

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E
SUBJECT: STATION MANAGEMENT SHIFT CHANGE PROCEDURE	SECTION 03	PAGE 1 of 2	EFFECTIVE DATE 17 June 2021

- I. **PURPOSE:** The purpose of this policy is to outline station shift change procedures.
- II. **SCOPE:** This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except lifeguards.
- III. **AUTHORITY:** The fire chief authorizes the information in this policy.
- IV. **POLICY:**
- A. Shift Change
1. The official time that an employee is expected to report for duty normally occurs at 0800 hours.
 2. Shift change may also occur after 0800 for reasons such as late relief, trades, annual leave trades, planned or unplanned backfill, etc.
 3. Personnel of equal rank assigned to fire operations are allowed to relieve each other from duty up to 60 minutes prior to shift change, with the following provisions:
 - a. Personnel participating in early relief shall do so on a voluntary basis.
 - b. Any increase in time that may develop from an early voluntary relief will not result in additional compensation for hours of work.
 - c. The city will not be required to keep records of time worked associated with an early relief.
 - d. In event of legislative action requiring compensation for time worked in early relief, this policy shall become null and void (see 29 C.F.R § 553.225).
 4. Any exceptions of the above require the approval of the battalion chief.
 5. If the battalion chief is not available, approval will be needed from the on-duty deputy chief of operations.
- B. Shift Change Process
1. All crew members shall share with their reliefs any pertinent information regarding their shift and notify their company officer when they are relieved.
 2. At 0800 hours, company officers of the on-coming division shall hold a crew morning meeting.
 - a. Company officers will ensure that all on-coming crew members meet grooming policy standards, are prepared to perform all duties and functions at an acceptable level, and that all necessary personal gear and personal protective equipment (PPE) has been properly stowed on the apparatus.
 - b. The above indicates a state of 'response readiness'.
 3. Captains shall review department communications, establish crew assignments, review training needs, address facility/equipment issues, and communicate any additional management needs or expectations. Recent communications can be found in TargetSolutions (or the department's online training program).

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5. Officers shall not allow any crew member to go off-duty or leave the station until properly relieved.
 - a. Exceptions require the approval of the battalion chief.
 - b. If the battalion chief is not available, approval will be needed from the on-duty deputy chief of operations.
6. In case of a shift change during prolonged emergency operations, the company officer of the on-coming shift will coordinate relief through their battalion chief. If the battalion chief is not available, the company officer shall contact the Metro Zone Emergency Command and Data Center (ECDC) battalion chief to coordinate relief.

B. Tardiness

1. Tardiness occurs when an employee of the on-coming shift fails to report to their place of assignment and obtained a state of 'response readiness' at the time of shift change.
2. Crew members who are coming from another station or assignment and may be late are expected to notify the on-duty company officer at the station they are reporting to, along with the crew member awaiting relief, prior to shift change.

C. Late Relief Overtime Reporting

Employees that are held over due to late relief shall enter time worked on their timecard and in the TeleStaff (or the department approved online scheduling system). Notification should be made to the on-duty supervisor of the employee who is held over, acknowledging that both timecard and online scheduling system entries have been updated and require approval.