

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.13-A	ADMINISTRATION
DATE IMPLEMENTED: OCTOBER 16, 2018 DATE REVISED:	TITLE: DUTY CREW ASSIGNMENTS FOR FIRE PREVENTION/FIRE SAFETY PRESENTATIONS

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 two (2) 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 two (2) members, and the maximum shall be four (4) members. Each Duty Crew will consist of a Fire Prevention Coordinator/Designee, Driver, and/or a Firefighter, if no apparatus is being utilized. A probationary member (Orange Shield), or a probationary member who is enrolled and attending Fire 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.

- Sign-up titles/positions will specify Fire Prevention Coordinator/Designee, Driver and Black Shield. (An Orange/Yellow Shield may sign-up as specified previously under STAFFING.

- All members of the Department that previously signed up, will be listed, and they will make a selection in order of their position on each respective list.
- Fire Prevention Coordinator/Designee position will be filled preferably by an Officer or Driver of the department.
- 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 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.

FIRE PREVENTION COORDINATOR/DESIGNEE 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.
- 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.
- Maintain accountability for crew.
- Monitor radio transmissions.
- Secure presentation area and apparatus.
- Follow approved checklist of items to be discussed and maintain flow and continuity of presentation.

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.
- Operate apparatus with due regard for the safety of crew and others.
- Follow orders from the Fire Prevention Coordinator/Designee.

FIREFIGHTER RESPONSIBILITIES: (Black, Orange, Yellow Shields)

- Follow orders from the Fire Prevention Coordinator/Designee.

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 to any emergency calls.

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.
- 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.