Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.31

2. SUBJECT: ***Duty Officer – Command Transfer***

3. POLICY: It shall be a policy of Grant County Fire District 3 when the responsibility of a Duty Shift is transferred.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. It shall be the responsibility of the District Fire Chief or his designee to enforce this Policy and Procedure.

6. PROCEDURE:

   A. Duty Officer Personnel Change:

   Qualified Volunteer Firefighter: requesting to assume a duty shift:

   1. Qualified volunteer firefighter will; submit a 36-hour notice to assume a duty shift from the bargaining unit member .
   2. Qualified volunteer firefighter will; arrange to acquire a duty vehicle without causing a change in the bargaining unit members work schedule, overtime, or requiring the bargaining unit member any travel time to turn over a duty vehicle.
   3. Prior to the exchange of a duty vehicle; the bargaining unit member, on duty, will make arrangements for the qualified volunteer firefighter to return the duty vehicle to the station or bargaining unit member; without causing a change in the bargaining unit members work schedule, overtime, or requiring the bargaining unit member any travel time to receive a duty vehicle.

   Bargaining Unit Member: requesting a change in personnel to cover a duty shift:

   1. The bargaining unit member will not be required to a “36-hour notice” to change personnel to cover a duty shift.
   2. Bargaining unit member will notify the District Fire Chief and Staff regarding the qualified volunteer firefighter/or career member who will be assuming the duty shift; the date and time duty shift will be assumed; the

date and time that the duty shift will be returned back to the bargaining unit member.

3. Bargaining unit member will arrange to turn over a duty vehicle to the qualified volunteer firefighter or career member without causing a change in the bargaining unit members work schedule, overtime, or requiring the bargaining unit members any travel time to turn over a duty vehicle.
4. Bargaining unit member will arrange to have a duty vehicle returned to him (her), if needed, from the qualified volunteer firefighter; career member or another bargaining unit member, without causing a change in the bargaining unit members work schedule, overtime, or requiring the bargaining unit members any travel time to receive a duty vehicle.
5. Bargaining unit member will make arrangements to turn duty over, to another career member, bargaining unit member or qualified volunteer firefighter, while on "Vacation Leave", "Compensatory Leave", or "Other Leave" during their scheduled work week without causing a change in the bargaining unit members work schedule, overtime, or requiring the bargaining unit members any travel time to receive or return a duty vehicle.
6. Bargaining unit member will not be required to release duty if using "flex time for less than 2 hours.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.