

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1120
	SECTION: 1100 Personnel	
	SUBJECT: Daily work routine, Priorities and Privileges	
DATE APPROVED:	<i>MAY 5, 2011</i>	
APPROVED:	<i>Michael P. Murray</i>	

Purpose: To provide employees with general guidelines for the performance of daily work routines and use of the facilities during a work period.

Scope: This procedure shall apply to all shift personnel

1. Reporting to Duty:

Employees shall report to work as scheduled and be at their work station, properly attired, and prepared to begin work at the prescribed starting time. Shift personnel shall work a 24-hour work shift beginning at 0700 hours and ending at 0700 hours the following consecutive day. The appropriate uniform for duty is the day uniform (SOP 2109). Employees shall exchange pertinent information between the oncoming and off going personnel to ensure critical information is passed.

2. Shift Change:

All house duties will be completed prior to shift change. Off-going shifts shall insure that the facilities, apparatus and equipment are in service, clean and in good order prior to shift change. All pertinent information regarding the prior day's activities will be passed on to the on-coming shift at shift change.

3. Work priorities:

Daily tasks and work assignments that are not of an emergency or incident nature shall be assigned levels of priority.

- First Priority- Readiness to respond
 - a. Apparatus Readiness
 - b. Employee Readiness

- Second Priority- Training and Conditioning

- Third Priority- Work details
Public training

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4. Apparatus Readiness:

All emergency apparatus will be checked out starting immediately at shift change as defined in the SOP 2202 and the appropriate paperwork will be completed. Priority will be given to the first-out apparatus and secondary to those will be the support and reserve apparatus. Any equipment or apparatus requiring repairs will be addressed by the Shift Captain.

5. Personnel Readiness:

Personnel reporting to work shall be physically and mentally able to perform the expectations of the job when reporting for duty. All personnel shall keep their protective clothing complete, clean, readily accessible, and in good repair.

6. Personnel Briefing:

The company officer shall brief his/her subordinates on the tasks and details for the day's shift period. This briefing will be done at the discretion of the officer as time allows.

7. Physical fitness and conditioning:

Employees are encouraged to participate in a routine physical conditioning program. Work out periods shall be designated by the company officer dependent on the day's activities. All work out periods shall be limited to a one-hour period beginning from time of dress-down to uniform dress. Refer to SOP 1115 for further details.

8. Training:

All shift personnel are required to meet the department goal of taking part in a minimum of two hours of training per day or 20 hours per month.

9. Shopping:

The company officer will ensure that excursions to the store for meal preparation shall be kept to no more than once a day.

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10. Meal preparation:

Meal preparation will be impacted by emergency incidents and station activities such as public education and tours. When at all possible a normal routine of meal preparation and clean up is required and should follow the following schedule:

- a. Breakfast shall be permitted prior to 0900 hours
- b. Lunch will normally be scheduled between 1200 hours and 1300 hours.
- c. Dinner will normally be scheduled after 1700 hours.

11. Dayroom use:

The Dayroom shall be utilized only during the hours of shift change, lunch and after 1700 hours. Exception for training and scheduled meetings shall be granted.

12. Bedroom use:


Bedrooms shall be kept clean and presentable at all times. Beds will be made with the appropriate covers and clear of personal items between 0730 hours and 1700 hours. Personal property shall be stored in a neat and orderly fashion in the employee's locker. Occupancy of the bedrooms shall be permitted between the hours of 1700 to 0730.

13. Personal Lockers:

Employees will be provided with a locker to store personal items. A separate storage locker for turnout and wildland gear will also be provided. Both locker areas shall be kept orderly, clean and void of prohibited and illegal items. The district reserves the right to inspect issued lockers.

14. Television Use:

The television shall be viewed only after 1700 hours. Exceptions to this restriction are training videos and special news broadcasts covering developing significant events.

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15. Telephone Use:

Telephones are placed in all facilities so that employees may complete their assigned duties and communicate with others outside the District. Phones may be used for personal calls, as long as their use does not interfere with the effective operation of the employee's normal daily activities. Employees are encouraged to be considerate of the needs of other employees, therefore limiting their calls to a reasonable duration. Employees shall reimburse the district of any toll and long distance fees incurred by the district as a result of the employee making unauthorized calls. Employee use of personal cell phones and pagers are discouraged. Employees are encouraged to keep such communication devices in their personal lockers. If the employee chooses not to store their personal pager or cell phone in their locker the District shall not be responsible for the replacement or repair of these items.

16. Visitors:

It is the desire of the District to allow the visitation of the fire stations by members of the public while maintaining controls that allow for minimal disruption to the station operations. Visitors shall be allowed in the station but shall be escorted by an employee after the visitor has identified the purpose of the visit. Family members need not be escorted but are encouraged to arrange their visit after 1700 hours. No visitors shall be allowed in the stations after 2100 hours without the approval of the company officer.