

**LAKWOOD FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.13	ADMINISTRATION
DATE IMPLEMENTED: APRIL 10, 2018 DATE REVISED:	TITLE: DUTY CREW ASSIGNMENTS

**PURPOSE:**

To establish order and continuity for the selection, staffing and deployment of Duty Crew Assignments.

**SCOPE:**

All volunteer personnel of the LFD.

**DUTY CREW SHIFT:**

Duty Crew shift assignments will be for a minimum of four (4) hours. However, assignments may be for longer periods as requested by the Chief or his/her designee. With rare exception, the length of the Duty Crew assignment shall be specified at the time of sign-up.

**STAFFING:**

The minimum Duty Crew shift staffing shall be three (3) members, and the maximum shall be four (4) members. Each Duty Crew will consist of a Department Officer, Driver and one Black Shield. A probationary member (Orange Shield) or a probationary member who is enrolled and attending Firefighter 1 training (Yellow Shield), can join the Duty Crew with his/her Captain's advance written recommendation, submitted to the Chief of the Department or his/her designee for final approval. However, probationary members are not entitled to receive Duty Crew stipends.

**SCHEDULING AND SIGN-UP**

The Duty Crew shift selection schedule will be from the 1st to the 15th of the month and from the 16th to the last day of the month. Selection of Duty Crews will be open to all Volunteer Firefighters of the Department on a continual rotating basis.

The Duty Crew selection schedule will be posted by the Chief of Department or his/her designee at least two (2) weeks in advance of each preceding Duty Crew period to provide ample time for members to sign-up. The sign-up procedure shall take place as

follows:

- Sign-up titles/positions will specify Department Officer, Driver and Black Shield.
- An Orange Shield or Yellow Shield may sign-up as specified previously under STAFFING.
- All Department Officers, Drivers and Black Shields of the Department will be listed and they will make a selection in order of their position on each respective list.
- Company Officers will fill Company Officer slots, Drivers will fill Driver slots, etc.
- As each individual title/position makes a selection, their location on the list will rotate so that all members receive an equal selection choice.
- Once a member accepts a particular title/position, that respective slot is considered filled and the next member in line will receive priority for the next Duty Crew title/position assignment.
- Should the next member in line decline to accept that Duty Crew assignment, the subsequent member in line will be offered the position. This process will continue until all Duty Crew assignments are filled.

#### **TRADING/SWAPPING OF DUTY CREW ASSIGNMENTS:**

Should a member be unable to work their Duty Crew assignment, it shall be the responsibility of that member to find a suitable replacement as well as to notify the Chief of Department or his/her designee. Trading/swapping of a Duty Crew assignment will only be accepted due to extenuating circumstances, such as sickness or change in employment work hours.

It remains the member's responsibility to only sign-up for Duty Crew assignments that do not conflict with other personal activities.

#### **ASSIGNED STATION AND APPARATUS:**

The assigned Station for the Duty Crew will be Station 74-1, on Monmouth Ave. Only the Chief, or his/her designee, can change the location of the Duty Crew.

The assigned apparatus of the shift will be from the driver's normal station. It is the driver's responsibility to notify the Captain of his/her respective company three (3) days prior to the date of the Duty Crew assignment of the intent to use said apparatus for the scheduled Duty Crew.

## **COMPANY OFFICER RESPONSIBILITIES:**

- Notify the Career Officer in Charge (OIC) and Dispatch via radio at the beginning and end of the Duty Crew assignment.
- Make certain the Duty Crew Assignment Form is properly completed and forwarded to the Board Office, with a copy placed in the respective binder in the Engine Room prior to the conclusion of the Duty Crew Assignment.
- Document Duty Crew Training in the respective binder in the Engine Room prior to the conclusion of the Duty Crew Assignment.
- Complete Company Field Report forms to properly document all responses.
- Ensure crew arrives on time, clean shaven, and has proper PPE.
- Ensure crew places PPE in service on assigned apparatus in a ready state.
- Assign crew to inspect equipment and familiarize themselves with placement on the apparatus.
- Divide up and assign daily station housekeeping duties.
- Review daily training schedule, develop a plan to complete training and document training completion.
- Maintain accountability for crew.
- Monitor radio transmissions.
- Secure station, grounds and apparatus.

## **DRIVER RESPONSIBILITIES:**

- Ensure apparatus and all equipment on apparatus is inspected and in proper working condition. Report any deficiencies through the chain of command.
- Check and monitor fuel level in apparatus and inform Company Officer.
- Operate apparatus with due regard for the safety of crew and others.
- Follow orders from the Company Officer.

## **FIREFIGHTER RESPONSIBILITIES: (Black & Orange Shields)**

- Follow orders from the Company Officer, including but not limited to: training, general maintenance of building, apparatus and equipment, etc.

## **RESPONSE PROTOCOL:**

The Duty Crew will only respond when requested through Dispatch or when requested by the Career OIC. The Duty Crew shall not self-dispatch.

The Duty Crew shall not respond to requests for mutual aid and shall remain in-service in the Township unless directed otherwise by the Chief of Department or his/her designee.

### **DUTY CREW UNIFORM:**

The Duty Crew uniform shall be consistent among all Duty Crew members as follows:

- Class C Uniform with the Department navy blue T-shirt underneath the uniform.
- The Duty Crew shall be permitted to wear the T-shirt without the Class C shirt; however, the Class C shirt shall be worn for all public events, including but not limited to, inspections, fire prevention/safety activities, etc.
- Weather permitting and at the discretion of the OIC, Class C uniform shorts may be worn.
- Hats may be worn as long as it is a clean navy-blue Lakewood Fire Department or individual Company hat.

### **ENFORCEMENT OF THIS SOG:**

Enforcement of this Guideline is the responsibility of all Department Officers.

Any person deviating from the provisions of this policy may be required, at the discretion of the OIC, to submit in writing, within five (5) days, an explanation for such deviation to the requesting Officer who will forward the explanation to the Chief of Department or his/her designee for further review.

### **ADDITIONAL DETAILS:**

- To be eligible for a Duty Crew Assignment, personnel shall be in good standing with their respective Company.
- Duty Crew Assignments will not be credited toward monthly or annual Company and/or Department percentages.
- Duty Crew Assignments shall not in any way limit or replace the duties and response protocols of the volunteer firefighting force.
- Duty Crew Personnel are subject to all District/Department Policies and Guidelines.