Purpose:

This procedure standardizes the "48/96" work schedule, and defines the duties and responsibilities of department members. It is intended to provide an outline for the maintenance of stations, equipment and apparatus. In addition, it will provide guidance in the areas of Training and EMS.

Policy:

Shifts

On the 48/96 work schedule each day shall be recognized as an individual 24-hour shift with a starting time of 0800 and an ending time the following morning at 0800 (24 hours per day, with a 48 hour tour). The Phoenix Alarm Room at 0700 of each shift shall provide wake up calls.

Shifts will begin promptly at 0800 of each morning and personnel will be expected to be in proper uniform for the daily events (fatigue, dress, PT, etc.).

All members are to check Telestaff between 0700-0715 hours to find out where they will be assigned for that shift. Members may be roved, in accordance with department needs, prior to the start of each shift and/or during the shift. (SOP 101.13 - Constant Staffing)

Work & Leave Management

Members are permitted to work 72 consecutive hours before being required to have 24 hours off. It is the responsibility of each member to manage his or her own time and to not exceed the 72-hour limit.

All pre-scheduled leave requests must be entered into Telestaff at least 96 hours prior to the requested date(s), and must be taken in whole hour increments (SOP - 101.04 Leave Management). Each shift of a "tour" is one 24-hour period 0800-0800. Members are permitted to utilize partial "tour" vacation and are not required to use an entire 48-hours of authorized leave when pre-scheduling time off in Telestaff.

Station, Apparatus, Drug Box Maintenance

A drug box status report for all ALS companies will be required at the beginning of each 24-hour day during a 48-hour tour. This must be completed no later than 1000 unless extenuating circumstances exist—e.g., call volume, out of service training etc. (SOP 400.06 - Drug Box Checks)

The Company Officer is responsible to insure that all EMS equipment assigned to the apparatus is inspected and tested at the beginning of each 24-hour shift during a 48-hour tour. (SOP 400.07 - Equipment Checks)

All fire department apparatus and equipment assigned to each fire station, including reserve apparatus and equipment, shall be inspected and maintained at the beginning of each 24-hour shift during a 48-hour tour. (SOP 500.06 - Equipment Maintenance & SOP 500.01 - Apparatus Maintenance)

All fire department crews shall inspect department buildings and grounds daily; and will be required to maintain an acceptable level of cleanliness. (SOP 500.07 - Building and Grounds Maintenance)

Training

All members will be required to attend pre-scheduled training and maintain a level of preparedness in accordance with department minimum company standards. The Peoria Fire Department Training Division will schedule training in a way that best fits the needs of the department.

All special operations team members will be required to attend specified training on assigned shift days. Efforts will be made to backfill rover positions on assigned training days and members may be required to attend both morning and afternoon training during certain circumstances. (SOP 300.02 - Special Operations Training)

All members are to regularly participate in physical fitness activities. (SOP 300.03 - Physical Training)

FireCal and Personal Calendars

FireCal and Personal Calendars (Microsoft Outlook) must be checked each and every morning to see if new or additional items have been added to the employees work day. Only checking FireCal or personal calendars at the start of a 48 hour tour is unacceptable, as they must be checked at the beginning of each 24 hour shift.

Special Events

All crews are required to attend pre-scheduled events within the community and conduct all scheduled station tours.

Trial Period

During the 10 to 18 month trial period a Labor/Management Subcommittee on 48/96 will meet on regular intervals to be determined by the Committee (weekly, bi-weekly, monthly, bi-monthly, etc.) to discuss the following Critical Criteria:

Accidents
Calls
Complaints
Daily Checks
Forced OT
Injuries
Morale
OT
Training
Vacation/Sick Time Usage

These items are part of a preliminary list and are not to be considered all inclusive. The Committee can add or detract from this list of Critical Criteria as they deem appropriate.

The Committee will also decide the length of the trial, the time period in which to vote for the permanent acceptance of the 48/96 schedule, or not, and discuss any other items that the Committee deems appropriate.

Approved: 12-1-11

Stacy A. Irvine, Acting Fire Chief Date