

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration
Section: 105 Standards of Conduct
Subject: 105.02 Shift Conduct



Supersedes: N/A

Approved By: 

Date: 02/25/2013

Date Last Reviewed: N/A

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PURPOSE:

To define the standard conduct of personnel on duty

RESPONSIBILITY:

All District Personnel

PROCEDURES:

Oncoming Crews:

Personnel will be in uniform, ready for duty at their assigned start time. Personnel will then immediately check their SCBA on their assigned apparatus, and then check previous logs regarding supplies, missing equipment, and equipment malfunctions. The Station Captain will verify crew status and receive any special projects for the shift.

Meals:

Lunches and dinners are to be eaten at the station when possible. Crews must have permission from the officer on duty when eating out. Crews are permitted to shop for groceries while on duty, but every effort should be made to minimize the time out of district and the number of trips. Unless unavoidable, a member should stay with the apparatus at all times. Avoid parking the apparatus in front of the store.

Clean-up:

Prior to 0900 hours, quarters will be left in a clean and neat condition; personal items will be removed to accommodate oncoming crews.

Sleeping Quarters:

Sleeping quarters shall be kept in an orderly manner during the entire shift. Beds shall be neatly made by 0900 each morning and remain in place during the day. Sleeping quarters shall be respected as a place for quiet rest. "Lights out" will be at 2200 hours. Personnel choosing to stay up after 2200 hours will remain outside sleeping quarters. If entering sleeping quarters after "lights out", it will be as quietly as possible.

Beds shall be selected in order of priority by ones rank, then seniority.

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During periods of sleep, the minimum apparel required is a District uniform t-shirt with navy colored shorts or sweatpants.

Television and computer usage:

Television and computer usage is permitted, at the discretion of the Station Captain. In the event of special circumstances, the Station Captain may curtail these times on a day-by-day basis.

Turnout Time:

Personnel should respond to alarms/requests for service within 60 seconds during non-sleep hours and 90 seconds during sleep time from alarm notification until Response Time (en route).