



## TOLEDO FIRE & RESCUE DEPARTMENT



# AD-9 Attendance Cards - Line Battalion Chiefs (Outdated)

## AD Manual

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## Purpose

To reinforce the current understanding and to define responsibility and assign accountability for attendance cards for the rank of Battalion Chief.

## Policy/Procedure:

All line battalion chiefs shall keep their attendance cards up-to-date and accurate. Line battalion chiefs are responsible for the safe keeping of their attendance cards as this is an official document. A copy of their up-to-date attendance card shall be kept in their desk drawer and made accessible to the operations bureau at anytime. Relief line battalion chiefs shall have their attendance cards available upon request at all times.

At the end of every month, all line battalion chiefs shall fax a copy of their up-to-date and accurate attendance cards to the senior battalion chief on their shift. The senior battalion shall complete the monthly recap for all the battalion chiefs assigned to their shift. A copy of the monthly recap shall be sent to the Operations Deputy.

Random checks of the attendance cards will be made by a member of the operations bureau. If an attendance card is found to be incomplete, inaccurate, or lost, an investigation will be warranted, and appropriate further action will be taken.

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