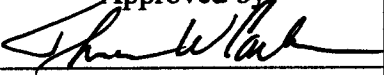
		<h1>WARE FIRE DEPARTMENT</h1> <h2>Standard Operating Guideline</h2>	
Effective Date: August 2009	SOG Category & Identification Number: Administrative ADM-008		Revision:
SOG Title: Shift Change			
Approved by: 	Re-evaluation Date: August 2010		Number of Pages: 2

Purpose: To provide for an orderly and complete shift change to ensure that all information is exchanged and efficient operation of the Ware Fire Department.

Scope: This guideline is for all full-time firefighters, of the Ware Fire Department.

Enforcement: Lieutenant or the senior firefighter on duty shall be responsible to enforce this policy.

Application:

- The lieutenant or the senior firefighter will assemble all members of the shift in proper uniform at the start of every shift.
- Members will stay in proper uniform until relieved from duty.
- The lieutenant or the senior firefighter shall assure all members at the beginning of the tour of duty are fully informed of any information, changes of equipment, or other necessary information for the efficient operation of the department.
- The lieutenant or the senior firefighter shall assure all communication and information from the preceding shift is exchanged between both shifts.
- The lieutenant or the senior firefighter shall assure at the beginning of shift that duties necessary for immediate response are completed promptly at the beginning of the shift.
- The lieutenant or the senior firefighter will grant relief to members at the end of the shift after ensuring that the relieving members are in proper uniform and in fit condition to go on duty.
- The lieutenant or the senior firefighter will not allow any member of the shift to go off-duty until the following:
 1. The oncoming member is present, and in proper uniform and fit for duty.
 2. Each member is properly relieved by an oncoming member, unless vacation or personal day or other leave has been granted.

- If a member of the oncoming shift fails to report for duty, a member of the off going shift shall stay on duty until arrangements have been made with the Chief or Deputy Chief.
- Failure to comply with this policy will be cause for disciplinary action against the lieutenant, senior firefighter, and member violating this policy.