



SPECIAL ORDER



Series	Number	Originating Bureau	Effective Date	Expiration Date
2004	73	OFC	10/18/04	N/A

Subject: **Early Relief - Overtime**

1. For the purpose of overtime, the following shall apply:
 - a. The 24 hour shift starts at 0700 hours. However, the shift will be divided into two 12 hour periods, with start times of 0700 hours and 1900 hours.
 - b. Early relief will be allowed at 2.5 hours prior to the start of each time period, without the loss of any overtime (ie: FF Doe is working 12 hours of overtime from 0700 to 1900. FF Smith is scheduled for 12 hours overtime from 1900 to 0700. FF Smith relieves FF Doe at 1630. Both people get credit for 12 hours of overtime).
 - c. This early relief shall have prior approval of the on-duty company officer.

Joseph A. Herr
Fire Chief