



Carroll County Department of Fire & EMS

Standard Operating Procedure: 4.03	Effective Date: June 8, 2023
Subject: Station Operations	Section: Fire Rescue Ops
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The Carroll County Department of Fire & EMS requires that all personnel shall be at their assigned workplace, prepared for duty, by the assigned starting time.

II. DEFINITIONS

- A. Tardiness – A failure of an employee to report to his/her current assignment at the starting time
- B. Absent Without Official Leave (AWOL) - Any scenario in which an employee is absent from duty without authorization.

III. PROCEDURES

A. Scheduled Starting Time

- 1. The scheduled starting time for uniformed employees is 07:00 hours.
- 2. The starting time for uniformed personnel assigned to daywork schedule and modified duty personnel will be determined by the employee's supervisor.

B. Station Log Entries

1. Time Record

- a. All personnel reporting for duty and going off duty shall sign themselves into and out of the station logbook.
- b. Employees may utilize exchange time in accordance with policy 2.15
- c. Employees utilizing exchange time shall log in and out at the actual time the exchange took place.

2. Entries

- a. The Station Lieutenant/Shift Commander shall verify the accuracy of the respective employees' entries.
- b. All employees that are on leave shall be documented by the Station Lieutenant/Shift Commander.
- c. Falsification of logbook entries may result in disciplinary action

3. Tardiness
 - a. Station Lieutenant/Shift Commander shall exercise fair judgement to determine whether an employee has a valid reason for being tardy.
 - b. Typical consideration for being tardy may include household emergencies, sudden sickness or injury, transportation problems, or inclement weather.
 - c. An employee shall be required to substantiate his/her reason for being late to work.
 - d. Following the first instance of tardiness in a calendar year the progressive discipline process shall be initiated.
 - e. All incidents of tardiness shall be documented and placed in the employee's station file as reference.
4. Absent Without Official Leave (AWOL)
 - a. Absent Without Official Leave (AWOL) shall be considered when an employee fails to arrive within 2 hours of the start time and has not received supervisory approval of pre-approved leave.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Station Operations policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.