



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulation (3)

Section/Number: On-Duty Shift Leader (14)

Date Approved: January 7, 2019

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Purpose:

To ensure all tasks associated with the functions and responsibilities of the on-duty staff are completed each shift. This policy outlines who will fill the role of Shift Leader, and what tasks they are responsible for.

Scope:

This policy applies to all full-time and per-diem on-duty employees assigned to a shift or detail. The Shift Leader will be designated for shift organization, accountability of actions, and dissemination of information to and from the on-duty crew. The employee filling this role shall be an active participant in shift activities.

Procedure:

1. Each shift will have a designated Shift Leader.
 - a. The position will be filled by rank order from the highest-ranking officer to the lowest ranking officer. If two officers of the same rank are working, it will be determined by seniority.
 - b. If no officers are working, the full-time employee will be designated as the Shift Leader for the shift.
 - c. If no officer or full-time employee is working, the employee with the highest EMS license will be designated the Shift Leader.
2. The Shift Leader:
 - a. Acts as a working supervisor and may assume any role in the Incident Command System until relieved or reassigned.
 - b. Must be familiar with and adhere to department policies, guidelines, and deployment models.
 - c. Verifies shift attendance and timeliness.
 - d. Identifies and executes assigned details, inspections, and/or trainings for the shift.
 - e. Contacts the other staffed station at the beginning of a shift, or at evening shift change to ensure scheduled personnel are present and that they will participate in any trainings or assigned details.
 - f. Ensures that the station duties have been completed including apparatus checks, equipment checks, house chores, etc.
 - g. Responds to all emergency calls assigned to his/her station or apparatus.

Not to be used

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- h. Interacts positively and professionally with all department personnel, automatic/mutual aid departments, law enforcement, physicians, patients and their families, and the public.
 - i. Maintains appropriate confidentiality of patient information.
 - j. Projects a positive, pro-active image to co-workers and the public.
 - k. Assists in the orientation, training, and supervision of all new personnel, students, and call company in the absence of their mentor.
 - l. Ensure the appropriate response to and staffing of calls for service (*See AP.12.1 – Determinant Code Responses*).
 - m. Responsible for reporting events of personal injury, staffing issues, vehicle defects, equipment failure and/or property damage to the appropriate Company Officer and Duty Chief. Ensures vehicle or equipment problems are documented in Emergency Reporting (*See AP.4.2 – Work Order Entry*).
 - n. Completes a shift pass on with the incoming Shift Leader at shift change.
 - o. Ensures all necessary reports are complete including payroll, NFIRS, E-PCR's, truck checks, work orders, equipment checks, medication logs, and documents station duties in the Emergency Reporting Daily Log (*See AP.4.1 -- NFIRS Incident Report Completion*).
 - p. Assists in monitoring and calling of personnel to fill any gaps in the duty schedule due to illness or urgent need (*See AP.3.3 – Employee Scheduling*).

Policy History:

Original Approval Date: January 7, 2019
Review Date: N/A