	St. Clair Twp. New Miami Life Squad	Document No.: <b>OPS-P-030</b>	Revision: -	Pg. 1 OF 3
		Title: <b>Procedure, Part Time Shift Coverage</b>		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Release	MJB/SEW	R.Bubemyre	04/29/05

## 1.0 PURPOSE

The Part Time Shift Coverage Procedure exists to provide direction for members of the St. Clair Twp. – New Miami Life Squad in ensuring that post-release schedule openings are properly filled.

## 2.0 SCOPE

### 2.1 APPLICABILITY

This procedure applies to all members of the St. Clair Twp. – New Miami Life Squad regardless of rank or seniority.

### 2.2 RESPONSIBILITY

All department officers are responsible for ensuring compliance with this procedure.

## 3.0 DEFINITION OF TERMS

There are no specially defined terms applicable to this procedure.

## 4.0 REFERENCE DOCUMENTS


OPS-F-022 – Form, Part Time Shift Coverage  
PER-P-002 – Policy, Attendance

## 5.0 EQUIPMENT USED

No equipment is required for compliance with this procedure

## 6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this procedure.

	St. Clair Twp. New Miami Life Squad	Document No.: <b>OPS-P-030</b>	Revision: -	Pg. <b>2</b> OF <b>3</b>
		Title: <b>Procedure, Part Time Shift Coverage</b>		

## 7.0 SPECIAL REQUIREMENTS

There are no special requirements for compliance with this procedure.

## 8.0 PROCEDURE


### 8.1 General Considerations

In general, the member receiving the call or otherwise becoming aware of a post-release schedule opening is responsible for ensuring that this procedure is followed through until completion. If this member is unable to complete the procedure, he is required to transfer the responsibility to either another member willing to complete the procedure, or to his Captain. At no time should this procedure be permitted to lapse and allow a part time shift to go uncovered.

### 8.2 Normal Procedure

This procedure should be followed to cover a part-time shift when the notification is received between 0600 and 0000. For notifications received after 0000, see section 8.3

1. Upon receiving the call or notification of the opening, the member will initiate form OPS-F-022, and document the date.
2. As indicated on the form, document the date of the open shift, the name of the originally scheduled member and an appropriate reason why the shift has become open.
3. Document the name of the member completing the form
4. Review the last OPS-F-022 completed to determine the last part-time member to receive an unscheduled open shift.
5. Notify the next member on the list of the opening either by phone or by text message.
6. Document the time paged or called in the appropriate box.
7. Allow up to 20 minutes for the part time member to return the call/page.
8. If the part time member accepts the open shift, indicate "Yes" in the appropriate box, note the name of the person covering the shift on the appropriate line, and update the schedule in the dayroom. If the part time member does not accept the shift, or does not return the call, indicate "No" in the appropriate box.
9. Document the time the call/page was returned or write "Not Returned" in the appropriate box.
10. Repeat steps 5 through 9 until all part time members have either declined the shift or the shift is covered. When the end of the list is reached, resume notifications at the top of the list.

	St. Clair Twp. New Miami Life Squad	Document No.: <b>OPS-P-030</b>	Revision: -	Pg. <b>3</b> OF <b>3</b>
		<b>Title: Procedure, Part Time Shift Coverage</b>		

11. If the shift has not been covered, send a group page to the department announcing the open shift and soliciting volunteers to cover. Document the name of the member accepting the shift, and update the dayroom schedule.
12. If the shift has still not been covered, notify the scheduling officer and your captain as soon as possible.

### **8.3 After Midnight Procedure**

This procedure should be followed to cover a part-time shift when the notification is received between after 0000.

1. Upon receiving the call or notification of the opening, the member will initiate form OPS-F-022, and document the date.
2. As indicated on the form, document the date of the open shift, the name of the originally scheduled member and an appropriate reason why the shift has become open.
3. Document the name of the member completing the form
4. Send a group page to the part time group department announcing the open shift and soliciting part time members to cover.
5. Allow up to 20 minutes for a part time member to return the page.
6. If a part time member accepts the open shift, note the name of the person covering the shift on the appropriate line, and update the schedule in the dayroom.
7. If the shift has not been covered, send a group page to the department announcing the open shift and soliciting volunteers to cover. Document the name of the member accepting the shift, and update the dayroom schedule
8. Document the name of the member accepting the shift, and update the dayroom schedule.
9. If the shift has still not been covered, notify the scheduling officer and your captain as soon as possible.

## **9.0 DOCUMENTATION**

Members following this policy to ensure shift coverage will complete the Part Time Shift Coverage Form referenced in section 4.0 as indicated on the form and in section 8.0.

Non-compliance with this policy will be documented as needed using the standard department complaint procedure.