

## ESCAMBIA COUNTY FIRE-RESCUE

*Standard Operating Guidelines*

**1110.020**

### **Reporting for Duty**

Implemented: 2/1/10

Revised: 10/31/17



Patrick T Grace, Fire Chief

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### ***PURPOSE:***

Personnel must report for duty in a mental and physical state that allows them to carry out their duties safely and effectively. In addition, a routine check of assigned apparatus and equipment must be made to ensure readiness.

### ***OBJECTIVE:***

To provide personnel with guidelines that define what actions should be taken to ensure that one's mental and physical state is adequate to perform assigned duties, and to ensure that assigned apparatus and equipment is ready and in serviceable condition.

### ***SCOPE:***

All Personnel

### **DUTY HOURS**

ECFR personnel work varying shifts; however, all personnel are expected to report for duty by their assigned times and not abandon their post until the end of their shift, until relieved by oncoming personnel, or excused by the assigned on-duty Battalion Chief/District Chief.

Personnel that are not on approved leave and fail to report for duty by the assigned time, or leave their post prior to the end of their shift, will be considered absent without leave. Personnel absent without leave will be subject to disciplinary action.

### **MENTAL AND PHYSICAL STATE**

When reporting for duty, personnel must ensure their mental and physical condition will allow them to carry out their duties effectively, while keeping themselves and their co-workers safe.

Personnel should not be under the influence of alcohol nor any legal or illegal drugs that could impair their performance. Failure to adhere to this rule may be cause for immediate dismissal.

Personnel should ensure that their mental status is clear and that they are able to think and act logically without hesitation. Personnel that are under severe psychological stress due to professional or personal issues, to the extent that it could influence their safety or the safety of their co-workers, should notify their supervisor, the assigned on-duty Battalion Chief, District Chief, and not report for duty.

Personnel that cannot perform job related tasks due to physical injury or illness should not report for duty, but should request appropriate leave.