

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**

**STANDARD OPERATING GUIDELINE**

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**ARTICLE 4: ROUTINE PROCEDURES**  
**SECTION 10: WORK SHIFT DEFINED**

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**EFFECTIVE DATE:**  
**REVISED: 03-24-2018**

4.10.1 PURPOSE: To clarify the standard twenty-four (24) hour work shift.

4.10.2 POLICY: Work shifts for twenty-four (24) hour personnel run from 0800 hours to the following day at 0800 hours.

All personnel shall report to their assigned stations and be prepared to begin their shift promptly at 0800 hours each morning.

4.10.3 Exception:

Personnel who work voluntary overtime or shift trades on a shift prior to another scheduled work shift shall be responsible for arranging their own coverage for travel time if they expect to be late to the next assignment. This coverage shall not be at District expense.

All overtime for holdovers shall be authorized by the Duty Division Chief or Station Captain. All approved overtime for holdovers shall be entered into Telestaff by the approving Captain.