Duty Officer Shift Report

Date: _____________  Crew: ________________________

Crew Sgt: ________________________  Duty Officer: _______________________

The following tasks need to be completed every shift:

- Consult with the Crew Sergeant regarding staffing levels and mutual aid requests.
- Ensure that a Shift Status Report is sent to ECC (293-3083)
- All units have been decontaminated and/or checked appropriately by the crew.
- The crew completed daily and assigned chores.
- Equipment and cleaning supplies are stocked appropriately.
- UVA and MJH ER have been checked for used equipment.
- Used equipment was decontaminated before being placed in service.
- Car 130 checked and cleaned appropriately.
- Follow up on crew paperwork at the end of shift (Crew Sgt Shift report filled out?).
- Deficiency Notices issued for unacceptable actions or conditions

Responses to emergency calls to supplement crew staffing (NUA, No Medic/Squad …)

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Special Incidents / Complaints / Inter-Agency Problems / Notable Occurrences

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Personnel Issues / Intra-Agency Problems

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Deficiency Notices or Special Incident Reports filed? (Please attach copies)

Duty Officer Signature: ____________________________________________