



Rogers Fire Department Standard Operating Procedures

Policy Title:	Tour Reporting		
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Approved By:	Tom Jenkins	Last Reviewed:	November 2021
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PURPOSE

This policy establishes the procedure for the City Wide Tour Commander (CWTC) to report staffing compliance for the shift.

POLICY

Using the Citywide Tour Commander Shift Report (Form 45), the CWTC shall report the attendance and status of each member working in the Field Operations Division (ie: assigned to a fire company, not those on special duty for non-field operations purposes). On this form, all applicable fields shall be completed, including the status for each employee assigned to the shift. In addition to the reporting of assigned employee status, the following information shall be noted:

- Those working overtime from other shifts for the purpose of minimum staffing
- Special Operations Team staffing requirement verification
- Aircraft Rescue and Firefighting Team staffing requirement verification
- Apparatus out-of-service for staffing or mechanical reasons
- Shift trading for any portion of the shift
- Lead paramedics on all paramedic ambulances

This form should be turned in to Fire Department Headquarters at the end of each shift. It is the responsibility of the CWTC to ensure the accuracy of the report. The form shall be logged by the administrative staff and kept on file for reference purposes. Even though overtime is reported on this form, it shall remain the responsibility of each individual member to report their overtime on a Form 47. The information contained on the Form 45 shall match information entered into CrewSense for a secondary means of data collection.