



POLICY MANUAL

Daily Operations - Staffing

Daily Staffing

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Book Chapter Subject

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1.0 Purpose: Establish Guidelines For Accurately Maintaining Daily Staffing Status On The Computer Program.

1.01 Scope: All Officers and Acting Officers.

1.02 **POLICY**

Daily staffing shall be reflected on the Computer Staffing Program. This should reflect an accurate status of staffing on a daily basis.

1.03 **PROCEDURE**

1. In the evening of the third day of a shift's cycle, the Company Officer at Station 4 will update the staffing for the next three-day cycle for that shift.
2. The Station 4 Captain will then prepare the staffing for the next shift on the computer. The Captains at the other stations are responsible to notify the Station 4 Captain of who is designated to be used to provide relief coverage.
3. All Captains will check the staffing during the day to assure it is correct.
4. Each Captain is responsible to advise their company members when movement is required. In addition, all overtime and time-off shall be placed on the daily staffing. These times shall be reflected on payroll sheets. It is the Captain's responsibility to make sure these times match (payroll sheets, daily staffing, and log books).
5. The Station 4 Captain will notify all stations when overtime coverage is available.
6. Captains are responsible for placing AWRs for their personnel on the daily staffing program.
7. Individuals can not be scheduled to fill an Acting position if on approved scheduled time-off.
8. Individuals assigned to light duty, sick leave, or other scheduled time-off will *not* be marked off the Acting Rotation List.
9. The Battalion Chief will print and sign a copy of the completed staffing roster at the end of each shift and forward it to the Department Secretary.