

Fire and Emergency Services Company Officer
Lesson 13 — Human Resources Management

Assignment Sheet 13-1
Respond to Scenarios About Human
Resource Policies and Procedures

Name _____ Date _____

References

Fire and Emergency Services Company Officer, 4th Edition, p. 295
NFPA 1021, 4.2.5

Introduction

As a supervisor, a company officer will be faced with a number of human resource policy issues. These policies include a variety of issues and can occur on a daily basis. Some, such as duty exchange, vacation leave, sick leave, and wellness, involve the interpretation and application of organizational policies. Others, such as hostile work environments, substance abuse, and absenteeism, are the result of improper behaviors. The company officer must be prepared to administer these policies fairly and consistently.

Directions

Using the form provided, prepare a duty exchange request for firefighters Andrew Strong (B Shift, E-12) and Alicia Brown (C Shift, E-5). Firefighter Strong's company officer is Captain Michael Sloan. You are Firefighter Brown's company officer. For the exercise use March 1, 2007 as the date submitted; March 21, 2007 as the date of the first exchange, and March 22, 2007 as the date of the return exchange.

Activity

Firefighter Andrew Strong and firefighter Alicia Brown wish to work out a duty exchange. The Anytown Fire Department requires that the requesting firefighters must be of equal rank and capable of performing the duties of the replaced member. Additionally, both company officers must approve all exchanges by signing the Duty Exchange form.

Refer to S.O.P. 501.14 and Form 501 found below to complete this activity.

DUTY SHIFT ADMINISTRATION

Duty Exchanges

**ANYTOWN FIRE DEPARTMENT
HUMAN RESOURCE MANAGEMENT**

S.O.P. 501.14
2/03
Approval: EJM
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PURPOSE:

To define and describe the process of requesting, processing and the approving a duty exchange.

SCOPE:

This procedure applies to all personnel who are sworn members of the fire department assigned to the operations division.

PROCEDURE:

Duty exchanges are permitted to occur between two fire department employees of equivalent rank that are assigned to the operations division. The exchange is a mutual agreement between two members on good standing in the department.

The requesting members must complete and submit a Duty Exchange Request (Form 501) to their company officer to initiate the process. This process must be complete two (2) weeks prior to the date of the duty exchange.

The company officer of each requesting member must sign and authorize the Duty Exchange Request (Form 501) prior to any exchange becoming official and binding.

No three (3) way or more firefighter duty exchanges are permitted.

Firefighters who are mutually agreeing to an exchange that has been approved are obligated to be present for all duty hours that have been requested and granted. A firefighter who becomes ill on the date of the scheduled duty exchange must follow the same sick leave procedures that would normally be followed on their regular shift.

Duty exchanges may be rescinded with three (3) days prior notice to the company officer or supervisor of each requesting member.

It is the responsibility of each requesting member to fully perform the duties of the member that is the other party in the exchange. Members participating in a duty exchange are responsible for getting to the duty station the exchange party is scheduled to work. All personal protective equipment required to perform the function, that is to be filled is the responsibility of the exchange partners.

**ANYTOWN FIRE DEPARTMENT
DUTY EXCHANGE REQUEST**

DATE SUBMITTED _____

DATE OF REQUESTED DUTY EXCHANGE _____,

HOURS _____ SCHEDULED SHIFT _____

RETURN DUTY EXCHANGE DATE _____

HOURS _____ SCHEDULED SHIFT _____

EMPLOYEE (1) NAME _____

RANK _____ COMPANY _____ SHIFT _____

EMPLOYEE (2) NAME _____

RANK _____ COMPANY _____ SHIFT _____

COMPANY OFFICER OF EMPLOYEE 1

COMPANY OFFICER OF EMPLOYEE 2