

**TOWN OF WATERTOWN FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

**SECTION: Personnel Policies
SUBJECT: On Duty Shifts
REVISED: 01/04/2017 (by WLB)**

PURPOSE:

To establish a guideline for an On Duty Shift Program at Town of Watertown Station #3. This program's mission is to ensure better response times as well as better fire and medical coverage to the Town of Watertown and its surrounding mutual aid areas.

DESCRIPTION:

This program is intended for members to be able to sign up and commit to an overnight on call duty shift at Town of Watertown Station #3.

POLICY:

- A. No members under the age of 18 yrs will be allowed to pull an overnight shift
- B. On each shift one member will be responsible to oversee the crew, and make sure these guidelines are followed. This member will be responsible to contact the Chief if any problems occur. They will follow the chain of command if the chief is not available. This member should be a qualified firefighter or department officer.
- C. The times of the shifts will vary, but there will be a sign-up sheet or message sent out to members interested in signing up for a shift.
- D. A shift shall be a minimum of four hours long to count as one point per the service award system.
- E. If a member cannot commit to a full shift the member responsible will communicate that to the crew, and the chief.
- F. A member may not participate in more than 3 consecutive four hour shifts without a minimum of eight hours off to allow for recuperation and proper rest.
- E. Visitors may be allowed to stop by but will not be allowed in bunk rooms, and will be off the premises by 10 pm. Visitors must leave if a call comes in.
- F. Members on shift will wear appropriate attire. (TWFD uniform consisting of a TWFD shirt and blue pants or jeans).
- G. All members on shift will be allowed the use of all equipment in the kitchen. Each member is responsible to clean up after use.
- H. Each member on shift will be allowed to bring in their own food. All food items must be removed at the end of each shift.
- I. Bunk rooms are available to use. No food or drinks are allowed in the bunk rooms. You must supply your own bedding, and it must be removed at the end of the shift. The room will be cleaned and made ready for the next person to use.
- J. Showers may be used but must be cleaned when finished.

- K. No turnout gear is allowed in the common area or bunk rooms. NO EXCEPTIONS.
- L. Any duty crew member violating these guidelines will be subject to disciplinary action per the department's disciplinary guidelines.
- M. Duty shift members shall not interfere with Bunk-in students and must follow the same rules as Bunk-in students.

PROCEDURES:

- A. At the start of the shift all duty crew members will inspect each piece of apparatus to ensure they are ready to go and are washed.
- B. Members are encouraged to work together to make the entire station is kept clean.
- C. The crew will respond to calls unless the time frame of the call will conflict with your work schedule or an illness occurs.
- D. If no calls come in during your shift you will receive 1 standby credit. A run sheet should be completed and the stand-by times noted on the run sheet.
- E. If no department officer or qualified driver is assigned to the duty shift, the crew will monitor the I Am Responding application to see if any officers or qualified drivers are responding to the station for the response and be ready to go when that driver arrives for the response. If no qualified driver is available for Station 3 apparatus, the on duty crew should contact the responding chief or officer for further instructions and may respond via POV (per TWFD policies) if directed.

RESPONSIBILITY:

- A. It is the entire department's membership to make sure the members of this duty crew are following these guidelines.
- B. If any violations are observed, the Chief shall be contacted as soon as possible.

SAFETY:

Alcohol consumption on Fire District Property is strictly prohibited while on shift, and shall not be consumed at least twelve hours prior to your shift. No alcohol will be on district property while on shift. No exceptions to this rule. You shall not be under the influence of any drugs unless it is a prescription in your name and will not impair your judgment in any way.