



Carroll County Department of Fire & EMS Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 2.05	Effective Date: June 8, 2023
Subject: Early Relief	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: February 13, 2026 <i>PJS</i>

Applicability: Volunteer Career

I. PURPOSE

This policy provides the rules on early relief for Department of Fire and EMS employees.

II. DEFINITIONS

AWOL: Absent Without Official Leave

III. PROCEDURES

- A. Employees may be relieved from duty by an on-coming employee up to one hour before the end of the employee's shift without being charged accrued leave or absent without official leave (AWOL).
- B. The employee relieving the off-going employee will not be eligible for overtime or compensatory compensation. The on-coming employee is considered on-duty and must arrive prepared to work and participate in all activities.
- C. The employee must have the approval of the Station Officer or FADO (in non-officer stations) before being relieved from duty and must provide all pass-on information to the oncoming employee prior to being relieved from duty.
- D. Employees being relieved early from duty will indicate the time relieved from duty in the official station logbook and indicate who provided them early relief in the comments section.
- E. Early relief will not be documented in the scheduling system.
- F. Early relief shall require the on-coming employee to have greater or equal qualifications such that continuity of service is maintained.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Early Relief policy or similar content previously issued for employees of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS