



Dothan Fire Department POLICY	
Policy Name:	Shift Change
Policy Number:	4
Standard:	TBD
Implementation Date:	July 11, 2017
Date of Last Revision:	March 22, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To establish a uniform procedure that addresses an orderly transition between shifts that meets the Alabama Department of Public Health’s mandated requirements for controlled substance supervision, ensures proper staffing, and adheres to the Fair Labor and Standards Act.

II. POLICY

1. Company Officers **will account for** all members at shift change and report to their Battalion Chief as soon as possible.
2. All members shall be dressed in the appropriate uniform (Class C minimum).
 - a. Members reporting to work shall be in appropriate uniform and properly groomed (ready for work or response) by 0700.
 - b. On-duty personnel shall be in appropriate uniform no later than 0645 and assembled at the officer’s designated location.
3. Company Officers shall grant relief to members after ensuring that the orderly transfer of controlled substances has occurred, minimum staffing is achieved, and all pertinent information is transferred to relief personnel through memos, medic/fire reports, log book entries, bulletin boards, etc.
4. Company Officers are authorized to hold-over personnel from the previous shift to meet staffing needs. Extended duty employees may reflect the immediate vacancy need, but the extended employee may not necessarily be permanently selected/assigned to meet organizational needs. Chief Officers shall make the final assignments.
5. No employee shall work more than 48 continuous hours. Extended employment due to prolonged emergency incidents shall abide by this policy at the affected incident scene.
6. Alterations to this policy shall have the approval of the Chief Officer or Acting Chief Officer of the Day

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 22nd day of March, 2021.

(Signature On File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT