

TITLE O P E R A T I O N S M A N U A L	STANDARD I N S T R U C T I O N 06		DEPARTMENT F I R E
SUBJECT S T A T I O N M A N A G E M E N T : P L A T O O N C H A N G E P R O C E D U R E	SECTION 03	PAGE 1 of 2	EFFECTIVE DATE 11/01/06

III. PLATOON CHANGE PROCEDURE

A. Hour of Platoon Change

1. The hour of platoon change shall be 0800 daily. Personnel of equal rank assigned to Fire Operations and EMS shall be allowed to relieve each other from duty up to 60 minutes prior to scheduled change of shift with the following provisions. Any exceptions require the approval of the Battalion Chief.
 - a. Personnel participating in early relief shall do so on a voluntary basis.
 - b. Any increase in time that may develop from an early 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.
2. At 0800 hours, Company Officers of the on-coming platoon shall cause their platoon to line-up. Company Officers will then call the roll, ascertaining that all on-coming employees are present, clean, shaven, and in proper uniform. Officers shall not allow any employee of the company to go off duty, to leave the station until properly relieved. Line-up will be held in Class B Uniform.
3. Company Officers shall alert employees to duties, new orders and communications, and deliver any verbal information or instructions that are deemed necessary. All employees shall acquaint their reliefs with any pertinent information regarding their tour of duty and notify the Duty Captain that they are relieved.
4. In case of a platoon change during prolonged emergency operations, the Captain of the on-coming platoon will call the Battalion Chief for instructions. If the Battalion Chief is not available the Fire Communications Center shall be contacted.

B. Tardiness

Incidents involving tardiness will follow the procedures as described in the Administration Manual Standard Instruction 03, Section II.

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C. Overtime Reporting

Employees that are authorized or ordered to work time in excess of normal work hours due to tardiness or an emergency at change of shift shall submit requests for overtime using a form FD14. The officer authorizing the overtime must sign the form.

D. Line-Up

A Line-Up shall be the assembly of all employees present, in a straight line, at attention, and in the proper uniform, at a place in quarters designated by the Company Officer. Line-Ups will be held at 0800 hours, when ordered by a Chief Officer or the Company Officer deems it necessary.