

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
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IV. STATION WORK ROUTINE

A. Normal Station Working Hours

1. The following schedule for station and apparatus maintenance, drills and training, inspections, and all related activities shall serve as a guideline. Battalion Chiefs may modify or Company Officers may extend these hours if conditions warrant:

Sunday through Saturday 0800 to 1200 hours and
(including holidays) 1300 to 1700
2. Solicitation of membership and activities concerned with the internal management of the Union such as collecting dues, holding membership meetings, campaigning for office, conducting elections, and distributing literature to individual employees, shall not be conducted during working hours.
3. Grocery shopping while on duty will be permitted according to the following guidelines:
 - a. The store shall be in the company's first-in district.
 - b. The shopping shall be done in the early morning, preferably when stores first open.
 - c. Only one trip per station, and the shopping is to be done at only one location.
 - d. The apparatus shall be parked in a safe and out of the way location so as to attract as little attention as possible.
 - e. Shopping time in the store shall be limited to 20 to 30 minutes.
 - f. Attire: Class "B" Uniform or Class "C" uniform when returning from Code 9).
 - g. All inquiries from citizens shall be responded to with tact and courtesy.
 - h. Exceptions to these guidelines may be approved by the appropriate Battalion Chief.
4. Station visits should be scheduled so as not to interfere with those programs with a higher priority.

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5. Employees on duty shall not retire before 2030 hours and rise no later than 0700 hours. Employees occupying beds between those hours shall not be unnecessarily disturbed.

B. Priorities and Guidelines

Station work routines will necessarily vary from day to day as affected by such conditions as fire operations activities, special individual station responsibilities, weather conditions, etc. Generally, the following priorities for scheduling work from available time will be observed:

First Priority	-	Fire Suppression
Second Priority	-	Fire Apparatus and equipment maintenance
Third Priority	-	Training
Fourth Priority-	Inspections, (F.C.I.P., Pre-Fire, etc)	
Fifth Priority	-	Physical Fitness
Sixth Priority	-	Station Maintenance

Each company shall hold a training session each shift, except when Fire and Life Safety routine prohibits or when excused by the Battalion Chief. Company Officers may have an outside Apparatus Drill on weekends if conditions are more favorable. Two outside Apparatus Drills must be held by each platoon monthly. In-service training may be scheduled for fire operations on any day of the week. Each company shall conduct inspections in their respective area as required or directed.

Payday Fridays are designated as apparatus and station maintenance day. Outside activities will be canceled on this day with the following exceptions:

- a. Emergency responses
- b. Code - 9 (must be completed by 10:00 a.m.)
- c. Battalion Chiefs may utilize their companies as necessary.
- d. In-Service training

C. UNIFORM/GROOMING/SAFETY EQUIPMENT INSPECTION

1. Company Officers shall inspect all uniforms and safety equipment for compliance with department standards.
2. Company Officers shall inspect all personnel for compliance with department grooming standards.