



# SPECIAL ORDER



| Series | Number | Originating Unit | Originating Date | Expiration Date |
|--------|--------|------------------|------------------|-----------------|
| 2013   | 08     | OFC              | January 16, 2013 | N/A             |

Subject:

## TeleStaffing Procedure

TeleStaff **work codes** will be locked daily at 1300 hours. Members desiring to change their duty status shall contact their officer, who shall record the request and ensure the Battalion Fire Chief is notified immediately. The Battalion Fire Chief shall notify the Deputy Fire Chief and the DFC shall have the position filled immediately. Members **must** contact their officer to change their duty status.

Kenneth B. Ellerbe  
Fire & EMS Chief