

Section 3.1: Daily Dispatch Duties

During Health Center business hours, 0700 to 1700 Monday through Friday, dispatchers must be awake and response ready.

The following will be done throughout the entire shift:

1. Completion of the Dispatch Check-Off Log at each shift change.
2. Monitoring the following agencies' radio traffic:
 - a. University Police Department
 - b. College Station Fire Department
 - c. Bryan Fire Department
 - d. All Hospital Radio Traffic
3. Keep the RescueNet CAD system updated with crew and vehicle status.

The following duties must be completed by the on-duty dispatcher by 0900 every morning:

1. Clean/Sanitize dispatch console and desk.
2. Straighten Communications Office.
3. Make dispatch bed.

The following duties must be completed by the on-duty dispatcher by 2100 every night:

1. Assist in vacuuming the squad rooms and Communications Office
2. Clean/Sanitize dispatch console and desk.
3. Empty all trash cans.
4. Assist in folding laundry.
5. Clean the dispatch bathroom sink and toilet.

Sleeping on shift:

So long as it is outside of normal business hours and all tasks and training have been completed, dispatchers are permitted to sleep on shift, as long as they can meet the following requirements:

1. Dispatchers must wake up to answer all phone calls, including 911 and Business Line calls.
2. Dispatchers must wake up to answer all Text-to-911 calls.
3. Dispatchers must wake up to answer radio traffic from Standby EMS or other agencies requesting TAMU EMS.

Sleeping on shift is NOT permitted:

1. During normal Health Center business hours
2. When the crew is out of the station for any reason