
309 POLICY: Reporting for Duty

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Approval: BOFC

Reviewed:
Reviewer:

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Revision #

309.1 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.

309.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety of its members. Sufficient staffing levels occurs by means of career staff and volunteer member activity.

309.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time. Career shift personnel are required to be in uniform and on the floor by the start of their shift (08:00).

It is the member's responsibility to contact his/her station and/or immediate supervisor before the start of the duty shift if the member is not going to arrive in time to relieve the previous shift on time.

309.4 RELIEF

Career operations staff 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. Battalion Chiefs may not be absent from their place of assignment without the specific permission of the Fire Chief.

309.5 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 on the member's assigned apparatus and donning the appropriate uniform.

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309.6 PERSONAL APPEARANCE

All members and staff should 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. Administrative staff will either be in uniform or approved business attire. Career operations staff will be in uniform during the shift working hours and rest or “down time”. All department members should wear appropriate clothing while utilizing the upstairs living quarters, bathrooms and bunkrooms at the station. Uniform items shall be readily available during these periods so to not delay response.

309.7 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.

309.8 INABILITY TO REPORT FOR DUTY

Members should notify their company officer 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 company officer at the duty station, members should notify the duty Battalion Chief.

309.9 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 as safely as possible 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.

309.10 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 district procedures.