



# Polk City Fire Department

## Standard Operating Guidelines

207

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### #207 – Station Duty Crew

Date Issued: 10/1/2011

Date Last Revised: 09/03/17

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#### **Purpose and Scope:**

The purpose of this procedure is to establish guidelines for the station duty crew.

#### Time Clock

1. Fire Manager will be used to punch in and out for your shift. Staff are only allowed to punch themselves in and out.
2. If a duty crew member is punched in and is on a call after their scheduled shift, they will remain on the clock until the call is complete.
3. If a duty crew member takes a call while on call, they would receive POC pay for that call and should not punch into until tasks are completed from the POC trip.
4. If a punch is missed, please email the Duty Officer.
5. If you are sick and cannot make your shift, you should contact the Duty Officer at least two hours prior to your shift.
6. Trade requests should be completed through Fire Manager to those people with equal or higher certifications.

#### Daily List

1. Station duty crew members should complete the daily list and any additional tasks listed for the day. The daily list can be found in the company directory in the folder marked "Daily Crew".
2. The daily list should be filled out on the computer and completed by the end of each shift. The daily list must be 100% completed before "free" time.
3. The duty crew must give report of the day to the oncoming duty officer. This can be done in person or via phone and should be completed at the end of the shift.

#### General

1. Phone messages should be taken for those individuals not at the station. An email should be sent to the person immediately with the details of the message.
2. Packages delivered to the station can be signed for. The packages should be left in the dispatch office and an email sent to the officers indicating what packages have arrived.
3. Staff are not allowed to leave the station unless they are with their partner or in a response vehicle.
4. Staff are permitted to workout while on shift, but must have a pager and response vehicle with them.