

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 4: ROUTINE PROCEDURES**

**EFFECTIVE DATE: 06-01-1993**

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**SECTION 6: ON-COMING SHIFT REPORT**

**REVISED: 04-12-2006**

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4.6.1 **PURPOSE:** The On-Coming Shift Report (OSR) is to be completed daily by the station Captain. The current date, shift on duty, and the station number are to be documented in the OSR.

4.6.2 **PROCEDURE:**

1. The station Captain will be responsible for documentation of personnel absent from duty.
2. The daily activities will be completed according to the District policy.
3. For all emergency calls, document the incident number, time out, location of the call, and the type of incident.
4. It is the responsibility of Captain to advise oncoming shift of any pertinent information regarding the District, apparatus or the station.
5. The Station Captain shall brief all personnel (daily) on pertinent information contained in the station log. Personnel absent from duty will be briefed on their first shift back.

4.6.3 **DIRECTIVES and MEMOS:**

- 4.6.3.1 Memos are for clarification or correction of short-term concerns or for notifications of certain events. Directives and Memo's shall be noted in the OSR.