Effective immediately, Lieutenants may work “order-ins” for Firefighters. The procedure shall be compliant with Operations Bulletin #2004-*Telestaff/Overtime Procedures* by meeting the following conditions.

1. Employees may give away their overtime “order-in” to another employee who has the minimum qualifications and skills needed for the position being filled (i.e. Paramedic, Emergency Medical Technician, Burn Team Member, SHOT, Tower, etc.)
2. Authorization is given by the staffing Battalion Chief or his/her designee.

Operations Bulletin #2004-*TeleStaff/Overtime Procedures*, Item K states “Once an overtime assignment has been accepted or assigned the employee is responsible for ensuring the work assignment is filled. The only exceptions will be an emergency as determined at the discretion of the appropriate Battalion Chief, or the scheduled employee arranges for an equally qualified employee to work the overtime assignment and receives Battalion Chief Approval.”