

Unit Status at Shift Change

Supersedes: 01-14-02
Effective: 08-10-09

1. Field units shall be considered in service and available for response during shift change. Reasonable efforts should be made to allow personnel the opportunity to return to satellite and be relieved as close to the scheduled shift change time as possible.
2. Ten (10) minutes prior to the scheduled completion of their shift, units may request to be put on a “**GO IN**”. Like other service assignments (e.g. LUNCH, FUEL), CAD will still recommend the unit for responses, but the dispatcher will have a visual reminder that the unit is nearing the completion of their regularly scheduled tour of duty.
 - 2.1. Units scheduled for shift change and assigned to a “GO IN” may be dispatched to a PRIORITY 1 or PRIORITY 2 incident only if there is no other unit of the same level (i.e. ALS, BLS) available with a similar ETA.
 - 2.2. Units scheduled for shift change and assigned to a “GO IN” should not be dispatched to a PRIORITY 3 incident unless authorized by a Supervisor.
 - 2.3. Units working past their scheduled time of shift may be dispatched to a PRIORITY 1 incident only if there is no other unit of the same level (i.e. ALS, BLS) available with a similar ETA.
 - 2.4. Units working past their scheduled time of shift should not be dispatched to a PRIORITY 2 or PRIORITY 3 incident unless authorized by a Supervisor.
3. At the beginning of each shift, or as soon as practicable thereafter, the primary operator of the vehicle for the oncoming shift shall perform a thorough checkout of the mechanical condition of the vehicle. This should include at a minimum a check of fluid levels or evidence of leaks, fan belt check, tire condition, lights and siren, and evidence of any damage to the vehicle. The vehicle operator is also responsible for ensuring the presence and good condition of equipment in all exterior cabinets. The “attendant” (or primary operator in the case of single person units) is responsible for checking out all of the equipment and supplies inside the vehicle, including the AED/Monitor/Defibrillator, jump kit/first aid bag(s), oxygen and associated delivery devices, and ensuring that the medication inventory is completed and properly documented.
 - 3.1. Whenever a unit receives a response and is unable to immediately respond (performing narcotic count, vehicle checkout, etc.), they shall acknowledge the response, the reason for their delay, and the estimated time until they will be able to respond.

4. Upon arrival at satellite, field units without an oncoming relief (16 hour or detail units for example) should be allowed to go “out of service” 10 minutes prior to the completion of their shift to restock, complete paperwork, and prepare the vehicle for the next shift. Personnel shall be available by radio until the completion of their shift.
5. Crews reporting for duty to units that were not in service the previous shift should be allotted time to check the equipment prior to their first response.
 - 5.1. ALS units, if possible, shall be given 15 minutes to perform drug inventory, vehicle and equipment checkout. BLS units, if possible, shall be given 10 minutes to perform vehicle and equipment checkout.
 - 5.2. Personnel shall be available by radio from the start of their shift.