



# TOLEDO FIRE & RESCUE DEPARTMENT



## B-22 Fill-In Assignments

### Non-Emergency Manual

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### Policy/Procedure

1. "Fill-In" assignments shall be treated similarly to other dispatches. When dispatched to "Fill-In", the unit dispatched shall leave the station immediately or, if on the air, progress to the station to be filled-in as soon as possible.
2. Upon arrival at a filled-in station, the Officer shall press the AIQ status button and notify Dispatch that the unit is available for assignments in that district.
3. The Officer shall document in both the filled-in station's journal and home station journal that the fill-in occurred. Runs taken in a filled-in district shall be documented in a unit's home station journal only.

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See Also:

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