

BULLETIN

NO: 14-207

DATE: December 4, 2014

TO: All Personnel

FROM: Brian Fennessy, Assistant Chief, Emergency Operations

SUBJECT: Platoon change and fulfillment of work assignments

This bulletin serves as a reminder and notice of proper platoon change procedures and policies and procedures regarding leave requests.

The hour of platoon change is 0800 hours daily. Personnel of equal rank are allowed to relieve each other from duty up to 60 minutes prior to scheduled change of shift. **Employees are not to leave their work assignment (fire station) until properly relieved.**

There are instances when on-duty personnel will be notified by the Fire Communications Center to remain in fire station until **transfers are complete**. This typically occurs when the Staffing Desk has not completed filling of all vacancies. This announcement may be broadcasted at 0700 hours or sometime thereafter. **For clarification purposes, if this announcement is made, all ON-DUTY personnel are to remain at the station until notified that transfers are complete.**

All employees are directly responsible for fulfilling all assigned regular duty (RD), annual leave trades (ALT), trade working (TW) or any other type work assignment.

All leave requests, regardless of duration or type, shall be entered in the TeleStaff System. Company Officers are responsible for ensuring that all work entries in TeleStaff are fulfilled exactly as documented on the daily staffing roster.