

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-71  
SECTION: Operations Division  
DATE: March 31, 2011  
SUPERSEDES: New  
TITLE: Work Day Activity Policy

**Description**

The following policy defines the District's acceptable work activities during designated working hours. While this is an outline of what is expected of the shift personnel, it is managed by the station Captain to ensure that the work is completed. The District's first priority is to respond to the emergency needs of the community. When and where these responses are made is a constant unknown. With this being understood, it is necessary to adhere to a schedule based on flexibility and the potential of emergency responses.

**Policy**

Shift starts at 0700 hours. Designated working hours are 0800-1700 hours. Lunch is normally scheduled at 1130-1300 hours, with two fifteen minute breaks, one in the morning and one in the afternoon. Lunch and break schedule will be flexed as needed to accommodate emergency response and District business.

With the exception of lunch and breaks, the following is a partial list of the acceptable duties shift employees are expected to be performing during designated working hours; the list is not all inclusive:

- Shift Change, Personnel prepared for work
- Conference call (1<sup>st</sup> day, or as needed)
- Apparatus checks, all in-service apparatus
- Station maintenance/cleaning
- Fire equipment maintenance/cleaning
- Scheduled District training
- Company training
- Business inspections/pre-fire planning
- Public education events
- Weed abatements
- Special projects
- Physical fitness
- Station transfer - Empty trash, dishwasher, clean kitchen, restrooms & apparatus
- Other District business as assigned

During designated business hours:

- Television sets are to be off.
- Personal computers are not allowed to be used for non-District business.
- Personal phone calls shall adhere to Policy C-33.
- Personal cell phone usage shall adhere to Policy C-33.
- Employees are not to be lounging or sleeping. Exceptions per Section 15-4 of the MOU, or with approval of Management.

This policy applies to personnel on stand-by assignments.

Holidays - The duties assigned for that day shall be completed. Training, tours, inspections and special projects may be waived for the day by District Management.

Any deviation from this policy shall be with the permission of District Management.

Written By: Stephen Mayotte, Fire Chief

Approved By: \_\_\_\_\_  
Signature

March 31, 2011  
Date