

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

---

**Title:** Shift Duties  
**Policy:** 434.00  
**Purpose:** Outlines specific daily duties and responsibilities for EMS personnel

---

**Policy:**

Employees will be in uniform and ready for duty as outlined by their schedule. The off going crews will ensure quarters and vehicles, are cleaned, vacuumed and trash cans emptied before turning over to on-coming crews.

The on-coming crew will retrieve radios, cell phone, pagers and unit keys from the off-going crew.

The on-duty crew will crank and perform a check of their medic unit and any back-up units at the station. Maintenance on the unit or any equipment, supplies that are needed and any missing or broken equipment must be documented on the Daily Shift Report. Any immediate operational issues must be called into the Branch Commander immediately.

Electronic Patient Care Reports (ePCR's) are to be completed and uploaded as soon as possible following the completion of the call, but no later than the end of the current shift.

The Branch Commander will inspect for the above during his/her station rounds.

**Accountability and Compliance:**

Quarterly, Logistics will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Shift duties compliance will be one of the measurements reported on. The percentage of the compliance will be reported to the Operations Chief quarterly in a report titled *Quarterly Shift Duties Compliance Report*.

Policy #: 434.00  
CAAS: 203.03.02  
203.06.01  
106.07.01  
Author: Bailey  
Reviewed: Leadership  
Approved: Leadership  
Status: Active  
Effective Date: 07/28/2016  
Revision Date: 09/20/2017

Reviewed and Approved:  
Dr. Chris Tanner and/or Dr. Gary Wright

---

---