



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	End of Shift Report
Reference Number:	ADM 05-003
Effective Date:	30-Jul-04
Last Revision Date:	22-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this SAP is to create a uniform procedure on how an “End of Shift” report should be filled out and/or given to the on coming shift.

Policy:

All personnel shall use the following guidelines when filling out an “End of Shift” report using the online form:

Fill in all required fields indicated with a star. The End of Shift Report is located on the Wintergreen Fire and Rescue website under About > Member Resources > End of Shift Report.

All personnel shall use the following guideline when giving an oral report to the on-coming shift:

Each on-coming shift shall receive an oral status report on the following:

- Equipment and/or apparatus out of service
- Projects that need to be completed during their shift
- Apparatus scheduled for service (time and location)
- Additional important information