

EL DORADO COUNTY FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE 12: RESIDENT POLICIES
SECTION 5: RESIDENT SHIFT TRADES

EFFECTIVE DATE: 01-01-1997
REVISED:

- 12.5.1 PURPOSE:
To establish a policy for the submittal, approval, and tracking of shift trades.
To establish levels of responsibility once shift trades are made and approved.
- 12.5.2 PROCEDURE:
- 12.5.2.1 All shift trades must be submitted, in writing, for approval prior to taking place.
- 12.5.2.2 The supervisor at each station shall approve shift trades for his/her personnel.
- 12.5.2.3 All shift trades shall be routed to the appropriate captains' offices for tracking.
- 12.5.2.4. Trades must only be made with personnel qualified to fill the position without the movement of additional personnel.
- 12.5.2.5. Once a trade is approved, the person agreeing to work assumes sole responsibility for that period of the work shift.
- 12.5.2.6. Personnel working trades shall show up to the assigned work location on time and with the appropriate uniforms and safety gear needed to assume the responsibilities of the person being replaced.