



## Reporting to Work Notification

Board Approval:

*R M Kelly Chairman*

Date: 4/26/16

### Purpose

The purpose of this policy is to maintain accountability of all personnel to preserve emergency response readiness and track attendance and timeliness of employees.

### Procedure

Upon arrival at the assigned location for a shift, the employee will clock in via EMSeSchedule. Employees are not permitted to clock in until they are at their assigned duty location and ready for work.

Additionally, ALS providers must also notify the ECC via radio that they are on duty, using their 1100 number and assigned station. To minimize radio traffic, it is preferred that the employee reporting to work also notify the ECC that ALS provider they are relieving is off duty. Example: "1199 is on duty at Station 8, 1188 is off duty."

It is the on duty officer's responsibility to view the EMSeSchedule on shift report each morning to verify that all scheduled employees are clocked in and to review the CAD monitor to verify the status of all ALS providers is reflected accurately.