

BODEGA BAY FIRE DISTRICT

STANDARD OPERATING PROCEDURE

WRITTEN BY: *M. G. W.* APPROVED BY: *B. H. W.* NUMBER: 15

SUBJECT: SHIFT EXCHANGE

DATE: 18MAY95

Shift exchange is at 0800 hours each morning. The on duty crew shall be in uniform and ready for response at 0800 hours.

Both off-going and on-coming Shift Officers shall review the pass-on information in the daily log.

Both off-going and on-coming Paramedic shall sign the "Narcotic Log Book" and exchange the "Paramedic Keys".

An employee shall not be relieved of duty unless covered by a equally trained person.

Early relief may be done, providing a mutual agreement has been made with a equal trained employee and it does not include any overtime.

Any problems associated during the shift exchange, shall be reported to the Chief.

No employee shall begin to or cook breakfast past 0800 hours, unless approved by the Chief.

Exceptions may be granted by the Chief.