



# POLICY MANUAL

## Daily Operations - Staffing

### Shift Change

Code: 1 – 11 – 2

Book Chapter Subject

Revised: 02-04-98

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2.0 Purpose: Establish Policy and Procedures to Maintain Proper Staffing at Shift Change.

2.01 Scope: All Shift Assigned Personnel.

#### 2.02 MORNING RELIEF

Shift change shall be effected at 0745 hours.

#### 2.03 RELIEF

All members and employees are to remain at their assignment on duty and in uniform until properly relieved or until dismissed by an authorized supervisor and approved by the Battalion Chief.

#### 2.04 EARLY RELIEF

Personnel will be allowed early relief subject to the approval of the Captain.

#### 2.05 TARDINESS

When members of the Department are unable to report for duty on time, they shall report the circumstances to their immediate supervisor as soon as possible. Members who are habitually late shall be subject to suspension or dismissal. Captains/Acting Captains are responsible for enforcement of the Department's Shift Change Policy at the company level.

#### 2.06 MORNING WAKE UP

Off-going crews shall rise no later than 0700 hours.

#### 2.07 COMPLETION OF RELIEF

After the information exchange has been completed, the oncoming person shall assume responsibility for their assigned position and be considered on duty. On-duty personnel shall be operationally prepared to respond to an incident at this time. This includes personal protective clothing, passport name tags and helmet panels in appropriate locations and ready to go.



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### 2.08 DAILY WORK ROUTINE

The daily work routine shall begin at 0745. Apparatus/equipment checks and other operational readiness issues shall be the priority when beginning the work routine. After the daily operational readiness checks are completed, the Officer should have a crew briefing. This briefing will be used to update all members on current events/issues and expected daily activities and training.