

COLUMBIA FIRE DEPARTMENT

Shift Change ADM-012

Standard Operating Guidelines Manual

PURPOSE: The purpose of this guideline is to establish a procedure for changing shifts at fire stations.

SCOPE: This guideline shall apply to all CRFS Suppression Bureau personnel.

PROCEDURES:

I COMPANY ROLL CALL:

A. Officers of on-coming and off-going shifts shall meet prior to roll call for information to be passed to the on-coming shift.

B. At 0745 hours personnel shall line up in the proper uniform of the day in anticipation of roll call and the officer in charge of each station on the on-coming shift shall conduct roll call and provide a briefing on new memos, information passed from the previous shifts and other relevant matters.

C. Personnel shall also have an opportunity to provide any relevant information to the officer and other personnel at this time.

II BOOK ENTRIES: Following roll call, the officer in charge shall record the following information.

A. The first, middle initial and last name of on-coming shift personnel and their attendance status shall be entered in the roll call book.

B. An entry shall also be made in the stations log book showing the number of persons on duty and the officer(s) in charge.

C. Light duty personnel shall be included in the station #1 roll call and log books.

III. OFFICIAL TIME OF DAY: The official time of the Columbia Richland Fire Service shall be set by Columbia Central. All station clocks shall be standardized with Central.