

SECTION II: FIREGROUND OPERATIONS AND FIRE RELATED DUTIES

2.22 IN-HOUSE DUTY CREWS

NOTE: This SOP is not intended or implied to be in conflict with any collective bargaining agreements.

2.22.1 PURPOSE

- 2.22.1.1 Outlines the in-house duty crew program within the Washington Township Fire Department
- 2.22.1.2 Reduces the response time to all fire department incidents
- 2.22.1.3 Provides predictable minimum apparatus staffing levels of qualified firefighters
- 2.22.1.4 Allows firefighters to create a predictable schedule for themselves
- 2.22.1.5 Facilitates functional training groups that all work off the same lesson plan provided by the District Training Division
- 2.22.1.6 Provides the volunteer members of the Department with a means to maintain their minimum standards as required in Policy #44-12.
- 2.22.1.7 Provides a process to provide upkeep of the stations and/or equipment of the Washington Township Fire Department

2.22.2 RESPONSIBILITIES

- 2.22.2.1 The District Chief shall report to the Board of Fire Commissioners on the progress, activities, and attendance of the duty crews.
- 2.22.2.2 The Deputy Chief of Fire & Rescue Operations shall oversee the overall operation of the duty crews to insure all requirements and activities are being completed in the best interest of the Department
- 2.22.2.3 The Deputy Chief of Planning & Administration shall see that duty crews are administratively being operated consistently among all Battalions within the Department.
- 2.22.2.4 The Deputy Chief of Planning & Administration shall have overall responsibility of planning and scheduling of in-house duty crews through coordination with the Battalion Chiefs.
- 2.22.2.5 The Deputy Chiefs shall perform routine checks of the duty crews for compliance to this procedure

- 2.22.2.6 The Battalion Chiefs (Volunteers)/Chief of Staff (Career personnel) shall
1. Be responsible for the day-to-day operations of the duty crews.
 2. Control the daily routine activities of the duty crews
 3. Perform routine checks of the duty crews to insure their proper operation
 4. Report to the Deputy Chiefs on the performance and problems of the duty crews.
- 2.22.2.7 Duty Crew OIC shall
1. Insure duty crew has at least minimum staffing (SOP 2.2)
 2. Insure duty crew members are in proper attire (Policy #18-04)
 3. Insure apparatus checks are completed
 4. Insure assigned station is clean
 5. Insure a 214 is completed and all activity of the crew is documented
 6. Insure that all duty crew work assignments are completed
 7. Insure proper conduct of all duty crew members
 8. Coordinate with other stations with duty crews to determine an appropriate response in order to provide the most adequate protection to the township
- 2.22.2.8 Crew Members shall
1. Report for duty in proper duty crew attire
 2. Report for duty at the scheduled time unless arrangements have been made and agreed upon by the OIC.
 3. Complete maintenance checks and work assignments as assigned by the OIC
 4. Take an active role in all training activities
 5. Arrange for a qualified replacement to take your place if you are unable to cover your assigned duty crew.

- 2.22.2.9 All Officers, acting officers, and supervisors shall;
1. Ensure that all personnel on a duty crew at behaving appropriately and conducting themselves in a professional manner consistent with the policies and procedures of the department
 2. Ensure that no one is being harassed or slighted because of their status and that everyone is being treated fairly in accordance with department policies and procedures.
 3. Hold assigned personnel accountable for their conduct and behavior
 4. Hold assigned personnel accountable for wearing the proper uniform or sleeping attire
 5. Notify a superior officer regarding any problems or issues arising out of misconduct or inappropriate behavior during the course of a duty crew assignment
 6. Ensure that visitors are dismissed from the fire station by 2300 hours

2.22.3 IN-HOUSE DUTY CREW OPERATIONS

- 2.22.3.1 The OIC from the Battalion assigned the duty crew night shall have overall responsibility for the administration of duty crews during the designated time. Any additional crews will coordinate appropriate response by contacting the OIC prior to the start of their tour.
- 2.22.3.2 If no crew is scheduled, the officer/senior member of the ad hoc duty crew will assume OIC of the duty crews for the District. The OIC shall notify their respective Battalion Chief. If approved, the OIC will send out an alert using Active911
- 2.22.3.3 Duty crews will be toned for incidental calls using the District duty tone. The OIC will fax a Duty Crew Notification Form to the county. The OIC will follow up with a call to the county to confirm receipt of the form.
- 2.22.3.4 The OIC will send out an alert using Active911 to the District once an apparatus is staffed. The alert will include the following; station staffed and time of duty crew.
- 2.22.3.5 A full duty crew shall consist of a minimum of a driver, an officer, and a SCBA qualified firefighter. If a duty crew is not fully staffed at the time of an incident, the crew shall wait until additional personnel arrive before responding.

- 2.22.3.6 Duty crew personnel shall have first seating on the apparatus upon an alarm (Non-qualified personnel will give up their seat to a qualified firefighter)
- 2.22.3.7 All personnel shall be qualified for the position for which they fill
- 2.22.3.8 Duty crews shall respond to all fire incidents within Washington Township regardless of assigned response areas
- 2.22.3.9 Response recommendation when more than 1 apparatus is staffed:
 - a. Residential Alarms – One apparatus responds normally. Additional apparatus at reduced speed. Officer can make recommendation for additional apparatus to remain in station.
 - b. Commercial Alarms & High Risk Alarms – Normal response.
 - c. Medical Assists / Assist Police – One apparatus. Additional apparatus should remain in station. Officer’s discretion on piece depending on type of incident.
- 2.22.3.10 Response outside of Washington Township shall be handled as described in SOP 2.14, Mutual Aid
- 2.22.3.11 Duty crews should complete the following during their tour:
 - a. Routine Checks (Station/Apparatus)
 - b. Work assignments
 - c. One (1) hour of training (minimum)

Crews may be excused from the above list due to call volume or time or at the discretion of the OIC.
- 2.22.3.12 At 2300 hours, lights are turned down in the station and respect is given to any members that are sleeping. All non duty crew personnel and members not scheduled past 2300 hours must also leave the station at this time.
- 2.22.3.13 Juniors/Explorers will follow the rules outlined in Policy #13-97

2.22.4 DUTY CREW ATTENDANCE

- 2.22.4.1 It will be the responsibility of a scheduled volunteer member to notify the OIC if they will not be able to attend. An effort should be made by the member to find coverage.

2.22.4.2 Any volunteer member who fails to attend a duty crew shift in which they are scheduled and fails to contact the OIC, shall be subjected to the following discipline:

1. First offense - written warning
2. Second offense – work detail
3. Third offense – time off as determined through the disciplinary hearing process

2.22.5 IN-HOUSE DUTY CREW MEALS

2.22.5.1 Meal reimbursement for in-house duty crews will be established by Policy # 43-12

2.22.5.2 Crews may not eat at locations that are considered bars. (i.e. PJs, Otts) You may order food at these locations as takeout.

2.22.6 IN-HOUSE DUTY CREW ATTIRE

2.22.6.1 See Policy #18-04

2.22.7 BUNKROOM

2.22.7.1 Personnel shall dress and undress in the respective restroom area.

2.22.7.2 The bunkroom area shall be regarded as a private space for entry by personnel of the Washington Township Fire Department only.

2.22.7.3 The bunkroom shall not be used formally or informally as a meeting or gathering area.

2.22.7.4 At no time shall there be more than one crew member in any bunk regardless of relationship or marital status. Males and females shall sleep in separate quarters if available (for example, at 10-3M there are 2 bunk rooms, if the staffing permits, then 1 room shall be for females and the other for males).

2.22.7.5 All bunks shall be stripped of linens immediately after usage and ready for use by other personnel

2.22.7.6 The bunkroom area shall be considered a quiet area from 2300 hours each evening until 0600 hours each morning, or anytime there is a member sleeping in the bunkroom unless there is a call or another matter within the fire station needing that firefighter's attention

2.22.7.7 Firefighters shall sleep in appropriate attire such as gym wear such as shorts, sweatpants, and as a minimum, a t-shirt, not wear pajama's, underwear, or other inappropriate clothing in common spaces like the bunkrooms, hallways, lounge area, dayrooms, engine bays, etc.

2.22.8 TRAINING

2.22.8.1 Training will be a minimum of 1 hour block of instruction

2.22.8.2 Training topics will be provided by the Training Division