

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**80.01.02**  
**RESIDENT VOLUNTEER**  
**FIREFIGHTER DUTY**  
**ASSIGNMENT**



Adopted: 12/20/16  
Reviewed: 11/21/19  
Revised: 11/21/19

Approved:

A handwritten signature in black ink, appearing to read "Tony Hicken", is written over a horizontal line.

**Purpose:** To assign Resident Volunteer Firefighters to a dedicated shift for duty assignments.

**References:** N/A

**Procedure:**

1. Shift Assignment.
  - a) Resident Firefighters will be assigned per the three platoon schedule: A Shift, B Shift, or C Shift. Resident Firefighters will be assigned a Supervisor of Record. The shift is the responsibility of the assigned Resident Firefighter.
2. Changes to the Schedule.
  - a) All changes to the schedule must be approved by the Scheduling Officer and shall be submitted for approval at least three working days in advance.
3. Trade Time.
  - a) Resident Firefighters are allowed to conduct shift trades with one another under the following conditions.
    - i. Trades and pay back of time must not create any cost to the District due to the trade.
    - ii. Trades must be submitted via the District's scheduling software program to the Scheduling Officer at least three business days prior to the trade date and will be approved if the criteria are met.
    - iii. Each firefighter of an approved trade is responsible for their portion of the trade as a regular shift.
    - iv. A maximum of two shift trades each month is allowed. Should circumstances exist for the emergency need of more than two shift trades, approval may be obtained only through the Captains.