

	Standard Operating Guideline: PERSON8	
	Subject:	Daily Shift Tasks
	Effective Date:	January 1, 2023
	Revision Date:	
	Director:	

Purpose: The purpose of this SOG is to establish a schedule for daily and weekly performance requirements for Franklin County Department of Public Safety (FCDPS) personnel. To ensure operational readiness, this SOG includes the minimum station duties and tasks required daily by field personnel.

Policy: When personnel are not responding to calls for service, it is their responsibility to ensure the following station duties and task assignments are completed and documented as noted:

Daily	<ul style="list-style-type: none"> • All personnel shall be ready to work and in the appropriate uniform no later than 0700. • Conduct briefing with off going shift during shift change for information sharing • Update unit passport with accountability tags • Perform Daily Apparatus Check (on all units in station) Document in ESO. • Change out radio batteries for all portable radios • Complete housework/cleaning of the living quarters • Remove trash from the station and dispose of as available per station. • Complete physical fitness training • Complete self/shift development through group training or self-study • Check county email and respond accordingly • Check ESO messages for QM feedback • Complete required EMS CE training as assigned • Personnel shall insure all PCR and NFIRS reports are completed prior to the end of the shift. • Ensure apparatus is at or above $\frac{3}{4}$ tank of fuel • Exchange batteries for all power operated tools and ensure fuel for gas powered tools is full.
1 st Day of Tour	<ul style="list-style-type: none"> • PPE Inspections: self-inspect PPE • Police and clean up outside grounds

2 nd Day of Tour	<ul style="list-style-type: none"> • Clean out station refrigerator(s) • Conduct area familiarization of 1st due • Audit common station supplies and order/pick up accordingly
3 rd Day of Tour	<ul style="list-style-type: none"> • Wash all apparatus FCDPS personnel are subject to operating (regardless of condition). This includes the cab and floorboard. • Clean bay floors