



Standard Operating Guideline	
SOG Name:	Shift Change
SOG Number:	400.16
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	June 15, 2017
Date of Last Revision:	March 22, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: An orderly and complete shift change is necessary to ensure that all information is exchanged for the efficient operation of the Department. For this department to protect lives and property, we rely on qualified, available personnel. The Fire Department has established a format for assuring minimum staffing at shift change.

SECTION 1

The off-going Company Officer will insure all off-going members are prepared for shift change. Members will be prepared to respond to all calls until formally relieved. Company Officers should use their discretion on a case-by-case basis.

SECTION 2

Before going off duty at any time, members will acquaint their successors with every important detail of their tour of duty, giving them any equipment and information that may be necessary for the efficient operation of the department.

Paramedics will conduct a transfer of medications (Key Transfer) at shift change in accordance with the State of Alabama Controlled Substance Policy and Dothan Fire Department SOG #450.5.

SECTION 3

The two Company Officers will grant relief to members at the end of their shift. The on-coming Company Officer will ensure members are appropriately dressed to begin duty by 0700 hours. It is the responsibility of the on-coming Company Officer to ensure all members have affixed helmet magnets that correctly represent their current duty assignment, to ensure that member’s accountability tags are on the apparatus passport board, and to ensure that all members have the appropriate PPE on the apparatus **immediately following shift change.**

The on-coming Company Officers shall contact their respective Chief Officer to confirm all personnel are accounted for prior to 0700 hours. The on-coming Chief Officer(s) must release members that are on the “Extended Duty Roster” once notification of any absenteeism has been reported (prior to 0700 hours).

SECTION 4

At shift change, on-coming Company Officers will (as soon as possible) assemble the company, read the logs from the preceding shift, distribute official communications to members, and deliver information or instructions as needed.

SECTION 5

Company Officers will not allow any member of their company to go off duty until:

1. The anticipated on-coming members are present.
2. An on-coming member properly relieves each member.

Arrangements, other than item 1 or 2 must be approved by the Chief Officer.

SECTION 6

If a member of the oncoming shift fails to report to duty, a member of the off-going shift will be selected to remain on duty until arrangements have been made by the Chief Officer. Final selection will be at the discretion of the Chief Officer.

SECTION 7

In case of a prolonged fire at shift change, the on-coming shift will relieve the off-going shift at the fire scene in an orderly fashion and the off-going shift will be released from duty. The Battalion Chiefs will coordinate incident-based shift changes. The off-going company/members will complete necessary duties and appropriate documents. The off-going Acting Officer(s)/Company Officer(s) are responsible for accounting for their member's duty time (Overtime Forms and notifications to the on-duty shift), as well as contacting a Battalion Chief with this information. Paramedics will conduct a transfer of medications at shift change in accordance with SOG #450.5.

SECTION 8: GENERAL

The Dothan Fire Department has established minimum staffing. Management of leave selection is necessary to ensure minimum staffing. Unexpected absences may reduce the workforce below minimum staffing. Fire Department job descriptions allow for members to be assigned duty at the discretion of management. The employee will be compensated for unscheduled hours worked with pay or through schedule adjustments during the same work period. Normal need for employee support at shift change is for a full shift; therefore, schedule adjustments are not practical. Members shall be selected to work the needed time to maintain minimum staffing and shall be compensated according to provisions in wage and hour law and City of Dothan Personnel Rules and Regulations.

SECTION 9: EXTENDED DUTY ROSTER

A roster will be established that identifies the member's potential extended duty and is designed to fill unexpected vacancies at shift change. The Chief Officers on each shift will develop a roster comprised of the shift members. The roster will be published and available to each employee as soon as practical. This roster will give each employee advance notice of the dates they are subjected to extended duty past shift change. This allows the employee to manage any personal affairs in advance. The roster will consist of three groups:

- **Officer Group:** All Captains and non-paramedic Sergeants
- **Medic Group:** All Paramedics to include Paramedic Captains who have volunteered to be placed in this group.
- **Firefighter Group:** Firefighters that are not paramedics

Employees will not be placed on the roster for extended duty unless they are scheduled to be on duty the day before, based on the results of initial leave selection. The intent is to equitably distribute mandatory extended duty roster assignments for all members and honor an employee's time off by minimizing their need to be available while on leave. Trading duty time with another employee is not considered leave and shall not relieve the employee of their obligation to be available. If an employee trades duty time with another employee, they must also trade extended duty roster time with an employee in the same category and on the same shift. An employee will be assigned for two (2) shifts on the roster; they will be 1st choice on Date 1 and 2nd choice on Date 2. All employees that are not on leave will follow suit and then the roster will begin again.

SECTION 10: TRADING SLOTS ON THE EXTENDED DUTY ROSTER

Once the extended duty roster has been established members may trade roster time with other members that are on duty the day before the extended duty roster date, assigned to the same shift and same group with one exception; a Captain cannot trade time with a sergeant that he supervises and evaluates. Military activations may require alterations to this procedure on a case-by-case basis. This trading of roster time does not have to be paid back like trading duty time. Any trading or substituting of position on the roster is not official until the appropriate forms are completed with both member's signature present and approval by a Chief Officer.

SECTION 11: PARTICIPATION

All shift members will be required to participate in this program. All members will be considered in the formulation of the extended duty roster. The assigning of positions on the extended duty roster will be determined by the Chief Officer(s) and the selection of a member to work extended duty will be based on the Fire Department's need(s). Chief Officers will holdover 1st choice assignments for first vacancy and 2nd choice assignments for second vacancy in the appropriate holdover group. Members that are assigned date 1 or date 2 on the extended duty roster cannot leave their assigned station until the Chief Officer releases them from duty.

Early relief by an oncoming employee does not relieve the employee of their responsibility or sever continuity of duty. All members are subject to being held over temporarily until a replacement has arrived at the station.

Members that request holiday, vacation or military leave after the publication of the extended roster must have a replacement available and approved, if their extended duty time is affected. The taking of leave or trading duty time to circumvent participation in the extended duty roster shall not occur.

SECTION 12: ADVANCED NOTIFICATION

If a member is placed on extended duty and for various reasons selects to be relieved from his scheduled assignment, the Chief Officer, or approved delegate may page out for a volunteer to work the remainder of the time needed. If the page is not answered, the extended duty member will be required to find his/her replacement or to work the scheduled assignment. Any volunteer accepting the

assignment will be given **one hour** to respond to duty. The one-hour notification is considered advanced notification and this member will not be eligible for **CALL-OUT** for the time worked. This time will be counted as overtime and therefore subject to the 212-hour threshold for overtime consideration. Unexpected vacancies after the release of extended duty personnel will be treated in the same manner. Any member contacted to fill a vacancy for minimum staffing will do so on a voluntary basis and will be given one hour to report to work and this time will be documented as overtime, not call out. Call out **only** applies to emergency events where the employee may either volunteer or be appointed to return to work and will be subjected to the 30-minute response rule.

Members with hardship will be treated on a case-by-case basis. Vacancies that are anticipated prior to 1900 hours will be paged out and responding members(s) will be hired that meet the department's need. Extended duty personnel are exempt from accepting the anticipated vacancy which conflicts with their extended duty availability at shift change. Anticipated vacancies will not be voluntarily left vacant until shift change.

(Signature on File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT