

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-19  
SECTION: Operations Division  
DATE: 5/13/97  
SUPERSEDES:  
TITLE: **DAILY STAFFING PROCEDURE**

The staffing of certain positions and the number of personnel assigned to our stations dictate our method of response in the Computer Aided Dispatch System. Each morning, the on-coming battalion chief should transmit the following information to the fire dispatcher:

1. The on-call District Chief
2. The on-duty Chief/Battalion Chief
3. Investigator
4. Staffing levels at each station

An example would be:

On-call District Chief  
Duty Chief / Battalion Chief A, B, C, Shift  
Investigator Spani

All stations staffed with two except:

Station 34 - staffed with one  
Station 35 - unstaffed

The method of transferring this information may be by telephone, radio or computer, but shall be done as close to 0700 hours each morning as possible. The person creating the change should report any staffing changes during the 24 hours.

On weekends or holidays, it will be the responsibility of the B/C to put out burn information on the pagers in addition to the above.

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Date: May 30, 1997