



RIVER DELTA FIRE DISTRICT

STANDARD OPERATING GUIDELINE

Chapter 3: Roll Call and Pass Down

REVISED: 10/5/2025

Roll Call and Pass Down

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a continuous operational level of suppression forces concurrent with standards set by the District and allow a full exchange of necessary information between shifts to maintain informed personnel.

302.1 DEFINITIONS

Roll Call – Formal accountability of personnel present, typically at shift change.

Pass On – Exchange of essential work-related information between on-coming and off-going personnel.

303.1 POLICY

It is the policy of the River Delta Fire District to conduct a formal roll call and pass on between on-coming and off-going personnel at shift change.

304.1 PROCEDURE

304.1 ROLL CALL

- (a) Roll call shall be conducted at shift change between on-coming and off-going personnel and published on **WhatsApp**.
- (b) All on-coming personnel shall be accounted for.
 1. It is the responsibility of the off-going company officer to ensure a minimum number of required personnel remain on duty and are available to respond.
 2. Off-going personnel shall remain on duty until properly relieved.
 3. The duty chief shall be notified of any personnel unaccounted for at roll call by the on-duty company officer.
- (c) Early release of off-going personnel will be done only with approval of the company officer.

305.1 PASS ON

- (a) The off-going company officer shall be responsible for coordinating the exchange of information at roll call including, but not limited to:
 1. New policy and procedures, memorandums and announcements.
 2. Changes in equipment or apparatus.
 3. Any additional information deemed pertinent.
 4. Pass-on will be memorialized in the daybook.
- (b) Personnel relieved outside of roll call shall pass on pertinent work-related information to their relief.