


East Lake Tarpon Special Fire Control District

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|  | <i>SOP 214 Reporting for Duty/Work Expectations</i> | |
| | Implementation Date: 11/2000 | Revision Date(s): 05/27/2014 |
| | | Reviewed Date(s): 06/26/2018 |
| Forms or Attachments: None | | |

214.1 Reporting for Duty

Shift personnel shall work a 24/48-hour schedule with shifts changing at 0730. Office personnel shall work a 40-hour, 5-day week, with office hours generally from 0800 to 1630 daily with 1/2 hour for lunch. The Fire Chief may approve temporary exceptions.

Personnel assigned to emergency operations shall be ready to respond at all times while on duty. Employees shall not occupy a bed in any Department facility prior to 1830 hours, or after 0700 hours, any day of the week, unless by permission of his/her supervisor. Officers are responsible to assure readiness of personnel.

Reports, memos, and other documentation (paper or computer) generated during a tour of duty shall be completed prior to going off duty unless otherwise approved by a Command Officer. Personnel shall keep their supervisor advised of Department activities on a regular basis.

Televisions shall remain off during working hours (07:30 - 16:30) unless utilized for District business or previously approved by a supervisor. Television may be permitted during the lunch hour and after 1630 hours.

214.2 Reporting for Duty Responsibilities

A. Employee “reporting for duty” responsibilities:

- Physically fit, mentally prepared, dressed in complete uniform.
- Report to his/her assigned station with proper equipment.
- Report to the employee they are relieving.
- Communicate with “employee being relieved of duty” on previous shift events.
- Place full firefighting gear on assigned apparatus.

B. Employee “being relieved of duty” responsibilities:

1. Provide a verbal pass down to the employee relieving them of duty, to include:

- Department correspondence
- Station issues as documented on the station white board
- Apparatus issues as documented on the station white board

- Other pertinent information or concerns as documented on the station white board.
 - Personnel /crew/shift issues (Company officer).
2. Firefighter Paramedics shall also:
- Review EMS equipment and supply issues as documented on the station white board (Firefighter Paramedic)
 - Review the narcotics and narcotics log.
 - Log crew off /on the ePCR.
3. Physically exchange gear, including:
- Portable radio
 - Pager
 - Voice amplifier for SCBA
 - Controlled substances keys (Firefighter Paramedic)
 - Cell phone (Lieutenant)
4. Lost or missing equipment will be reported to supervision through the chain of command.
5. Properly store their assigned firefighting gear and personal effects.

All personnel will make necessary checks of the assigned apparatus to ascertain its readiness for service and report same to the immediate supervisor. The company officer will initial the inventory checklist after completion. The company officer will reboot the MDC each morning.

When a company officer and/or employee arrives at the station for duty and finds that their assigned apparatus is still working at an emergency, the company officer will contact the Division Chief on duty or command as soon as the full crew is ready for duty. They will stand by until it is determined whether they are needed at the emergency scene.

On duty personnel will not leave their assigned stations unless properly relieved of duty. If the departing employee does not have a replacement by 07:30 hours, they will report that information to the immediate supervisor who will notify the Division Chief.

214.3 Etiquette

All personnel shall conduct themselves in a courteous and professional manner at all times when on duty, in uniform, on District property or representing the District in any circumstance. Employees shall not use profane or abusive language or obscene gestures.

While attending department meetings, conferences, seminars, or schools approved by the District, personnel shall wear the appropriate District Uniform or business attire. All personnel, while on or off duty, will be representing the District at all times and will not, by word of mouth, action, or appearance subject the District to embarrassment, controversy, or discredit.

All Officers shall be addressed by his/her title when in public or when conducting official business. Station visitors and Chief Officers are to be greeted promptly and courteously.

All visitors shall be greeted and escorted to the Company Officer for direction. All civilian visitors in fire stations shall be escorted at all times for safety. Bunkrooms shall be considered off limits to all but District personnel. Students, observers, and the like may utilize the bunkroom with the permission of a Chief Officer.

Personnel may receive personal visits from family and friends after 1630 hours on weekdays or on weekends as long as it does not interfere with District operations. Visits may not exceed thirty (30) minutes nor extend after 2200 hours unless approval by the immediate supervisor is given. Visits shall not take place in the dormitories or inside private vehicles. Employees will be responsible for the conduct of their personal visitors.