

## Guidelines and Constraints Update

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Revision Contact:	<a href="mailto:dcampbell@mfaems.org">dcampbell@mfaems.org</a>	Review Period:	Ends May 15, 2008
Implementation:	This guideline shall be implemented immediately allowing the crews to provide input and advice up until the review period end date.  Upon completion of the review period, the standard will be revised and published for 10 days. During the revision phase crews will continue to follow this guideline.  After the revision period, the guideline will be published and be fully implemented on May 31, 2008.		

## Officer Move-up (“On-Duty Command”) Standard

### I. Purpose

To promote and encourage consistent command for the MFAEMS on shifts or during times when a Lieutenant is not on-shift or available.

### II. Concept

When a Lieutenant is not available or absent from a shift, command duties must still be managed in the field. This Standard is a means of allowing staff the opportunity to move into a command position and gain the experience of managing the shift while ensuring the best for the community and staff.

### III. Eligibility

Eligibility for consideration for the position of “On-Duty Command” and performing as the acting Lieutenant is based on the following criteria:

1. Fulltime employment status
2. Cleared to full duty without probation or restriction
3. Available for the entire shift
4. Familiar with the Lieutenant Responsibilities
5. Reviewed with a Lieutenant the expectations and requirements of the role

### IV. Selection

If the scheduled shift Lieutenant is unavailable, the On-duty Command role will default to another Lieutenant either scheduled on overtime or on a trade. In the absence of a Lieutenant scheduled for a shift, On-Duty Command will be selected from the personnel scheduled that shift.

Selection for the role will be based on the following:

1. Employee interest
2. Written recommendation by assigned Lieutenant
3. Attendance to required Professional Development Training for System Leadership (to be developed)

In the event that there is no eligible and wanting staff member on shift, the duty will fall to the employee with the greatest amount of service time.

## **V. Duties**

The following is a list of duties to be performed while in the role of On-Duty Command:

1. Verify staffing for the shift.
2. Review previous Shift Reports and ensure the staff is up to date on information.
3. Contact crews at the beginning and end of shift to determine if there are supplies needed and obtain reports of damage or issues with equipment, ambulance or station.
4. Receive report from off-going Lieutenant.
5. Identify and fill vacancies for the next 2 upcoming shifts. Email the results of efforts. If there is no coverage, identify how notifications were attempted and who did not get contacted.
6. Remain aware of system status for the purpose of anticipating needs of crews and community.
7. Check in with Human Resources ("HR"), Support Services, and the Commander for any needs they have for the shift/day.
8. Report to HR any Staffing changes from the schedule including times.
9. Report any Truck and Inventory issues to Support Services.
10. Contact crews and first responders after critical calls to provide support as needed.
11. Submit Shift Report to Command Staff at the end of the shift, report to the oncoming Lieutenant at the end of shift.

## **VI. Notifications**

Staff will be notified of Officer Move Up by e-mail at least 24 hours prior to beginning of shift, when possible. If the On-Duty Command has not been selected prior to the start of the shift, the off-going Command will select and notify staff of who is responsible for this role. A shift pass-on report will be given with this notification.