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## Reporting for Duty

### **1009.1 PURPOSE AND SCOPE**

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

### **1009.2 POLICY**

It is the policy of this department 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.

### **1009.3 PUNCTUALITY**

All members should be punctual and be ready to immediately perform their duties at the assigned time. Shift start time is 0700 hours.

### **1009.4 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.

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

### **1009.5 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 not be limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

### **1009.6 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 Department. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### **1009.7 CLEANLINESS**

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

### **1009.8 INABILITY TO REPORT FOR DUTY**

Members should notify their supervisor, Captain or Battalion Chief by phone no later than 0600 hours of any inability to report for duty at the time required.

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### **1009.9 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.

### **1009.10 RELIEVED FROM DUTY FOR VIOLATIONS**

Any Company Officer may relieve a member under his/her command from duty, when in the Company Officer'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 Battalion Chief, followed by written charges and documentation in accordance with department procedures.

### **1009.11 WORK SCHEDULE**

#### **1009.11.1 SHIFT PERSONNEL**

The Eules Fire Department shall have three shifts of employees that staff the Operational portion of the department. These employees are assigned to the apparatus within the department with their primary function being to respond to calls for service. Employees that are assigned to positions on shift will work a 48/96 hour schedule. This consist of being on duty for a 48 hour tour and then they will be off duty for a 96 hour period. Each 48 hour on duty tour will be considered two separate 24 hour shifts that are consecutive days. Shift personnel will be on a 12 day pay cycle and will be compensated for 96 hours of work for each pay cycle. Compensation shall follow all applicable Fair Labor Standard Act (FLSA) laws.

#### **1009.11.2 ADMINISTRATIVE PERSONNEL**

Administrative personnel are those employees within the Eules Fire Department that are assigned to positions that are not on a shift basis. These include Administrative Chiefs, Administrative support staff and employees assigned to the Fire Marshal's office. These employees will generally work a typical 8-5 business hour schedule, Monday thru Friday. The Fire Chief may allow modifications to this schedule for administrative personnel to allow different work schedules as long as the objectives and the needs of the department and citizens are met.