

Reporting for Duty

1008.1 PURPOSE AND SCOPE

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1008.2 POLICY

It is the policy of this district to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1008.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1008.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Captains shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Chief Officer. Captains may not be absent from their place of assignment without the specific permission of a Chief Officer.

1008.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but is not limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1008.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1008.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

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1008.8 INABILITY TO REPORT FOR DUTY

Members should notify their Captain at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Captain at the duty station, members should notify the duty Captain.

1008.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1008.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any Captain may relieve a member under his/her command from duty, when, in the Captain's judgment, an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Captain, followed by written charges and documentation in accordance with district procedures.