



LAKE ELMO FIRE DEPARTMENT POLICY



POLICY #03-204	TITLE: DUTY CREWS	
		12/9/14
CITY ADMINISTRATOR	FIRE CHIEF	DATE

GENERAL:

1. Duty Crews will be classified as follows:

DAYTIME DUTY CREW - Monday - Friday, 0800-1630 hrs.

NIGHTTIME DUTY CREW - Monday - Thursday, 2200-0500 hrs. (ending Friday AM)

2. No Duty Crews will be scheduled on the following holidays, (actual and observed):

New Year's Day	January 1
Martin Luther King Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Years Eve (non observed holiday)	December 31 st

(Only shifts that START on the Holiday will be cancelled) All events will be toned as ALL CALLS on these days.

3. Paging During Duty Crew Shifts:

- Duty Crew Tone - No Credit, Pay Only
- All Call Tone - All available personnel respond. Credit and Pay.

For the purpose of paging, the following criteria will be used to determine the proper page. The call types listed below are designated as ALL CALL, all other responses will be categorized as DUTY CREW. The OIC/Duty Officer has the ability to request an ALL CALL at any time. In the event of an incorrectly paged event due to a Dispatcher error, this ALL CALL will be a non-credit, pay only event.

- Report of Any Fire whether confirmed or not. This does not include fire alarms.
 - All accidents (MVA, 10-52's) that are paged as requiring extrication.
 - Tones paged out as an "All Call".
 - Mutual Aid
4. All qualified personnel will be assigned to a duty crew.
 5. Duty Crews will respond in the appropriate vehicles (see Incident Response SOG).
 6. If for any reason a member is not able to cover their assigned shift, it will be their responsibility to get another qualified employee to cover their shift. It shall also be the responsibility of the original crew member to notify the Duty Crew Officer in charge of their crew of the change and who the replacement will be. The member making the change must also complete a Duty Crew Change Form and place the form in the mailbox of the Officer in Charge (OIC) of overseeing the Duty Crews. Traded shifts will not be spaced more than 30 days apart.
 7. In case of illness the OIC of that shift shall be notified as soon as possible in order to permit a replacement to be found. Notification must be made no later than 2 hours prior to the beginning of the shift. In the event a member is unable to complete a shift due to illness, the member must make up the shift within a 30 day time period of the missed shift. The member must also complete a Duty Crew Change Form noting the date of the missed shift due to illness and also noting in advance the date of the make up shift and place the form in the mailbox of the Officer in Charge (OIC) of overseeing the Duty Crews.

8. Open duty crew shifts will be posted at each station, and can be picked up by any qualified member of the department with priority given to personnel who normally respond to the station where the open shift exists.
9. The Lake Elmo Fire Department maintains a “zero tolerance” regarding the use of alcohol and/or drugs by personnel assigned to a duty crew. (See Alcohol and Drug Policy)
10. No Show/No Call, two unexcused absences within a 12 month rolling calendar, may be grounds for dismissal. 12 month rolling calendar will roll backwards from last instance. A member who has an unexcused absence must do the following;
 - a. The member must provide a written explanation of why they missed the call and submit the explanation to the Officer in Charge of overseeing the duty crews within 24 hours of the missed shift. The Duty Crew OIC of the
 - b. member who missed the call must notify the Officer in Charge of the Duty Crews about the missed call.
 - c. The member who missed the call must make up the call within 30 days of the missed call. In the event a member misses a call close to the end of the year, the member should try to make up the call prior to the end of the year rather than waiting 30 days. The member missing the call must complete a Duty Crew Change form noting in advance when the make up date will be completed and place the form in the mailbox of the Officer in Charge of overseeing the Duty Crews.

Failure to comply with the above could result in disciplinary action.

11. Failure by a department member to maintain a 100% duty squad percentage at the end of the year could result in disciplinary action or affect the member's good standing with the department.
12. A member making up a call due to illness or unexcused absence doesn't have to switch with a member in order to make a shift up. The member can be an addition to a shift in order to make up the missed shift.

13. Personnel unable to cover their scheduled shifts due to work conflicts, will be required to fill a scheduled shift during daytime hours. The number of hours scheduled will not exceed those required. This schedule will be set up on a case by case basis, and will be approved by the Chief.

DUTY CREW RESPONSES:

Daytime Duty Crew

- Paging criteria will be the same as Nighttime Duty Crew
- Only personnel designated as "Daytime Responders" will be required to sign up for a daytime shift and will be required to respond to all calls during their shift.
- All available personnel may respond to both Duty Crew and All Call events.

Nighttime Duty Crew

- Assigned Duty Crew will respond to all calls during their shift.
- Only assigned personnel will respond to "Duty Crew Paged" events.
- All Non Duty Crew personnel shall respond under the following conditions:
 - Report of Any Fire whether confirmed or not. This does not include fire alarms.
 - All accidents (MVA, 10-52's) that are paged as requiring extrication.
 - Tones paged out as an "All Call".
 - Mutual Aid
- The Duty Crew will minimally consist of a Duty Officer (see Duty Officer SOG) and two personnel from each station, for a total of five personnel.