


	<b>STANDARD OPERATING GUIDELINE</b>				
	ADMINISTRATION				
	STAFFING AND ACCOUNTABILITY DOCUMENT				
	Effective: 01/Jan/06	Revised: 26/Oct/2020	S.O.G. #: A-103	Page: 1 of 3	

## 1.0 Objective

- 1.1 The purpose of this guideline is to establish procedures for using the Staffing and Accountability document.
- 1.2 This document will serve two purposes. First, it provides the Communications Center and administrative staff with documentation as to the staffing levels and the apparatus personnel are assigned to. Second, it provides an accountability document for all Command personnel to utilize at an incident scene and will act as a redundancy system to the Passport Accountability system.

## 2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

## 3.0 Document Guidelines

- 3.1 The Staffing and Accountability Document will be utilized by all Battalion Chiefs and Acting Battalion Chiefs.
- 3.2 The document will be filled out by the Battalion Chief/Acting Battalion Chief at the start of every shift.
- 3.3 The document provides the following categories of reference and accountability:
  - 3.3.1 Date: This is automatically updated via the computer system.
  - 3.3.2 Time Off: All personnel are listed as to their time off and the time of day they may be off during a shift.
  - 3.3.3 Overtime: The Lieutenant, Primary, and Secondary personnel from the overtime list are posted here. This is also the location that personnel working overtime can be listed.
  - 3.3.4 Apparatus Assignments: Each Company is listed in this area. The personnel, the “F” number, and times (if required) will be documented.
  - 3.3.5 On-Duty Special Team Personnel: Personnel from each of the four special team disciplines will be posted in this area.
  - 3.3.6 Training: Both Company and Platoon training is listed. If the schedule is complex, a separate page can be generated.
  - 3.3.7 Shift Information: Any pertinent information you feel worth noting can be placed here. This can include road closers, apparatus maintenance, Public Education details, and any other information that may be warranted.
- 3.4 Once the document is completed, a copy will be given to the Communications Center, a copy given to the Department Executive Assistant, a copy sent to each Fire Station, and a copy carried in Battalion 33. Both the Chief and the Deputy Chief have access to the document via the computer. It is also recommended that a copy of the Safety Page from the “Scoop” be printed out and carried in Battalion 33.

## 4.0 Reference

- 4.1 Highland Park Fire Department
- 4.2 Standard Operating Guideline O-316: Passport Accountability System
- 4.3 Example



# STANDARD OPERATING GUIDELINE

## ADMINISTRATION

### STAFFING AND ACCOUNTABILITY DOCUMENT

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S.O.G. #: A-103

Page: 2 of 3



#### Highland Park Fire Department: B Shift Staffing and Accountability Document

\*Be Safe and Prepared

\*Always Wear your Seat Belt

\*Make Everyday a Training Day



Monday, March 22, 2021

Time Off				Overtime			
Scheduled				Lieutenant			
Trade				Primary			
Sick				Secondary			
Float Vac Day				Holdover			
Non-Use of Sick				Spec Team Drill			
Light Duty				Clinical Time			
Personal				School			
Other				Other			

#### Battalion 33

F#	Rank	Name	Time	Special Team

#### Engine Company #32

#### Ambulance #32

F#	Rank	Name	Time	Special Team	F#	Rank	Name	Time	Special Team

#### Squad Company #33

F#	Rank	Name	Time	Special Team	F#	Rank	Name	Time	Special Team

#### Engine Company #34

#### Ambulance #34

F#	Rank	Name	Time	Special Team	F#	Rank	Name	Time	Special Team

#### Training

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Level	Time	Topic	Location	Instructor
<b>Shift Information</b>				

Approved:  Fire Chief