Buxton Fire-Rescue

Administrative Policy
Subject: Supervision (2)
Section/Number: On-Duty Shift Leader (3)
Date Approved: January 7, 2019

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.

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:	*May 26, 2021 (Non-Substantive)*