



EMERGENCY SERVICES
BOROUGH of MOOSIC



STANDARD OPERATING GUIDELINE

TOPIC: Shift Staffing and Attendance	SOP# 1.3
Approved by: Chuck Molinaro, Chief	Revised: Approved: 09/07

I. PURPOSE

- A. To define attendance requirements for members/employees.

II. STAFFING

- A. Members/employees shall report for duty and remain on duty for the assigned shift or until a replacement is obtained, preferably of equal training and ability.
- B. Volunteer shift personnel must be available to respond to the station within three minutes of dispatch and sign on as en-route to the station with LC-911. Volunteer personnel must have a radio and a pager available for their shift coverage and return such in a timely fashion.
- C. Trading of shifts is acceptable. However, if the shift is not covered, both members/employees are responsible for lack of coverage and corrective action will be addressed with both members/employees.
- D. Tardiness will not be tolerated. In the event coverage of a shift is needed, the scheduled member/employee is responsible for obtaining such coverage.
- E. The member/employee on shift is responsible for informing a Line officer in the event that staffing is not complete for a shift (No-shows). An attempt must be made to contact the absent member/employee prior to calling the Line officer.