

PEMBERTON TOWNSHIP FIRE DEPARTMENT GENERAL ORDER
Number: 14-005
Cross Reference: 11-004 & 13-008
Subject: Revised Duty crew Policy
Effective Date: April 5, 2013
By Order of: Pemberton Township Fire <i>Chief Craig L. Augustoni</i>

Duty Crew for the Pemberton Township Fire Department

- Time: 0700-1000hrs on Tuesday & 1900-2200hrs on Thursday.
- All members attending duty crew will assemble at the duty station NLT 10 minutes after the duty crew has started. If a member is going to be late for duty crew then they must notify the duty crew officer NLT 10 minutes after the duty crew starts. If you commit to duty crew and do not show, Corrective Action WILL be taken.
- Uniform will be Class B Uniform with the Departmental T-Shirt under the button up shirt with boots or black sneakers. Uniform can be adjusted as needed by the duty crew officer after consulting the Battalion Chief.
- Will be rotating stations every week
- An officer will be assigned to the duty crew each week, by the Battalion Chief. The Thursday Night Duty Crew Officer assignment will be rotated amongst the line officers of the department. The rotation will be developed by the Battalion Chief. If an officer cannot make the assigned duty crew, it will be their responsibility to find like coverage.
- A driver for each type of apparatus needs to be part of duty crews. If a type of apparatus is unable to be manned then the duty crew officer will notify the Battalion Chief within the first 15 minutes of the duty crew.
- The Battalion Chief will leave an assignments or tasks that he/she would like to be accomplished during the time they are in station.
- A training assignment will be completed by the duty crew. I separate training sign in sheet will be completed to confirm members involved in the training, by the duty officer. This sheet will be placed in the respective station's call book.
- Truck Check and SCBA checks will be done at the beginning of the duty crew, unless otherwise directed by the duty crew officer.
- If an officer is not on the duty crew, the firefighter that has his NJ Level I IMS will assume the duties of Officer in charge.
- The duty crew is responsible for clean up after them selves and maintaining cleanliness of the truck they will be crewing.
- Station equipment needs to be accessible for the crew in case they need to do a minor repair to equipment. If it needs major repair, the officer will contact the Maintenance Officer and/or Trustee in charge, depending on what needs to be repaired.

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- Duty Crew Officer will list all personnel on the duty in the IAR program. A message will be sent to all Officers via IAR that a duty crew is in place and what station they are responding out of. This will be done within the first 20 minutes of the duty crew. A similar message will be sent out if the Duty Crew is canceled.
- At the completion of the duty crew a Duty Crew Sheet will be completed and placed in the respective station's call book. All Reports will be entered into Firehouse Software (NFIRS) by the end of the duty crew

Duty Crew Station Rotation:

03 Apr. 14	Station 1
10 Apr. 14	Station 3
17 Apr. 14	Station 1
24 Apr. 14	Station 3
1 May 14	Station 1
8 May 14	Station 3
15 May 14	Station 1
22 May 14	Station 3
29 May 14	Station 1
5 Jun 14	Station 3
12 Jun 14	Station 1
19 Jun 14	Station 3
26 Jun 14	Station 1