

**EL DORADO COUNTY FIRE PROTECTION DISTRICT  
STANDARD OPERATING GUIDELINE**

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**ARTICLE 2: ADMINISTRATIVE POLICIES**  
**SECTION 21: SHIFT TRADE**

**EFFECTIVE DATE: 05-10-1993**  
**REVISION DATE: 05-01-1993**

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- 2.21.1      **PURPOSE:**            To establish a policy for the submittal, approval, and tracking of shift trades. Further, to establish levels of responsibility once shift trades are made and approved.
- 2.21.2      **PROCEDURE:**
- 2.21.2.1            All shift trades must be submitted, in writing, for approval prior to taking place.
- 2.21.2.2            The supervisor at each station shall approve shift trades for his/her personnel.
- 2.21.2.3            Approved shift trades shall be routed to the appropriate Battalion office for tracking.
- 2.21.2.4            Trades must only be made with personnel qualified to fill the position without the movement of additional personnel. Acting ranks may not be used for the purposes of shift trades.
- 2.21.2.5            Once a trade is approved, the person agreeing to work assumes sole responsibility for that period of the work shift. Failure to do so will result in that person's vacation hours being reduced by an amount equal to the trade time.
- 2.21.2.6            Personnel working trades shall show up to the assigned work location on time and with the appropriate uniforms and safety gear needed to assume the responsibilities of the person being replaced.