

Springdale Fire Department
Policy & Procedures Manual
Volume 1 – Administration
Section 102 – Personnel Policy
102.2 – Reporting for Duty

Personnel shall report for duty on their assigned days to work at the station indicated by the on-duty shift commander no later than 0800 hours, in uniform and presenting a neat, clean, and well-groomed appearance. The first priority of all personnel upon reporting for duty shall be to ensure that all apparatus and equipment is prepared for immediate response.

Personnel shall not leave their post of duty without following the proper shift change procedure of obtaining relief from another member of the department and/or without permission of their immediate supervisor or other superior within the chain of command.