emergency. County vehicles should not be driven to the scene.

For information purposes, employees who respond to these emergency calls should, upon return to work, notify their department head of the type of emergency and the length of their absence.

After the call out is complete, employees must return to work. As applicable, the employee may have to retrieve a county vehicle at the firehouse and then return to work. Employees should keep their Department Head/designee informed of their movements and anticipated return time.

**Employee:**

Registers their intent in advance to respond to emergency calls during work hours with their department head.

Requests permission to leave the work site respond to specific emergency calls.

Checks-in with their department head after the emergency response is complete.

If applicable, returns any county vehicles in their possession to the County worksite or firehouse prior to responding to an emergency and retrieve the vehicle after the response is complete.