# BLACKWOOD FIRE COMPANY OPERATING GUIDELINE 6.4 IN-HOUSE DUTY CREWS

* + 1. The primary purpose of the In-House Duty Crew Program is to provide a qualified crew available for immediate response to calls for service, thereby reducing response times. A secondary, but equally important goal, is to facilitate crew level training to elevate the skill level of company members.
		2. While members are encouraged to staff the stations at any time for any available amount of time, approved in-house duty crews must comply with the provisions of this policy.
		3. The duty crew shift must be a minimum of five continuous hours. Crews can be scheduled at any time, 24/7/365, and can be organized by any member. To encourage maximum participation, reasonable measures should be taken to notify all members of the planned duty crew. Including but not limited to,

 All-mail, Active911 and postings.

* + 1. Once the plans for a duty crew are finalized, the Officer of the duty crew will notify the on duty shift of the duty crew times, and coordinate responses to calls. The duty crew officer will ensure the planned detail is in conformance with the provisions of this policy. The duty crew officer will then take reasonable measures to notify company members of the scheduled detail, via the same means noted in 6.4.3, unless the notification is made during late evening or night time hours.
		2. The duty crew officer shall be responsible for maintaining crew integrity for the duration of the shift, and for ensuring the crew is prepared for immediate response in the event of a call for service.
		3. The duty crew may be comprised of a minimum of three (3) S.C.B.A. qualified personnel. If a member that is not an interior firefighter, however a qualified apparatus operator, signs up for the duty crew the crew must maintain a minimum of three (3) S.C.B.A qualified interior firefighters.
		4. More than one apparatus may be staffed by the duty crew, provided at least three SCBA qualified personnel are present for each apparatus. Any apparatus staffed with less than four SCBA qualified personnel shall wait for additional members to arrive at the station before responding, IAW OG 1.1.
		5. A Line Officer should serve as the Company Officer for each staffed apparatus. If a Line Officer is not available, approval must be obtained from the Chief or Assistant Chief (or senior available Line Officer) for a senior firefighter to serve as the Acting Company Officer during the duty crew.
		6. All members of the Duty Crew shall be uniformly attired. The station uniform (station uniform shirt, pants, black belt and black shoes or boots) is the preferred uniform for the crew. The duty crew officer may authorize the substitution of the company

t-shirt or sweatshirt where appropriate (training, physical activity, etc…), however, all participating members will have the station uniform shirt available. The duty crew officer shall be responsible for determining the proper attire, and for ensuring all participating members are uniformly attired and present a professional appearance. During the summer months the crew may opt to wear the Class C uniform.

* + 1. A minimum of 60 minutes of the scheduled shift shall consist of approved training. Participation in the training session is mandatory for all duty crew members. The training shall be coordinated by the duty crew officer, and may be scheduled at any time during the shift. Off-site training is permitted, but must be conducted in a location which will not cause an unreasonable delay in responding to calls in our local area. Members not participating in the duty crew may participate in the training activity, and will be eligible for an alternate drill credit. Under extenuating circumstances, the Chief or his designee may waive the training requirement.
		2. With the exception of off-site training, the duty crew is expected to remain in quarters for the duration of the shift. While off-site meals are permitted, members are encouraged to utilize the food provided in the pantry, additional supplies maybe purchased using the Fire Company Shoprite card not to exceed $20.00 total prior to the start of the shift. All members are required to assist in the clean up after the meal is prepared.
		3. All members participating in the duty crew will take reasonable measures to ensure the safety and security of the apparatus during off-site activities.
		4. IAW OG 1.6, duty crew members shall receive 5 fire credits. Members shall also receive standard credits for any calls for service during the shift. Members have the option to request an Alternate Drill Credit in lieu of the 5 fire credits, IAW 6.4.11.
		5. For stipend duty crews, participating members will not be eligible for the “Pay Per Call” stipend.
		6. The stipend duty crew will be responsible to complete the required duty crew check sheet. Ensuring all tasks are completed and documenting any non-completion of tasks.
		7. The duty crew officer shall complete a NFIRS report at or near the completion of the detail. The report type shall be “In-House Crew,” which will automatically assign 5 credits to all listed members. Only members who participated in the full 5 hour duty crew are to be listed in the attendance section of the report. The remarks section of the report shall be used to document the topic(s) covered during the training session. The report will be printed out and attached to the duty crew checklist , placed in the company office door bin to be logged.
		8. If any members participated only in the training session, the duty crew officer must complete a separate NFIRS report for those members. The report type shall be “Activity Report.” Only the members who participated in the training session will be listed in the attendance field. The box titled “Alternate Drill Credit Requested” shall also be checked. The remarks section should be used to document the topic(s) covered during the training session, and to explain that the member participated in a duty crew training session for the purpose of obtaining an alternate drill credit.
		9. The duty crew officer shall be responsible for ensuring all members of the duty crew comply with the provisions of this policy. In the event of multiple apparatus staffing, the senior Line Officer or firefighter (if no Line Officers are present) will bear this responsibility, and will be referred to as the Detail Supervisor.

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