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**Department of Emergency Services  
Fire-EMS Division  
Standard Operating Procedures**

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## General Policies

Subject: Shift Supervisor  
Revised: 7-1-02  
Section: 239.00

### 239.01 Purpose

To provide general guidelines for the acting Shift Lieutenant/Shift Supervisor in the absence of the assigned Lieutenant. These are not all inclusive as the acting Lieutenant/Shift Supervisor shall not be required to perform duties that lie within specific areas of operation or specialization of the regularly assigned Lieutenant.

### 239.02 Procedure

1. A.M. accountability taken, phoned, or faxed to Communications
2. Check 7542 and sign off SCBS and medications
3. Take supplies and paperwork to stations and check folder in Lieutenant's office for station distribution.
4. Assist on Fire and EMS calls, discretionary response if not dispatched.
5. Station checks, i.e. personnel, house duties and general appearance.
6. Review reports and daily check sheets for general Q.A. and accuracy.
7. P.M. accountability taken, phoned, or faxed to Communications
8. Complete shift supervisor's reports
9. Complete appropriate forms, reports for specific occurrences such as incident reports, general liability report, first report of injury etc.
10. Have command staff paged regarding major events or any situation which may draw media attention, public interest or concerns. Do not hesitate to request assistance from command staff personnel should any concern or questions arise during the shift.
11. Fill personnel vacancies due to sick outs or injuries as necessary via Fire-EMS page system.
12. Leave voice mail on command staff voice mail group (group list 65) prior to going off duty, i.e. major events, personnel issues, overtime, sick outs, units O.O.S., and any other pertinent information.
13. Face to face exchange of information with oncoming Lieutenant/shift supervisor prior to going off duty.